

Using the EIS Gradebook (Faculty)

This lesson will help you in using the EIS Gradebook. You will learn how to add assignments in another lesson.

Go to my.hsc.unt.edu

Personalize

Signon

User ID: **1**

Password: **2**

3

login help

Need help?

Are you a prospective student or applicant? Click here to manage your [EUID](#) or [password](#).

Are you a current student, faculty/staff? Click here to manage your HSC account via the [HSC Password Portal](#)

If you need help getting started, the HSC accounts administrator is available 8:00 AM to 5:00 PM, Monday through Friday. Just call 817 735- 2231 or email AccountsAdministrator@hsc.unt.edu

School of Public Health

[Message from the Dean](#)

HSC Admissions

TCOM Information

GSBS Education

PASP Information

1. Login using your HSC Username (Novell) or EUID
2. Use your HSC Password (Novell Password)
3. Click Sign In

Click the HSC Faculty Tab

My Page | **SPH Students** | **GSBS Students** | **HSC Administration** | **HSC Admissions** | **DO / PA Students** | **HSC Faculty** | **HSC Home**

Personalize [Content](#) [Layout](#)

Enterprise Menu

- ☑ DPT Applicant Information
- ☑ Financial Aid - HSC
- ☑ Student
- ☑ Admissions
- ☑ Academics
- ☑ DO Student Information
- ☑ Human Resources
- ☑ HSC Student Services
- ☑ GSBS Education
- ☑ Public Health Education
- ☑ School of Public Health
- ☑ TCOM Applicant Information
- ☑ PASP Applicant Information
- ☑ EIS
- ☑ Reporting Tools

Red ALERT!

Verify or update your contact information to receive Red Alert messages

Stay informed of emergencies affecting the Health Science Center.

UNTHSC News


Center for Health Disparities hosts annual conference focusing on


Click the Gradebook Link

HSC Admissions DO / PA Students **HSC Faculty** HSC Home

My Links Select One:
Homepage Help

Faculty Center - HSC

Faculty Center  [Gradebook](#)



Enter the Term and Class Nbr. If you do not know which term or class nbr, you can click search leaving both search fields blank.

Access Gradebook

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Term:

Class Nbr:

[Basic Search](#)



[Save Search Criteria](#)

Search Results

View All First 1-5 of 5 Last

Class Nbr

[1909](#)

[1910](#)

[4227](#)

[4236](#)

[4238](#)

Click any of the Class Numbers to view the Gradebook for that particular class.

Please note that this search page will improve by the fall 2009 term. Beginning fall 2009, you will see a more user friendly search page.

After selecting a Class Nbr, you will see the gradebook for that class. If this is not the correct class or you wish to review/update assignments for the selected class see the example below.

[Red Barred Name]	Note	Note	Note	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
[Red Barred Name]	Note	Note	Note	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
[Red Barred Name]	Note	Note	Note	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
[Red Barred Name]	Note	Note	Note	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
[Red Barred Name]	Note	Note	Note	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
[Red Barred Name]	Note	Note	Note	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
[Red Barred Name]	Note	Note	Note	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
[Red Barred Name]	Note	Note	Note	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
[Red Barred Name]	Note	Note	Note	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
[Red Barred Name]	Note	Note	Note	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>

Assignment Average:
[Select a Different Class](#) [Faculty Center](#) [Class Assignments](#)
Save | Previous in List | Next in List | Refresh

This link will take you to a user friendly search page

Go to the bottom of the page.

1. Click this link to go to a user friendly search page that will list all of your classes for the current term. This link will also let you choose classes from a different term.
2. This link will take you directly to your faculty center.
3. This link will allow you to review/update the class assignments for the gradebook for the class appearing on the screen.

After clicking the Select a Different Class link, you will see a screen similar to the example below

Gradebook

Select a Class











Randolph, Alan Joseph

Summer 2009 | UNT Health Science Center

[change term](#)



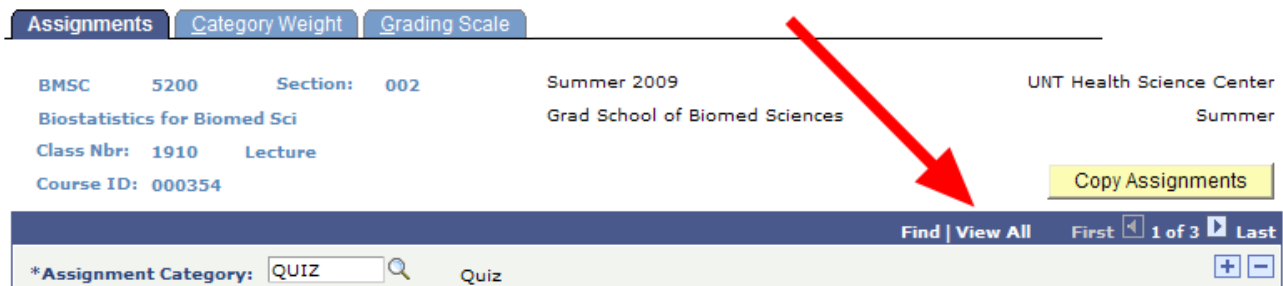
Select a Class, then select Access Gradebook to edit student grades. Select Class Assignments to edit assignments, categories and grading scales.

