

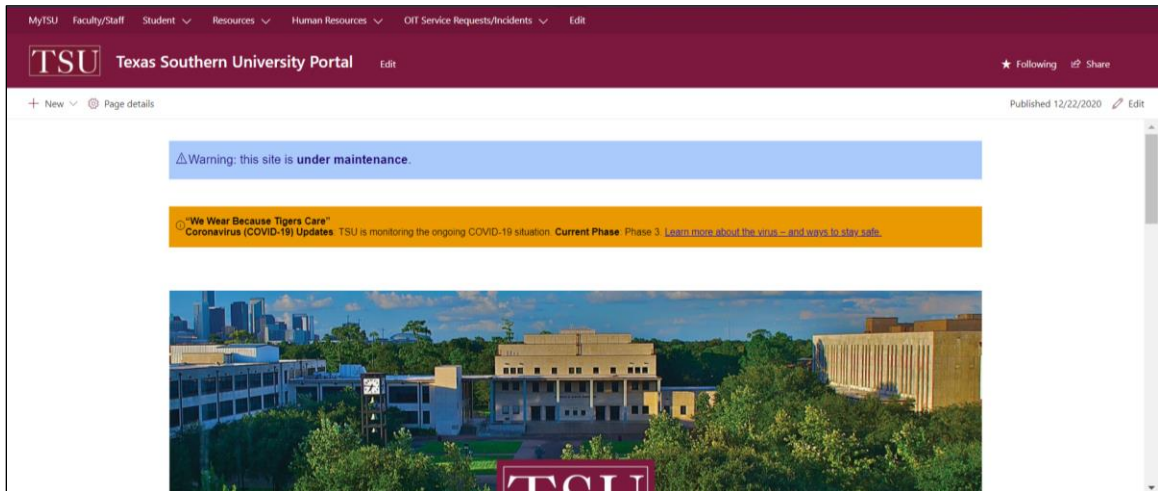


TEXAS SOUTHERN UNIVERSITY

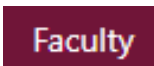
My Faculty Portal *User Guide*

Grade Entry

1. Navigate to MyTSU portal landing page.

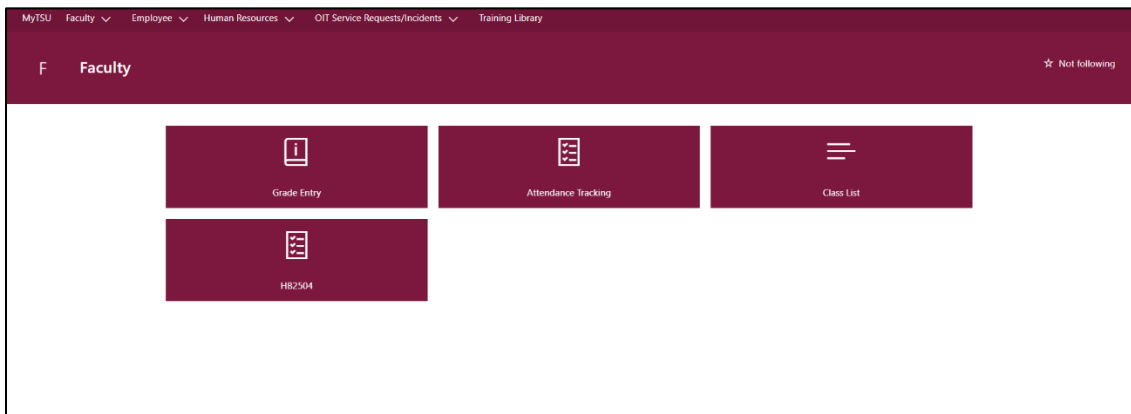


2. Click, "**Faculty**" tab.

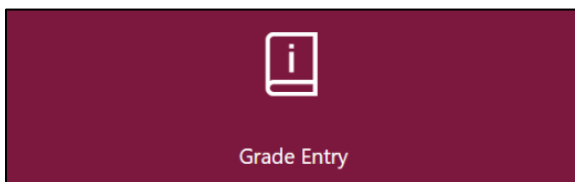


The “**Faculty**” page will launch.

