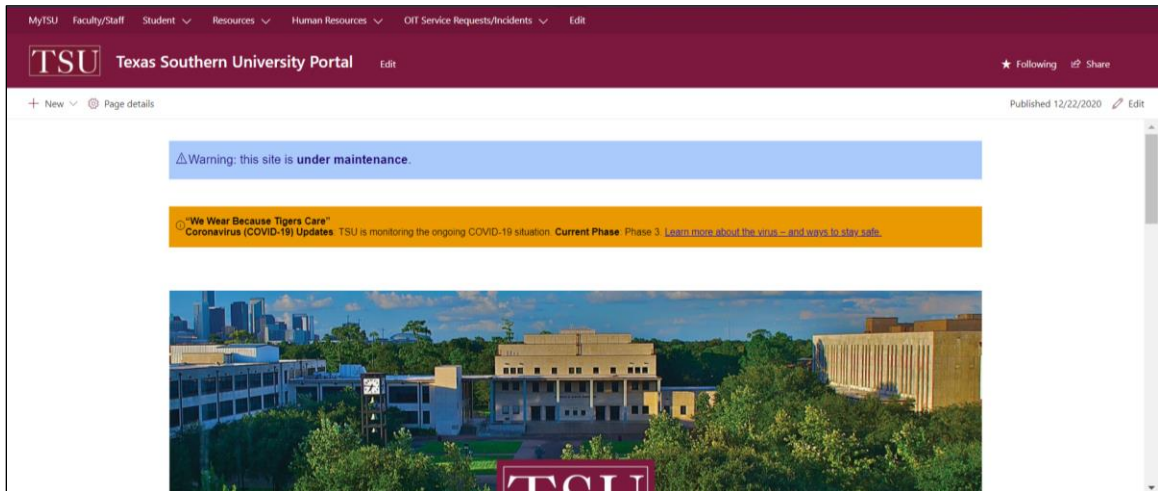# TSU
TEXAS SOUTHERN UNIVERSITY
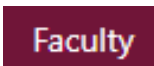
My Faculty Portal
User Guide

Grade Entry

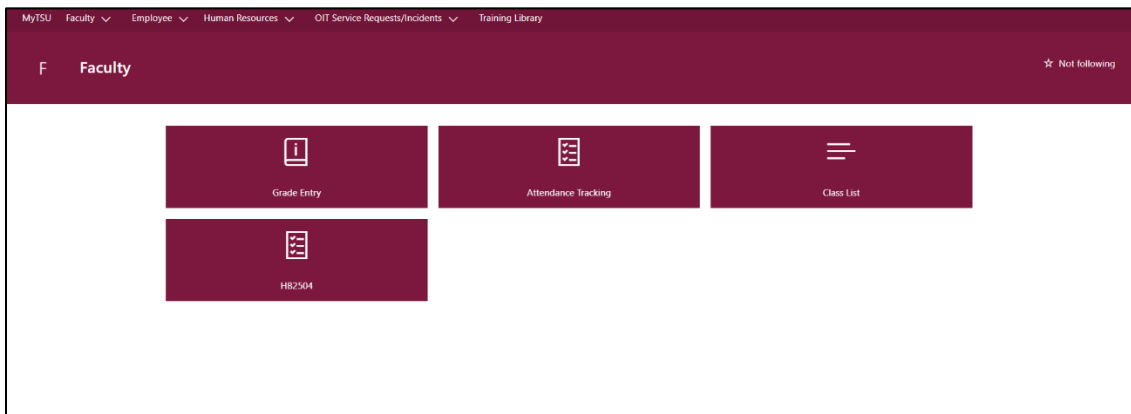1. Navigate to MyTSU portal landing page.
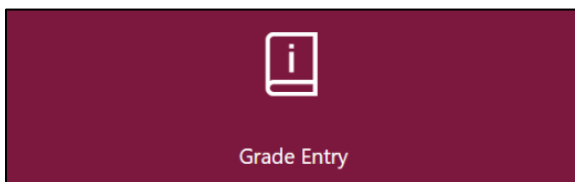

