Grade Entry Guide to the my.HTU Portal

Who Should Use this Guide?

This guide is meant for Faculty using the my.HTU portal at Huston-Tillotson University. This will outline the Grade Entry functions available to you.

Accessing my.HTU

When you first access the portal at http://my.HTU.edu, you are brought to the main public page. In the yellow log in bar area, enter your username and password.


Tabs and Pages and Portlets

After you log in, you will see your name in the yellow log in bar. Just below that are the tabs that you have access to. Use these tabs to navigate around the portal.

Click the Faculty tab to start.
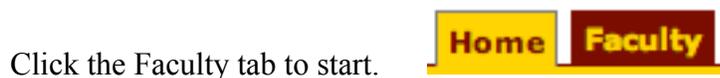
This is the general Faculty Information area. Listed in the left margin are pages associated to this tab. Each page contains portlets, each serving a certain function, including posting or retrieving information. You will notice each portlet is also listed as a link in the left margin. You can click on these links, or click on the title in the title bar of each portlet to maximize it. However, it is not necessary to maximize each portlet before you use it.

Just below the tabs are the "breadcrumbs" you can use to navigate back through the pages and portlets.

Note: Using the Back arrow on your browser will cause the page to error out. Please use the page links and breadcrumbs to navigate.

Breadcrumbs   Portlet   Portlet Title

Pages
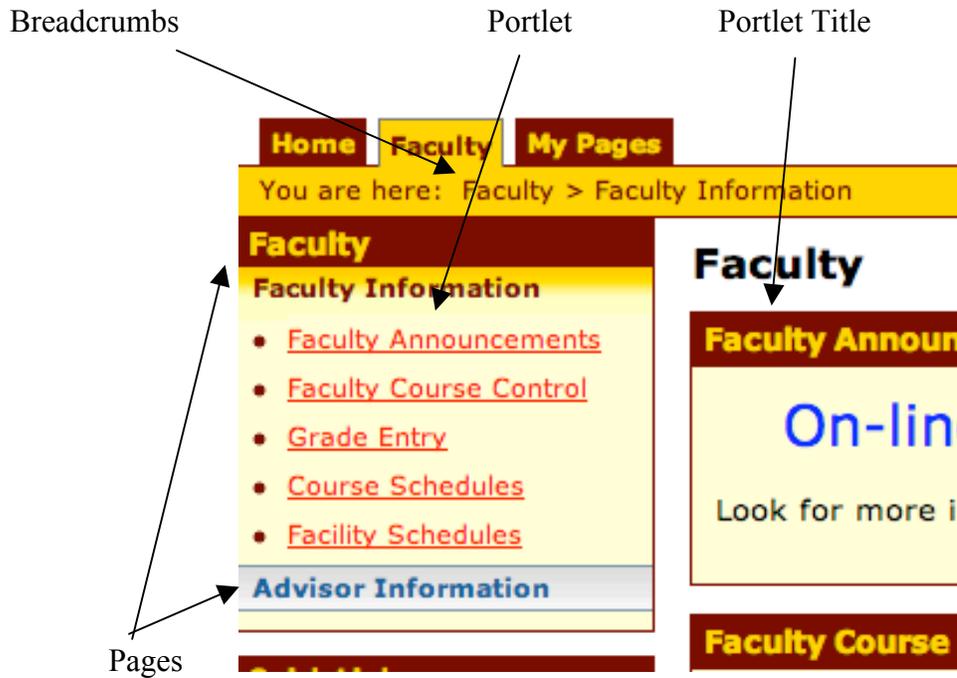
Using my.HTU

Below is an outline of the Grade Entry portlet and how to use it. Remember to use the breadcrumbs or links in the left margin to move to/from different areas.

Note: to the right of the Portlet title bar there is a small wrench icon (to the left of the question mark). This wrench allows you to customize and save your setting preferences for a particular area.