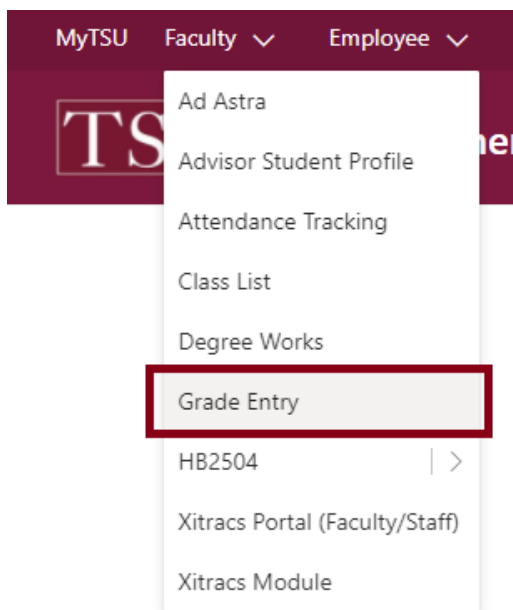
Four (4) intuitive and adaptive tiles (shortcuts) will display, with sub-menus.



3. Choose, “**Grade Entry**” tile.



An alternative option is to choose “**Grade Entry**” from the drop-down menu.



- Access to follow are presented:
 - Midterm grades

Faculty Grade Entry - Midterm Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status Subject Course Section Title Term CRN

Not Started ACCT - Accounting 600 01 Oil and Gas Accounting 202210 - Fall 2021 11720

Records Found: 1

Enter Grades

Full Name	ID	Midterm Grade	Last Attend Date	Hours Attended
NilooFar			08/25/2021	
Hadler			08/17/2021	
Ujrec			08/25/2021	
Hannah			08/25/2021	
Jessica			08/17/2021	
Deverik, W.			08/25/2021	
Broderrick, C.			08/25/2021	

Records Found: 7

Save Reset

- Final grades

Faculty Grade Entry - Final Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status Rolled Subject Course Section Title Term CRN

Not Started Not Started ACCT - Accounting 600 01 Oil and Gas Accounting 202210 - Fall 2021 11720

Records Found: 1

Enter Grades

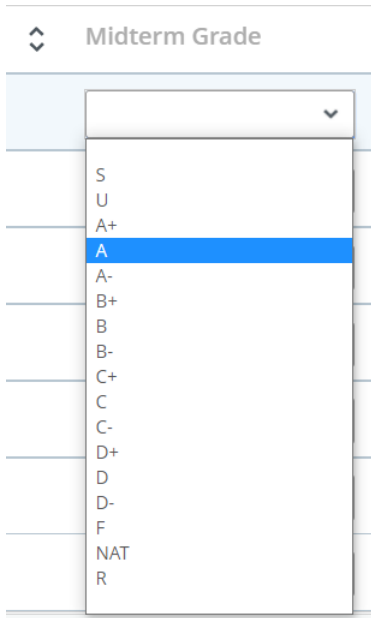
Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
NilooFar					08/25/2021	
Hadler					08/17/2021	
Ujrec					08/25/2021	
Hannah					08/25/2021	
Jessica					08/17/2021	
Deverik, W.					08/25/2021	
Broderrick, C.					08/25/2021	

Records Found: 7

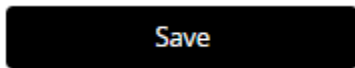
Save Reset

NOTE: The “Gradebook” feature is not active but should be available in future MyTSU portal upgrade releases.


4. Use the grade entry drop-down menu.



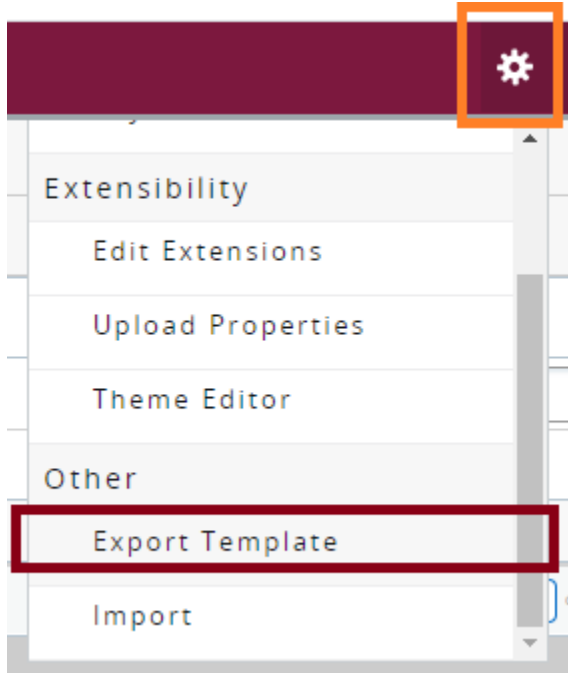
5. Click, “**Save**”