2. Click, **"Faculty"** tab.
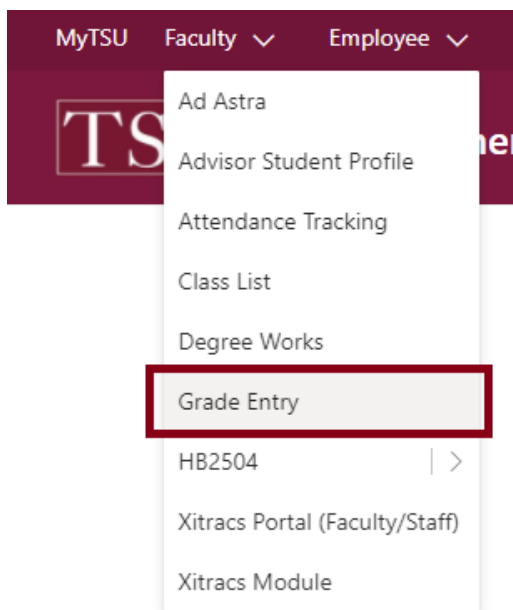
The **"Faculty"** page will launch.

. 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.

o Access to follow are presented:

- Midterm grades

- Final grades
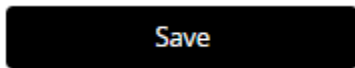

NOTE: The "Gradebook" feature is not active but should be available in future MyTSU portal upgrade releases.
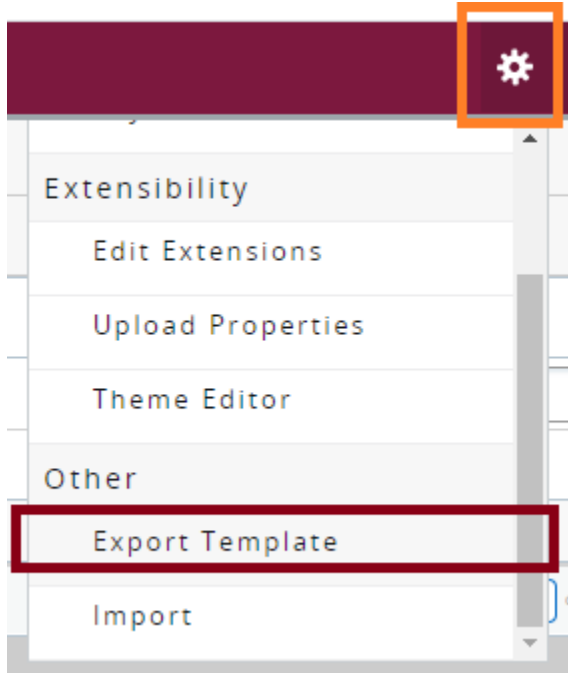
4. Use the grade entry drop-down menu.
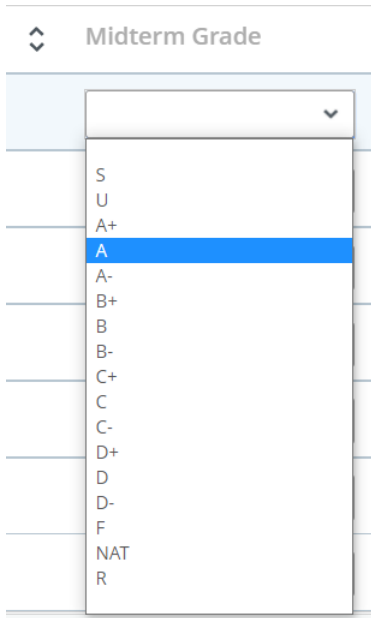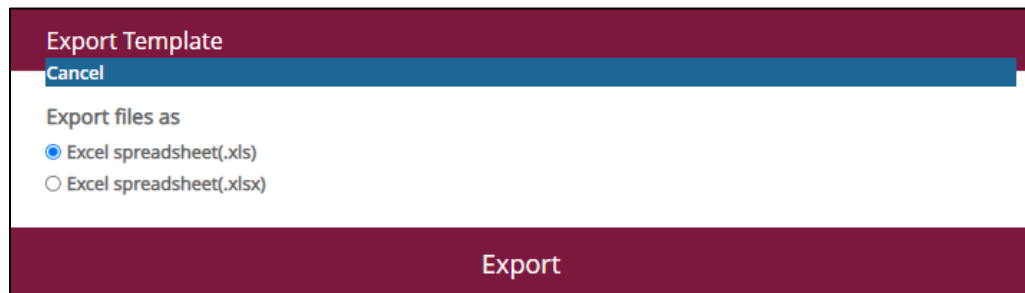

