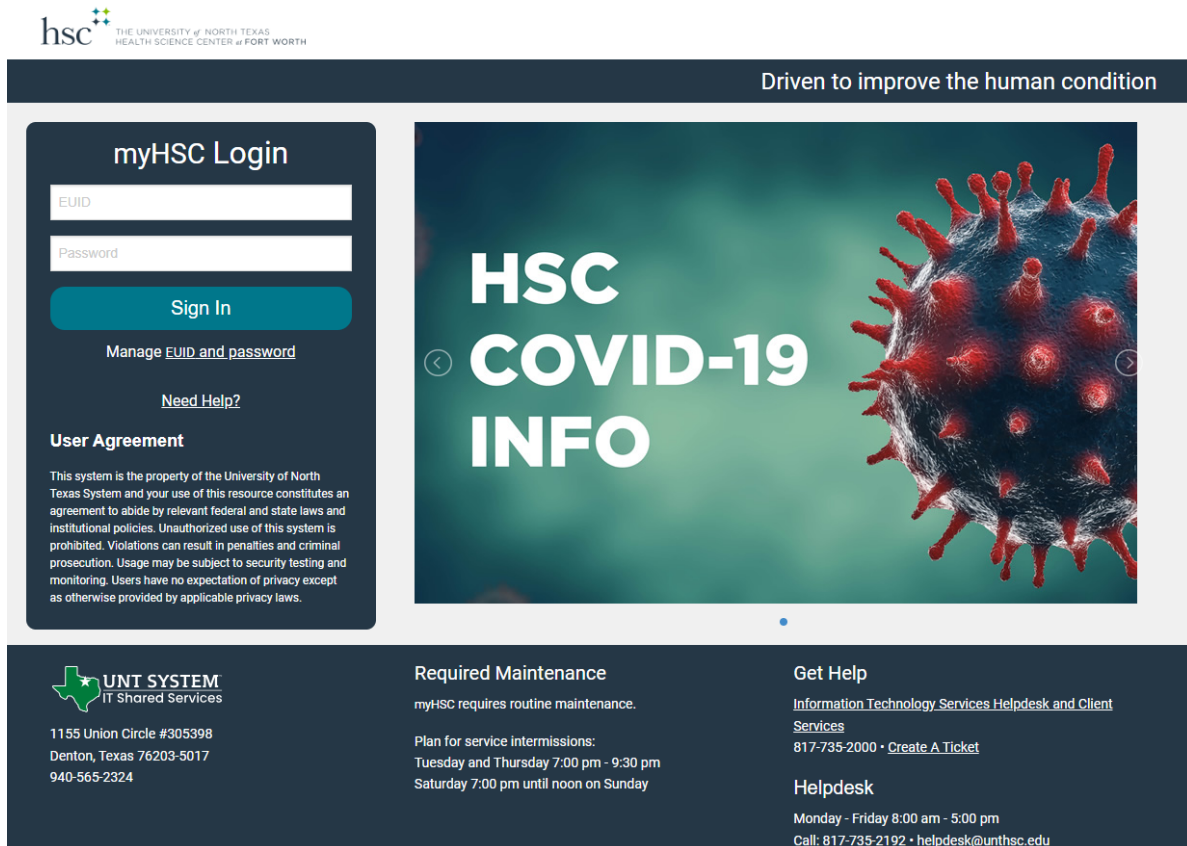


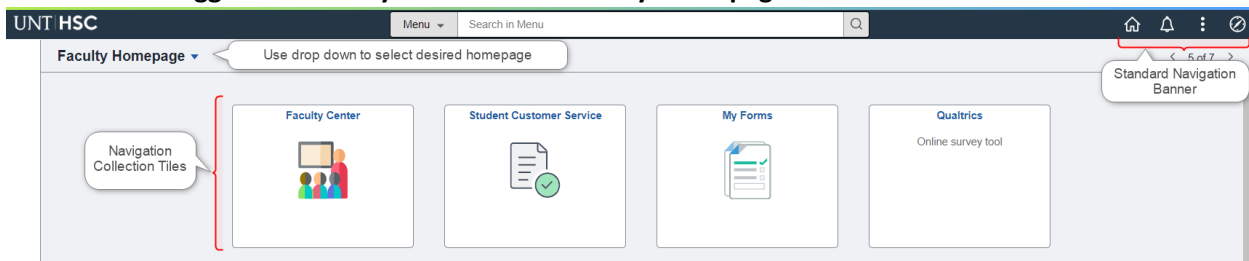
How to Enter Grades into EIS

This guide will assist you in entering final course grades into EIS. If you have any questions regarding this process please reach out to registrar@unthsc.edu.