Summer 2009 > UNT Health Science Center							
Course Title	Course ID	Class Nbr	Subject Catalog Nbr	Class Section	Academic Institution	Access Gradebook	Class Assignments
Special Problems	000616	4227	BIOC 5900	001	HS763	 2	 3
Biostatistics for Biomed Sci	000354	1909	BMSC 5200	001	HS763		
Biostatistics for Biomed Sci	000354	1910	BMSC 5200	002	HS763		
Ind Study: Master's Project	000311	4238	PA 5303	002	HS763		
Emergency Medicine	000319	4236	PA 5502	001	HS763		

[Faculty Center](#)

1. If you wish to view the class Gradebook(s) for a different term, select the change term icon.
2. To enter grades or review student grades in the gradebook, select the Gradebook Icon.
3. To review or update class assignments, click the Class Assignments Icon.

To review/update Class Assignments, click the Class Assignments Icon



The screenshot shows a navigation bar with tabs for 'Assignments', 'Category Weight', and 'Grading Scale'. Below the navigation bar, class details are displayed: BMSC 5200, Section: 002, Summer 2009, UNT Health Science Center, Biostatistics for Biomed Sci, Grad School of Biomed Sciences, Summer, Class Nbr: 1910, Lecture, Course ID: 000354. A 'Copy Assignments' button is visible. At the bottom, there is a search bar for 'Assignment Category' with 'QUIZ' entered, and a 'View All' button highlighted by a red arrow.

Click View All to view all the assignments for this particular class.

Verify the Assignment(s) for the selected class match the course syllabus.

[Assignments](#) | [Category Weight](#) | [Grading Scale](#)

BMSC 5200 Section: 002 Summer 2009 UNT Health Science Center
 Biostatistics for Biomed Sci Grad School of Biomed Sciences Summer
 Class Nbr: 1910 Lecture
 Course ID: 000354 [Copy Assignments](#)

Find | View 1 First 1-3 of 3 Last

*Assignment Category: Quiz
 *Description: *Short Description:

Required by Institution

Details	Points	Dates & Duration
<input checked="" type="checkbox"/> Required <input checked="" type="checkbox"/> Assessed <input type="checkbox"/> Include for Mid Term Grade <input type="checkbox"/> Import Class Component Grades <input checked="" type="checkbox"/> Allow Students to View Grades	Maximum Points: <input type="text" value="100"/> Weight in Points: <input type="text" value="100"/>	Begin Date: <input type="text" value="05/26/2009"/> Due Date: <input type="text" value="05/27/2009"/> Extended Due Date: <input type="text"/> Estimated Grading Date: <input type="text" value="05/27/2009"/>

Notes:

1. Review all information on the Assignments Tab. Update any incorrect information.

Review the Category Weight Tab

[Assignments](#) | [Category Weight](#) | [Grading Scale](#)

BMSC 5200 Section: 002 Summer 2009 UNT Health Science Center
 Biostatistics for Biomed Sci Grad School of Biomed Sciences Summer
 Class Nbr: 1910 Lecture
 Course ID: 000354 [Copy Category Weight](#)

*Assignment Category		*Weight %		
<input type="text" value="QUIZ"/>	Quiz	<input type="text" value="20"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="MIDTERM"/>	Midterm	<input type="text" value="40"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="FINAL EXAM"/>	Final Exam	<input type="text" value="40"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

[Select a Different Class](#) | [Access Gradebook](#)
[Save](#)

[Assignments](#) | [Category Weight](#) | [Grading Scale](#)

- Verify the weights are correct.

Review the Grading Scale Tab

Assignments

Category Weight

Grading Scale

BMSC 5200 Section: 002
Biostatistics for Biomed Sci
Class Nbr: 1910 Lecture
Course ID: 000354

Summer 2009
Grad School of Biomed Sciences

UNT Health Science Center
Summer

Copy Grade Scale

Find | View All First 1 of 1 Last

*Grading Scheme: HSC HSC Grading Scheme

*Grading Basis: GSG GSBS GRD - Basis

Mark	Grade		
95.00	A	+	-
90.00	A-	+	-
85.00	B+	+	-
80.00	B	+	-
75.00	C+	+	-
65.00	C	+	-
	F	+	-

[Select a Different Class](#) [Access Gradebook](#)


Save

[Assignments](#) | [Category Weight](#) | [Grading Scale](#)

If you make any changes, be sure to click the Save icon.

