1 Log in to myUVM and proceed to the Grading page.

2 Click on the appropriate course title in the Faculty Grade Assignment channel:

![Image of Faculty Grade Assignment]

Please note that cross-listed courses display separately.

Status icons indicate the current state for each course regarding grade assignment:

- **No enrolment**
- **Grade entry not yet started**
- **Grade entry started but not yet completed**
- **All grades entered but not yet rolled**
- **Grade entry completed and rolled - no further action can be taken**
- **Students registered - class not gradable**
Scroll down to your class roster and (using the dropdown menu) begin entering grades:

Once you have entered grades you must click the Submit button. Please note that online grade submission will time out after three hours. You should click Submit often so that you do not lose your work.

You do not have to submit all your grades at once.

You can change a grade until it has been rolled to academic history.

Grades are rolled daily at 1:00AM Eastern Time.

Once a grade has been rolled to academic history it will become visible to the student.
Once a grade has been rolled to academic history you must submit a grade change request in order to change it:

This is also found on the Grading page in myUVM.

Don’t forget to log out of myUVM when you have finished. To ensure your security you must close your browser to complete the logout process.

If you need additional assistance please contact the Registrar’s Office at (802) 656-2045 or at registrar@uvm.edu.