1. Login to the [Academic MyHSC](#) portal using your EUID and Password.



2. Once logged in ensure you are on the Faculty Homepage as shown below.

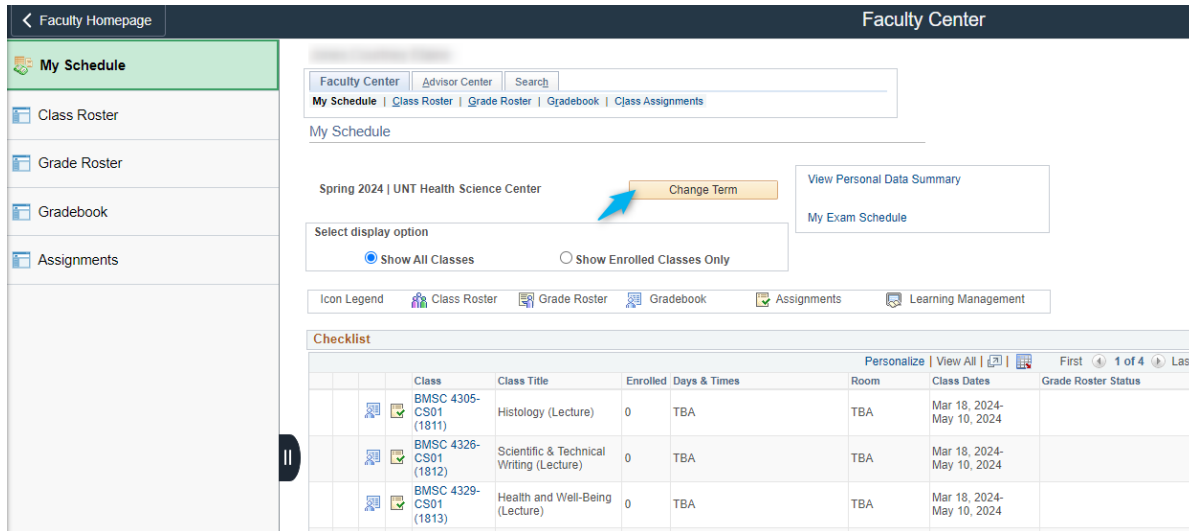


- Many users have differing roles on campus - staff member, student, faculty member. Each of these roles have a different landing (home) page in myHSC. To navigate between these landing pages, you will use the center drop down menu visible from any landing (home) page - called the Homepage Selector.

3. From the Faculty Homepage select the Faculty Center tile.



4. Check the Term listed under "My Schedule". If this term is incorrect use the "Change Term" button to choose the correct term.



Faculty Center | Advisor Center | Search

My Schedule | Class Roster | Grade Roster | Gradebook | Class Assignments

My Schedule

Spring 2024 | UNT Health Science Center [Change Term](#) [View Personal Data Summary](#)

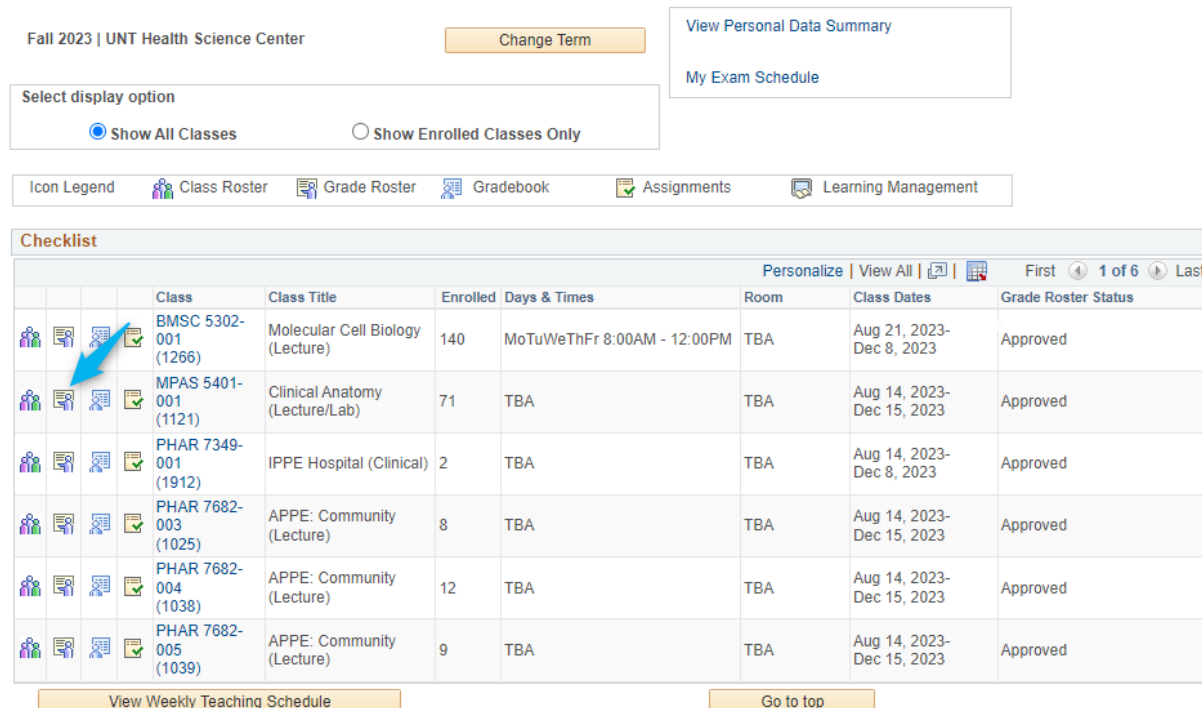
Select display option

Show All Classes Show Enrolled Classes Only [My Exam Schedule](#)