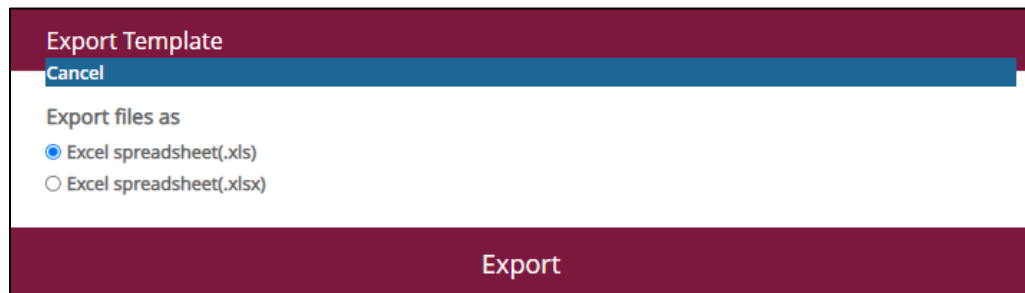
Faculty can use **Export/Import** templates to enter grades.

6. Click on the gear icon. 

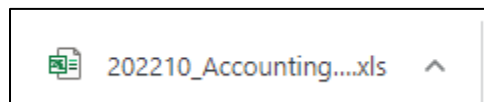
7. Choose “**Export**” template.



8. Click “**Export.**”



MS Excel workbook will download to computer.



9. Enter “Grade” and “Hours Attended” in MS Excel workbook, then save.

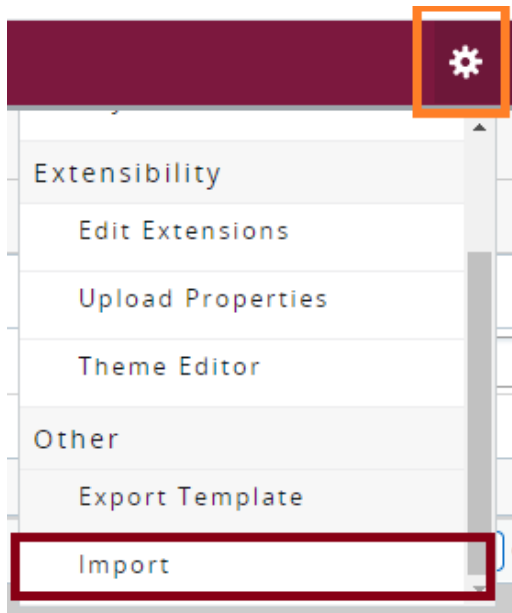
The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I
1	Term Code	CRN	Full Name	Student ID	Confidential	Course	Midterm Grade	Last Attended Date	Hours Attended
2	202210	11720	A, NilooFar	TXXXXXXX	No	Accounting		8/25/2021	
3	202210	11720	A, Hadeer	TXXXXXXX	No	Accounting		8/17/2021	
4	202210	11720	E, Tiger	TXXXXXXX	No	Accounting		8/25/2021	
5	202210	11720	H, Hannah	TXXXXXXX	No	Accounting		8/25/2021	
6	202210	11720	L, Jessica	TXXXXXXX	No	Accounting		8/17/2021	
7	202210	11720	M, Deverik W.	TXXXXXXX	No	Accounting		8/25/2021	
8	202210	11720	P, Broderick C.	TXXXXXXX	No	Accounting		8/25/2021	
9									

10. Click on the gear icon.



11. Choose “Import” template



12. Select a file for import from computer, then click “Upload.”

The screenshot shows the 'Import' dialog box with a maroon header and a blue 'Cancel' button. Below the header is a progress bar with five steps: 1 Select (active), 2 Preview, 3 Map, 4 Validate, and 5 Finish. The main content area is titled 'Select a File for Import' and contains the text 'You may import a file with faculty grade entry data.' Below this text are two buttons: 'Browse' and 'Upload'. At the bottom, there is a maroon bar with the text 'Continue'. A small note at the bottom left states 'Supported file types: Excel Spreadsheet (.xls), Microsoft Excel Open XML Spreadsheet (.xlsx)'.

13. Preview file.

NOTE: Check the box if your spreadsheet includes headers.
Use the grid to preview the data prior to importing.

