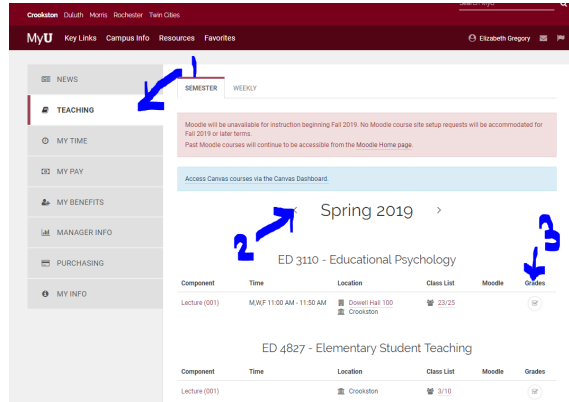


UMC CIHS final course grades in MyU

Directions to submit final grades:

Log onto MyU at www.myu.umn.edu with your University internet ID and password. Use Duo one-time code, or a push to your phone.

1. Click **TEACHING**
2. **Scroll** to the correct course with the < >
3. Click **Grades**:

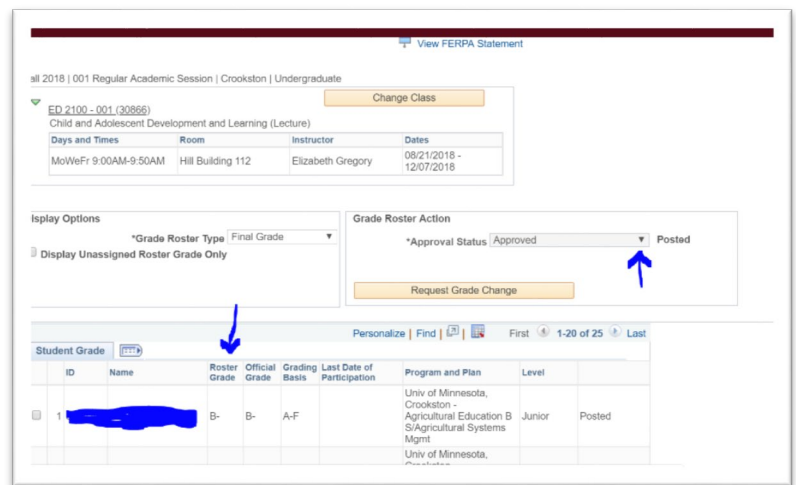


If Needed:

Change the N/R by clicking **Request Grade Change**, then proceed to enter grades.

- **"I" Incomplete**, students need to fill out a contract for "I" grade; <https://onestop.crk.umn.edu/academics/grading-policies>
- **"F" grade**, additional information will pop up. Enter the last day the student attended class.

1. Enter final grades for all students.
2. Approve your grades. [***grades won't post unless "Approved"**]
3. Scroll & Click **Submit** on the bottom of the page.



Grades will be transmitted to the Registrar's Office after you click **"Approved"** & **"Submit"**