<u>Grade Entry:</u>

Click on the Grade Entry link in the left-hand navigation. The Grade Entry portlet will be displayed with the View Course List link.
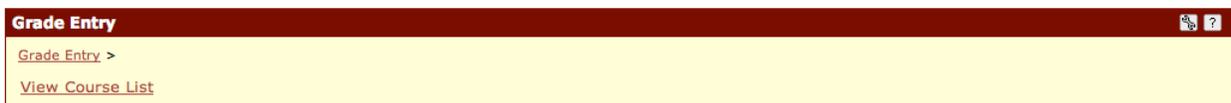
Click on the View Course List link in the Grade Entry portlet. This page displays the Grade Entry – Grading Course List portlet for faculty. This section of the my.HTU.edu site is accessible by all faculty members, but will only display the courses that you are teaching.

Grade Entry - Grading Course List

Grade Entry > > Grading Course List

Course List for: Eric Budd

To enter/change grades, first select a Program and Term, and click the Search button. When the list of courses has been displayed, click on a course title to see the class list.

Search Criteria:

Program: [All ‡]   Term: [SP 2009 ‡]   (Search)

Course	Catalog	Title	Cr Hrs	Clock Hrs	Grading Period Open?	
					Midterm	Final
EDU201-1	UG06	Orientation to the Teaching	1.00	0.00	N	Y
EDU411A-1	UG06	Certification Examination	1.00	0.00	N	Y
EDU411B-1	UG06	Certification Exam Prep:	1.00	0.00	N	Y
SED313-1	UG06	Survey Of Exceptional Learners	3.00	0.00	N	Y
SED383-1	UG06	Physical Activities Students	3.00	0.00	N	Y
SED333-1	UG06	Assessment and Evaluation of	3.00	0.00	N	Y

Verify that the correct Program and Term are selected from the dropdown boxes and then click on the Course that you are entering grades for. The Grade Entry – Update Student Grades page will be displayed for the course that you selected.

Grade Entry - Update Student Grades

Grade Entry > > Grading Course List > Update Student Grades

EDU201-1 Orientation to the Teaching - Update Student Grades

Student List for: Undergraduate Program Spring Term - 2009   [EDU201-1 Orientation to the Teaching ‡]

Catalog: UG06

Instructors: Budd, Eric
Cross-listed Courses:
Course Grading Type: Letter Grade   **Default Grade:** [Select... ‡]   (Set Default Grade)

If the grading period is open and you have permission to enter grades, the default grade you select will be applied to rows that have no grade and that have a grading type that matches the course grading type. Please note that the midterm grading type is not displayed on this screen, but if it is available, it is compared to the course grading type to determine whether or not to apply the selected default grade.

The Grading Type for students will only be displayed if it is different than the Course Grading Type.

FERPA Restr.	Student	ID	Grad?	Final Grade	Grading Type	Absences	Clock Hrs	Cross-listed Course	Class
	Aplon, Myron N	104033		[Select... ‡]		0	0		SO
	Bernal, Abraham E	104013		[Select... ‡]		0	0		JR

Select the appropriate grade from the Grade dropdown box for each student.

FERPA Restr.	Student	ID	Grad?	Final Grade	Grading Type	Absences	Clock Hrs	Cross-listed Course	Class
	Aplon, Myron N	104033		✓ Select... A B C D F I		0	0		SO

You can also use the Default Grade dropdown box to set the same grade for every student in the class. Select the correct grade from the Default Grade dropdown box and then click on the Set Default Grade button. The default grade will be set for each student.

Course Grading Type:	Letter Grade	Default Grade:	✓ Select... A B C D F I	Set Default Grade

After all of the grades have been entered click the `Save` **button at the bottom of the page.**

To enter grades for another class you can simply select the class from the dropdown box at the top of the Grade Entry portlet or you can click on the Grade Entry in the left-hand navigation and then select the correct course.

After grade entry is completed you will receive an email that tells you what grades you entered. The email message is just a confirmation and no additional action needs to be taken unless you see a grade discrepancy in the email message. If any grade is wrong then you should go back into grade entry and update the student's grade.

my.HTU Portal Q & A

Q. How do I change my password in my.HTU?
A. Click on the Personal Info link that is located next to the log in bar. Click on the Password tab in the My Info area and complete the Old Password, New Password, and Confirm Password fields.

Q. What do I do if I forgot my password?
A. On the my.HTU homepage enter your username and then click the *I forgot my password* link next to the Login button. On the Login – Forgot Password screen click the Send New Password button to have a new password emailed to your HT email account or click the Cancel button to return to the Login page