5. Click, **"Save"**

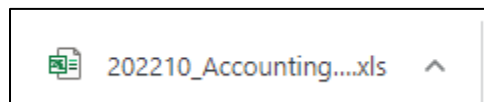Faculty can use **Export/Import** templates to enter grades.

6. Click on the gear icon.

7. Choose **"Export"** template.

8. Click **"Export."**

MS Excel workbook will download to computer.

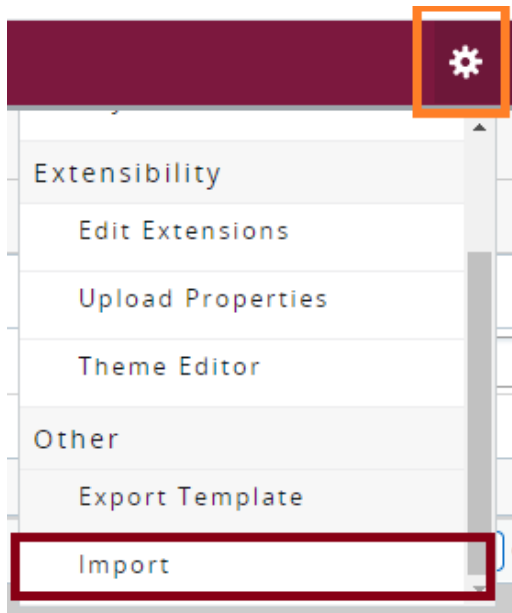9. Enter **"Grade"** and "**Hours Attended"** in MS Excel workbook, then save.

10. Click on the gear icon.

11. Choose **"Import"** template

12. Select a file for import from computer, then click **"Upload."**

13. Preview file.

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

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.

15. Validate the data in the worksheet.

16. The **"Import Complete"** message will appear.
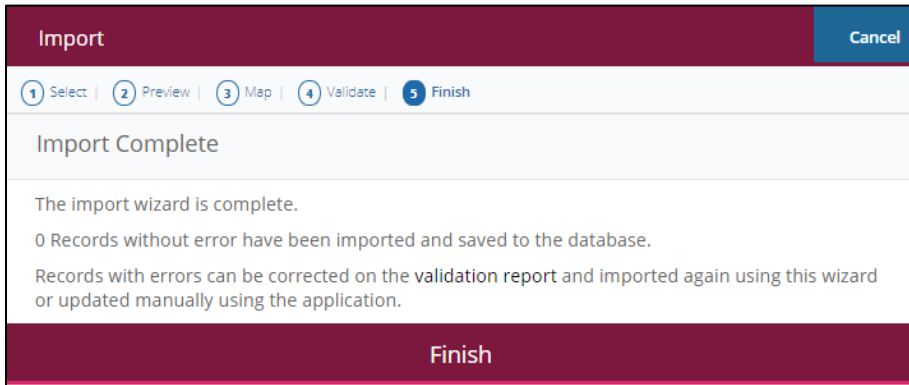
Contact a representative, faculty chair, or college dean at your respective TSU College/School for detailed explanation.

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."