Assigning Grades in EIS at \textit{http://my.unt.edu}

**PART I:** Assigning Grades and Approval Status.

1. You can use \textit{my.unt.edu} to assign and approve final grades for all courses taught at UNT and the UNT Dallas campus. To assign grades,

2. Go to \texttt{https://my.unt.edu} and login to the website using your EUID and Password.

   ![Login Screen]

   \textbf{NOTE:} If you do not know your EUID and password, use the links below the \texttt{Sign In} prompt to help you navigate for assistance.

3. Once logged into \texttt{my.unt.edu}, select the \texttt{For Faculty} tab to take you to faculty Academic Resources.
4. In the For Faculty page, select **Record Grades** in the **Record Class Grades** menu.

![Record Grades]

5. Select the Term that you wish to view.

![Record Grades]

**Record Grades**

Alberto Instructor

Select the Term for which you wish to view a roster.

**Grade Rosters**

- 2004 Fall
- 2003 Fall
- 2002 Fall
6. Select the course title of the roster you wish to view.

   Select Grade Roster

   Alberto Instructor

   Select the Course Title of the roster you wish to view.

   Course Title | Subject Catalog Nbr | Section | Class Nbr
   --------------|---------------------|---------|---------
   Introduction to Archaeology | ANTH 2501 | 001 | 1157 |
   Grammar, Comma | ENGL 1312 | 001 | 1018 |
   Grammar, Corr | ENGL 1312 | 002 | 1018 |
   CA Corr Mtll | ENGL 1023 | 002 | 1022 |

   Select a Different Term

7. After selecting the course title the Grade Roster will be displayed. Note that the grade roster Approval Status will initially be set to “NOT REVIEWED”. Enter grades by typing the grades in the “Grade Input” box. If you are not sure what grades are available, you can select the button to view the available grade types.
8. After all grades are entered, it will be necessary to set the appropriate Approval Status.

<table>
<thead>
<tr>
<th>Approval Status</th>
<th>Definition</th>
</tr>
</thead>
</table>
| Not Reviewed     | • Allows the entry of grades on the Grade Roster.  
|                  | • Grades entered have not been given final approval by the instructor or supervising faculty member.  
|                  | • Grades can continue to be entered in “Not Reviewed” Status and saved. |
| Ready for Review | • Indicates that all or partial grades have been entered on the Grade Roster.  
|                  | • Grades that are entered on the Grade Roster are Ready for Review and Approval by the instructor or supervising faculty member.  
|                  | • Grades cannot be entered on the Grade roster while in Ready for Review status. |
| Approved         | • Indicates that all grades have been reviewed and approved by the instructor and are ready for the Registrar’s Office to Post to the official record.  
|                  | • NOTE: The instructor cannot change the Approval Status of the Grade Roster to Approved until all grades are assigned. |

9. Set the Approval Status to the appropriate level, Ready for Review, Approved or Not Ready for Review depending on the current status of the grading.

NOTE: Depending on your role in the grading process (professor, co-professor, teaching assistant), you may or may not have security to give final Grade Roster Approval.
10. After grades have been entered and Approval Status set, select \(\text{Save}\). 

**NOTE:** If \(\text{Save}\) is not selected, the grades will not be saved in the grade roster.

11. **IMPORTANT FINAL PROCEDURE:** Grades cannot be posted by the Registrar’s Office until the Grade Roster Approval Status has been set to **APPROVED**. Before the Grade Roster can be approved, all grades must be assigned.

12. After setting approval status to Approved, select \(\text{Save}\).
PART II: Entering Incomplete Grade Information and Incomplete Grade Lapse Date.

13. Students assigned an Incomplete ("I") grade should have Notes attached to the grade concerning how the course should be completed. An instructor has the option of setting a Lapse Date and corresponding grade to a student’s “I”.

14. To set a Note and Lapse Grade to a student in the "I", select the Note button on the Grade Roster for each student that has been assigned a grade of "I".

Select the Incomplete Detail button to write details about the “I” grade and to set the Lapse Grade.

NOTE: While the Note ID and Transcript Note options are viewable, they are not available for use on the Grade Roster.
15. On the Student Incomplete Page,

- (Optional) Set the **Lapse Deadline** to the deadline being assigned for the student to complete the “I” grade.
- (Optional) Set the **Lapse to Grade** to the grade that should be assigned to the student if the stipulations for completion of the “I” are not met.
- Type a brief **Comment** on the reason why the “I” is being assigned and how it should be completed.

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**Student Incomplete**

**Term:** 2004 Fall

**Class No.:** 1157 Introduction to Archaeology ANTH 2500

**ID:** 00017223 Johnson, Steve

**Grade In/Official:**  /  /

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**Lapse Status**

- **Lapse Status:** Incomplete
- **Lapse Deadline:** 02/21/2005  
- **Lapse To Grade:** F

**Comment:** Student was ill on day of final exam. Student must complete final by February 1, 2005.

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**NOTE:** The assigning of a **Lapse Deadline** and **Lapse to Grade** is not a requirement. Please review the University Catalog for rules governing the removal of “I” grades.

16. Select **OK** after completion to return to the Transcript Note page. Select **OK** again to return to the Grade Roster page.

17. **IMPORTANT:** After returning to the Grade Roster page, immediately select the **Save** button before continuing with grade entry.