

Brief Grading Instructions

Using Teaching Tools (Faculty Center) to Enter Grades

1. Log in to [MyCUInfo](#).
2. Click the **Teaching Tools** tab.
3. Click **Go to Web Grading**.
4. In **Faculty Center/My Schedule**, make sure the correct term is selected (if not, click **Change Term** to select the correct term), then click **Grade Roster**.
5. Select your grading method.
 - a. To enter grades manually, choose **Drop Down Grading** or **Bubble Grading**. If you choose this method, save your work often.
 - b. To upload your correctly formatted CSV file,* click **Upload Grades**.

***NOTE:** For instructions on exporting grades from a learning management system or formatting a CSV file, see our [Faculty Grading](#) webpage.

 - i. Click **Attach File** and browse for your CSV file.
 - ii. Click **Open**, then click **Upload**. A pop-up reminder will appear explaining the file formatting requirements. Click **OK** to dismiss it.
 - iii. Click **Upload File**. The page will update to indicate the number of upload errors and the number of successfully uploaded records. The system will also generate an email confirming the upload attempt.
 - iv. Click **Return to Roster** to see the uploaded grades.
 - v. Click **Save**.
6. Once your grades are entered, change the **Approval Status** at top of page:
 - a. If you're a TA or non-approving instructor, change the status to **Ready for Review** to indicate the grades are ready for next-level approval.
 - b. If you're a primary instructor or other approver, change the status to **Approved**, then click **Post**.
7. Once the grade roster is approved and posted, instructors should use the grade-change workflow to request grade changes. See [Using the Grade-Change Workflow](#) for step-by-step instructions.