Now you can begin using the Gradebook. Click the Access Gradebook at the bottom of any page, or click the Select a Different Class link.

[Class Gradebook](#) | [Grade by Assignment](#) | [Cumulative Grades](#) | [Requirement Designation](#) | [Import Component Grades](#)

BMSC 5200 Section: 002 Summer 2009 UNT Health Science Center
 Biostatistics for Biomed Sci Grad School of Biomed Sciences
 Class Nbr: 1910 Summer
 Show Active Students Only  [View FERPA Statement](#) [export](#)

Select check box next to the grade field to exclude assignment from cumulative grade calculation.

Name	Student ID	Quiz	Midterm	Final Exam
Aguilar, April J	10714485	<input type="text"/> <input type="checkbox"/> Note	<input type="text"/> <input type="checkbox"/> Note	<input type="text"/> <input type="checkbox"/> Note
Ali, Faaria A	10682082	<input type="text"/> <input type="checkbox"/> Note	<input type="text"/> <input type="checkbox"/> Note	<input type="text"/> <input type="checkbox"/> Note
Anderson, Rachael A	10685603	<input type="text"/> <input type="checkbox"/> Note	<input type="text"/> <input type="checkbox"/> Note	<input type="text"/> <input type="checkbox"/> Note
Arhin, Abraham	10707161	<input type="text"/> <input type="checkbox"/> Note	<input type="text"/> <input type="checkbox"/> Note	<input type="text"/> <input type="checkbox"/> Note
Ayyad, Nasser S	10527571	<input type="text"/> <input type="checkbox"/> Note	<input type="text"/> <input type="checkbox"/> Note	<input type="text"/> <input type="checkbox"/> Note
Baker, Laura A	10276921	<input type="text"/> <input type="checkbox"/> Note	<input type="text"/> <input type="checkbox"/> Note	<input type="text"/> <input type="checkbox"/> Note
Bass, Rachel R	10236204	<input type="text"/> <input type="checkbox"/> Note	<input type="text"/> <input type="checkbox"/> Note	<input type="text"/> <input type="checkbox"/> Note
Bittenbinder, David M	10713064	<input type="text"/> <input type="checkbox"/> Note	<input type="text"/> <input type="checkbox"/> Note	<input type="text"/> <input type="checkbox"/> Note

You can enter grades directly within the Class Gradebook tab.

Or, you can grade by assignment using the Grade by Assignment tab.

The bottom of each column will give you an assignment average within the Class Gradebook tab.

Remember, you can add notes (by clicking the Note link) to any assignment for the students to be able to view within their EIS Student Portal.

Grading by Assignment

Class Gradebook

Grade by Assignment

Cumulative Grades

Requirement Designation

Import Component Grades

BMSC 5200

Section: 002

Summer 2009

UNT Health Science Center

Biostatistics for Biomed Sci

Grad School of Biomed Sciences

Summer

Class Nbr: 1910



Select Assignment: Quiz

Maximum: 100 Average:

Select check box next to the grade field to exclude assignment from cumulative grade calculation.

Name	Student ID	Submitted Dt	Due Date	Grade	Last Updated
Aguilar, April J	10714485	<input type="text"/>	05/27/2009	<input type="text"/> <input type="checkbox"/>	
Ali, Faaria A	10682082	<input type="text"/>	05/27/2009	<input type="text"/> <input type="checkbox"/>	
Anderson, Rachael A	10685603	<input type="text"/>	05/27/2009	<input type="text"/> <input type="checkbox"/>	
Arhin, Abraham	10707161	<input type="text"/>	05/27/2009	<input type="text"/> <input type="checkbox"/>	
Ayyad, Nasser S	10527571	<input type="text"/>	05/27/2009	<input type="text"/> <input type="checkbox"/>	
Baker, Laura A	10276921	<input type="text"/>	05/27/2009	<input type="text"/> <input type="checkbox"/>	
Bass, Rachel R	10236204	<input type="text"/>	05/27/2009	<input type="text"/> <input type="checkbox"/>	
Bittenbinder, David M	10713064	<input type="text"/>	05/27/2009	<input type="text"/> <input type="checkbox"/>	
Boe, Eric A	10659986	<input type="text"/>	05/27/2009	<input type="text"/> <input type="checkbox"/>	

1. Select the Assignment to Grade.
2. The Submitted Date field will update with the current date once you enter a grade for the student.

Note: Select the check box next to the grade field to exclude that assignment for the cumulative grade calculation for any student.