The screenshot shows the 'Import' dialog box with a maroon header and a blue 'Cancel' button. Below the header is a progress bar with five steps: 1 Select, 2 Preview (active), 3 Map, 4 Validate, and 5 Finish. The main content area is titled 'Preview File' and contains the text 'Check the box if your spreadsheet includes headers. Use the grid to preview the data prior to importing.' Below this text is a checkbox labeled 'My Spreadsheet has headers.' which is checked. Below the checkbox is a table with the following data:

Row	Term Code	CRN	Full Name	Student ID	Confidential	Course	Midterm Grade	Last Attended Date	Ho Atte
1	202210	11720	A, NilooFar	TXXXXXXXX	No	Accounting	A	08/25/2021	
2	202210	11720	A, Hadeer	TXXXXXXXX	No	Accounting	A	08/17/2021	
3	202210	11720	E, Tiger	TXXXXXXXX	No	Accounting	A	08/25/2021	
4	202210	11720	H, Hannah	TXXXXXXXX	No	Accounting	A	08/25/2021	

Below the table are two buttons: 'Go Back' and 'Continue'.

14. Use the drop-down lists to map the data from your spreadsheet to the appropriate columns on the Faculty Attendance Page. Fields marked with * are required fields. They must be mapped in order to continue the import process.

Import Cancel

1 Select | 2 Preview | 3 **Map** | 4 Validate | 5 Finish

Map Columns

Use the drop down lists to map the data from your spreadsheet to the appropriate columns on the Faculty Attendance Page.

Fields marked with * are required fields. They must be mapped in order to continue the import process.

- Term Code*
- CRN*
- Student ID*
- Midterm Grade
- Last Attended Date
- Hours Attended

Map	Term Code*	CRN*	Other	Student ID*	Other	Other	Midterm Grade
Row	Term Code	CRN	Full Name	Student ID	Confidential	Course	
1	202210	11720	A, NilooFar	TXXXXXXXX	No	Accounting	A
2	202210	11720	A, Hadeer	TXXXXXXXX	No	Accounting	A
3	202210	11720	E, Tiger	TXXXXXXXX	No	Accounting	A
4	202210	11720	H, Hannah	TXXXXXXXX	No	Accounting	A
5	202210	11720	L, Jessica	TXXXXXXXX	No	Accounting	A
6	202210	11720	M, Deverik W.	TXXXXXXXX	No	Accounting	A

Go Back Continue

15. Validate the data in the worksheet.

Import Cancel

1 Select | 2 Preview | 3 Map | 4 **Validate** | 5 Finish

Validate

Validate the data in the worksheet. Unchanged data will be ignored; valid changes will overwrite existing data after this step.

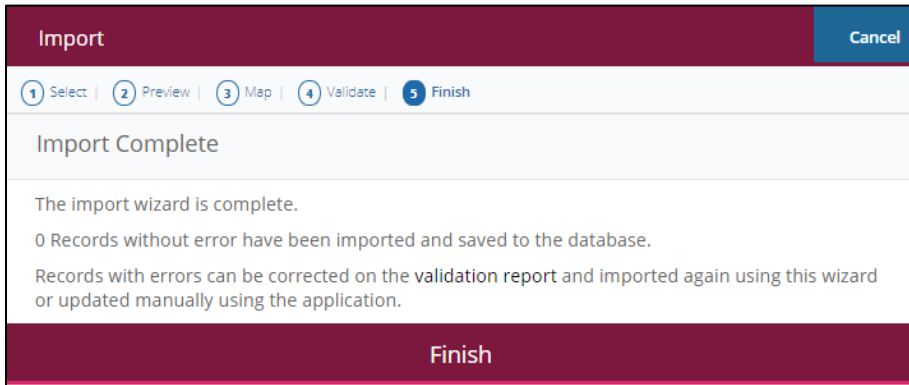
The following 0 records will be imported:
 7 records containing errors will not be imported.
 0 unchanged records will not be imported.

Download the validation report

Row	Term Code	CRN	Full Name	Student ID	Confidential	Course	Midterm Grade	Last Attended Date	Hours Attended
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Go Back Continue

16. The “**Import Complete**” message will appear.



Contact a representative, faculty chair, or college dean at your respective TSU College/School for detailed explanation.

www.tsu.edu/academics

Technical support is available 24/7 by emailing IT Service Center: ***itservicecenter@tsu.edu*** or submitting a case: ***http://itservicecenter.tsu.edu***

As always, we appreciate your support as we continue to improve the tools that ensure “Excellence in Achievement.”

