Assigning Grades in EIS at http://my.unt.edu

PART I: Assigning Grades and Approval Status.

1. You can use [my.unt.edu](https://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 [https://my.unt.edu](https://my.unt.edu) and login to the website using your EUID and Password.

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

3. Once logged into [my.unt.edu](https://my.unt.edu), select the For Faculty tab to take you to faculty Academic Resources.

Updated May 2, 2005
4. In the For Faculty page, select Record Grades in the Record Class Grades menu.

5. Select the Term that you wish to view.
6. Select the course title of the roster you wish to view.

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 ![Save](image.png).

NOTE: If ![Save](image.png) 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 ![Save](image.png).
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.

14. To set a Note for a student in my.unt.edu, 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.

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.

**NOTE:** While a lapse date and lapse grade can be recorded in the incomplete detail, the functionality to utilize this information in EIS is currently not being used. Recording grades and dates in the lapse detail is optional.

- Type a brief **Comment** on the reason why the “I” is being assigned and how it should be completed.

**Student Incomplete**

<table>
<thead>
<tr>
<th>Term:</th>
<th>2004 Fall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Nbr:</td>
<td>1167</td>
</tr>
<tr>
<td>ID:</td>
<td>00017223</td>
</tr>
<tr>
<td>Grade In/Official:</td>
<td>1</td>
</tr>
</tbody>
</table>

**Lapse Status**

| Lapse Status: | Incomplete |
| Lapse Deadline: | 02/01/2005 |
| Lapse To Grade: | F |
| Comment: | Student was ill on day of final exam. Student must complete final by February 1, 2005. |

**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.

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