Icon Legend [Class Roster](#) [Grade Roster](#) [Gradebook](#) [Assignments](#) [Learning Management](#)

Checklist								
Personalize View All First 1 of 4 Last								
	Class	Class Title	Enrolled	Days & Times	Room	Class Dates	Grade Roster Status	
	BMSC 4305-CS01 (1811)	Histology (Lecture)	0	TBA	TBA	Mar 18, 2024-May 10, 2024		
	BMSC 4326-CS01 (1812)	Scientific & Technical Writing (Lecture)	0	TBA	TBA	Mar 18, 2024-May 10, 2024		
	BMSC 4329-CS01 (1813)	Health and Well-Being (Lecture)	0	TBA	TBA	Mar 18, 2024-May 10, 2024		

5. Select the grade roster icon for your course.



Fall 2023 | UNT Health Science Center [Change Term](#) [View Personal Data Summary](#)

Select display option

Show All Classes Show Enrolled Classes Only [My Exam Schedule](#)

Icon Legend [Class Roster](#) [Grade Roster](#) [Gradebook](#) [Assignments](#) [Learning Management](#)


Checklist								
Personalize View All First 1 of 6 Last								
	Class	Class Title	Enrolled	Days & Times	Room	Class Dates	Grade Roster Status	
	BMSC 5302-001 (1266)	Molecular Cell Biology (Lecture)	140	MoTuWeThFr 8:00AM - 12:00PM	TBA	Aug 21, 2023-Dec 8, 2023	Approved	
	MPAS 5401-001 (1121)	Clinical Anatomy (Lecture/Lab)	71	TBA	TBA	Aug 14, 2023-Dec 15, 2023	Approved	
	PHAR 7349-001 (1912)	IPPE Hospital (Clinical)	2	TBA	TBA	Aug 14, 2023-Dec 8, 2023	Approved	
	PHAR 7682-003 (1025)	APPE: Community (Lecture)	8	TBA	TBA	Aug 14, 2023-Dec 15, 2023	Approved	
	PHAR 7682-004 (1038)	APPE: Community (Lecture)	12	TBA	TBA	Aug 14, 2023-Dec 15, 2023	Approved	
	PHAR 7682-005 (1039)	APPE: Community (Lecture)	9	TBA	TBA	Aug 14, 2023-Dec 15, 2023	Approved	

[View Weekly Teaching Schedule](#) [Go to top](#)

6. The appropriate Grade Roster should appear and you can enter grades accordingly.

Grade Roster

Spring 2024 | Regular Academic Session | UNT Health Science Center | School of Public Health


HMAP 5300 - 001 (1533) Change Class
 Introduction to Health Management and Policy (Lecture)

Days and Times	Room	Instructor	Dates
Tu 12:00PM-3:00PM	EAD 719	[Redacted]	01/16/2024 - 05/10/2024

Special Note:

If you are trying to save a grade roster and are receiving an error please be sure any drop downs populated in the "Grade Reason" and "Date Last Attended" columns have been completed. These fields populate when grades requiring additional information are entered.

Display Options

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status Not Reviewed Save

[UPLOAD GRADES](#) **Upload grades from a CSV file**

Student Grade	ID	Name	Roster Grade	Grade Reason	Date Last Attended	Official Grade	Grading Basis	Description	Level
<input type="checkbox"/>	1	[Redacted]	▼				ANC		Professional Year 1
<input type="checkbox"/>	2	[Redacted]	▼				ANC		Professional Year 1
<input type="checkbox"/>	3	[Redacted]	▼				ANC		Professional Year 1
<input type="checkbox"/>	4	[Redacted]	▼				ANC		Professional Year 1
<input type="checkbox"/>	5	[Redacted]	▼				ANC		Professional Year 1


If you do not have a grade roster icon for a course, or receive the following error, email the Registrar at Registrar@unthsc.edu for assistance.

[Faculty Center](#) | [Advisor Center](#) | [Search](#)

[My Schedule](#) | [Class Roster](#) | [Grade Roster](#) | [Gradebook](#) | [Class Assignments](#)

Grade Roster

Spring 2024 | Regular Academic Session | UNT Health Science Center | School of Biomedical Sciences


BMSC 5504 - 001 (1009) Change Class
 Physiology (Lecture)

Days and Times	Room	Instructor	Dates
MoTuWeThFr 8:00AM-12:00PM	TBA	[Redacted]	01/16/2024 - 05/03/2024

Our records indicate that there is no Grade Roster for this class. Please contact the Registrar.