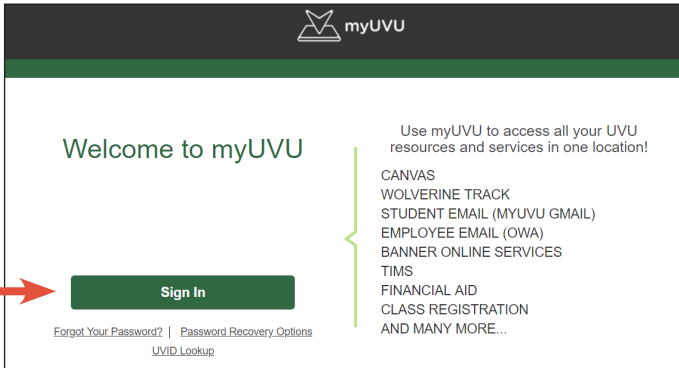
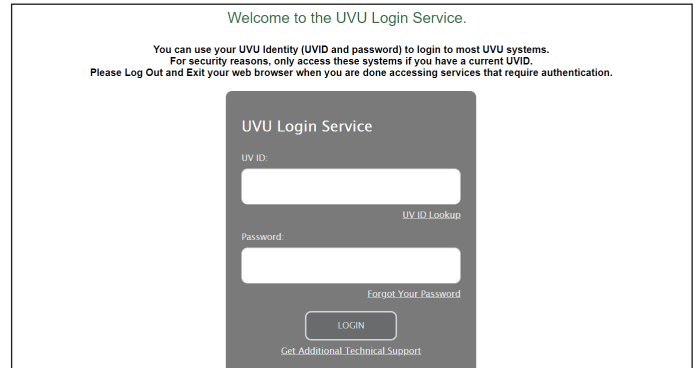


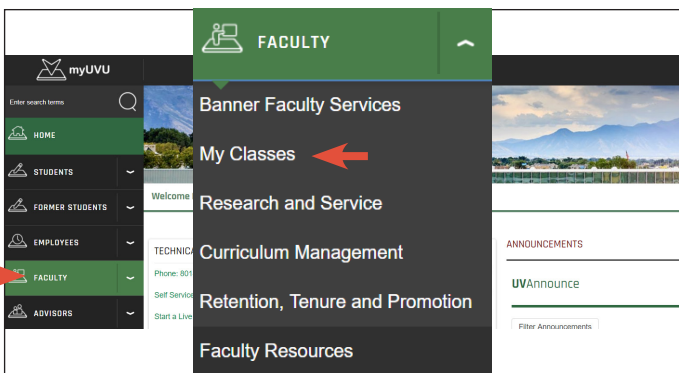
myUVU Grade Entry Instructions



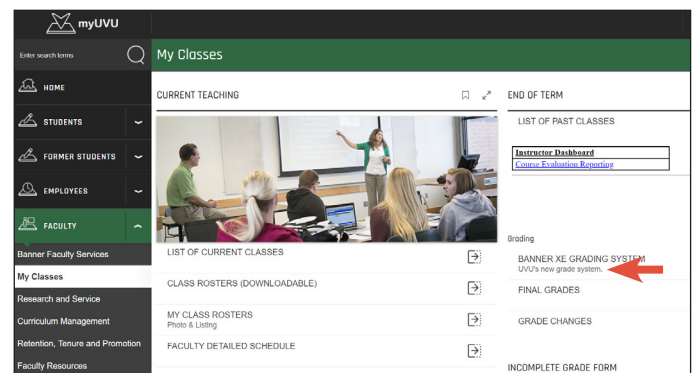
1. Access myUVU - my.uvu.edu - and click **Sign In**.



2. Log in using your UVID and password (If you have problems logging in, contact UVU Service Desk - 801.863.8888).



3. Once logged in, locate the **Faculty** tab on the lefthand menu. Click the down arrow and select **My Classes**.



4. Click on **Banner XE Grading System** >> **UVU's new grading system**.

Midterm Grades	Final Grades	Gradebook
My Courses		
Grading Status	Rolled	Subject
Completed	Completed	SLSS - Student Leadership and Success
In Progress	In Progress	SLSS - Student Leadership and Success
Completed	Completed	EDEL - Edu Elementary Education
Completed	Not Started	EDEL - Edu Elementary Education

Enter Grades	Full Name	ID	Midterm Grade	Final Grade
	Allen, Jessica	*****		
	Anderson, Bobby	*****		

5. **My Courses** Section: Click on **In Progress** course. **Enter Grades** section: Student names will then appear.

ID	Midterm Grade	Final Grade	Rolled	Last Attend Date
*****		A		
*****		A-		
*****		B		
*****		B-		
*****		C		

6. **Final Grade** column: Click on the down-arrow and select grade. Repeat for all students. Click **Save**.
Your grades are now successfully entered!

GRADING HINT | My Courses section

- **Grading Status:** Orange **In Progress** will change to green **Completed** when grades are completed and saved.
- **Rolled:** Orange **In Progress** will change to green **Completed** when grades officially roll.

GRADING TIPS

- E represents a failing grade
- Last Attend Date is only required for UW
- UW should not be used without contacting CE Office first
- I is not a permissible grade for concurrent enrollment students