1. Log into the MyU portal found here: https://myu.umc.edu/irj/portal
   Your login information is the same as your Outlook/webmail username and password

2. Click the “Faculty” tab at the top of the screen.
3. Click the “Class Info” tab directly below that.
4. Click the “Class Rolls and Grades” listing.

This area contains Web resources for instructors. "Class Rolls and Grades" is the launch point for getting information about sections that you teach such as class rolls and photo reports. "Class Rolls and Grades" also contains links for submitting grades, uploading syllabi, and initiating cases of academic dishonesty. The link to submit final grades will be enabled during the grading window for a given term and disabled otherwise.

"Class Rolls and Grades" is set to open with the left navigation panel closed due to some services needing the full width of the screen. You can control whether the navigation panel is displayed or not displayed using the small arrow in the upper left just below the header.
5. Select the academic term and year.
6. Click “Submit”.

*All courses for which you are an instructor of record will then be available.
7. To view course details, select and click “View Class Roll” from the drop-down box.
8. Click “Go”.

ID XXX: Graduate school course

To view course details, select and click “View Class Roll” from the drop-down box.

Click “Go”.

Course Listing for Instructor

This interface allows instructors to view/download class rolls to submit final grades and view/download grades results. The “Submit Final Grades” link will be displayed and enabled during the corresponding grading window for each term.

If you have questions or need assistance, you may contact the Office of Academic Information Systems at servicedesk@umc.edu or 601-984-1145.

You may Request To Receive All Class Rolls Via E-mail. By selecting this link, all class rolls for the designated term and year will be imported into Excel. Time of delivery varies, but under normal conditions the e-mail will arrive within about two hours.

Courses listing generated on 05/14/2015 at 10:56:34 AM. Number of sections found: 1.

ID XXX: Graduate school course

Number of students enrolled: 3*

View Class Roll

Download Class Roll as Excel File
Download Final Grades as Excel File
Set Blackboard Options

View Class Roll Names Only
View Final Grades
View Final Grades ~ Print Friendly

*This does not include students who exist if they exist. It does not include students who withdrew or dropped after the deadline.
9. You will see all students registered for your course (A) for that term along with the grading scale for the course (B).