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.

![Login Form]

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.

![Faculty Tab]

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.
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.

Grade Entry:

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.

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

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.

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.

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**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