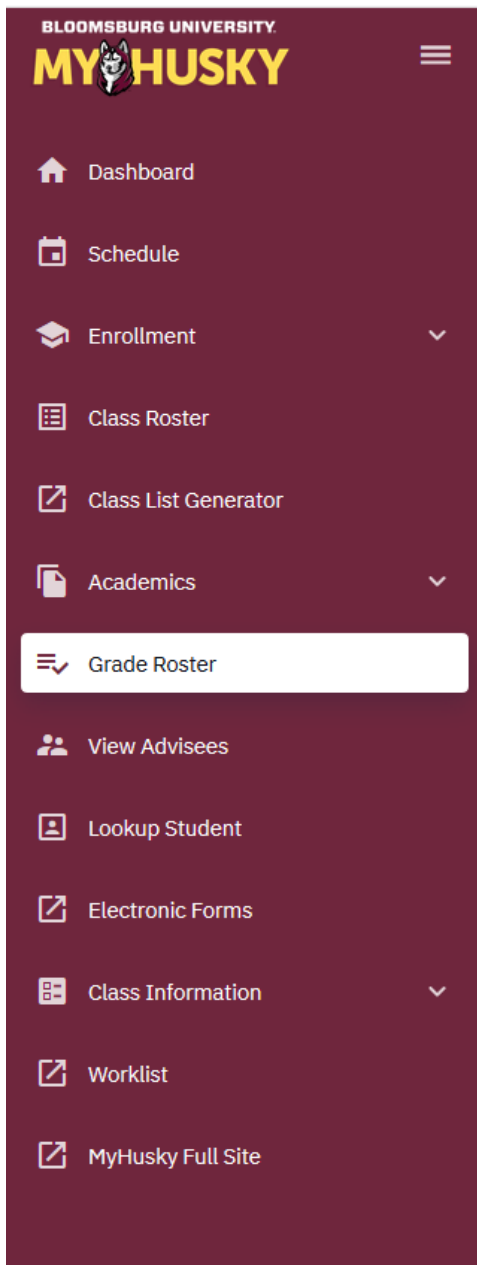


# How to Enter Grades

This document demonstrates how you enter Grades in MyHusky.

Log into My Husky and click on Grade Roster.



**BLOOMSBURG UNIVERSITY**  
**MY HUSKY**

- Dashboard
- Class Information
- Schedule
- Enrollment
- Class Roster
- Grade Roster**

## Grade Roster

Term: 2022 Spring

1. Click the arrow to open the dropdown and choose the term to display courses you wish to enter grades for.

CLASS	DESCRIPTION
> BIOLOGY 233 01-LEC (2080)	HUMAN GENETICS
> BIOLOGY 332 01-LEC (2095)	GENETICS
> BIOLOGY 390 01-IND (2723)	RESEARCH BIOL 1
> BIOLOGY 390 01-IND (2723)	RESEARCH BIOL 1

2. Click the arrow next to the course name to open the grade roster

Term: 2022 Spring

Click "View Details" to open the grade roster.

Final Grade and Mid-Term Rosters will be available on this page. Be sure to choose the correct roster when you "View Details".

CLASS	DESCRIPTION	TOPIC	ENROLLED
> BIOLOGY 233 01-LEC (2080)	HUMAN GENETICS	-	50
<b>FINAL GRADE</b>			
Status: Not Reviewed	<input type="button" value="View Details"/>		
		<b>MID-TERM GRADE</b>	
		Status: Not Reviewed	<input type="button" value="View Details"/>



### HUMAN GENETICS | Final Grade

Approval Status: **NOT REVIEWED**

**Submit Grades** Save ... Email All

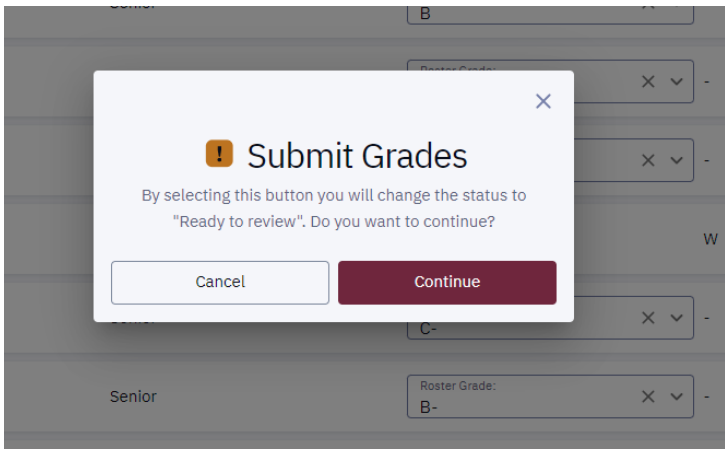
1. Choose the roster grade from the drop down

2. Once all grades are entered click "Submit Grades"

< **1** 2 3 4 5 > Per Page: 10

STUDENT (50) ▾	GRADING BASIS	LEVEL	ROSTER GRADE	OFFICIAL GRADE	
	GRD	Junior	Roster Grade: ^	-	<input type="checkbox"/>
>	GRD	Senior	Any Roster Grade	-	<input type="checkbox"/>
>	GRD	Senior	A	-	<input type="checkbox"/>
>	GRD	Senior	A-	-	<input type="checkbox"/>
>	GRD	Senior	B	-	<input type="checkbox"/>
>	GRD	Senior	B+	-	<input type="checkbox"/>
>	GRD	Senior	B-	-	<input type="checkbox"/>
>	GRD	Sophomore	C	-	<input type="checkbox"/>
>	GRD	Sophomore	C+	W	<input type="checkbox"/>

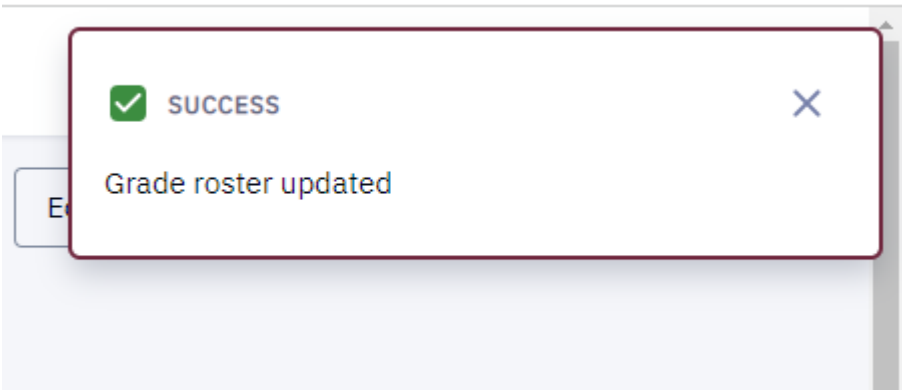
Close popup



You will be prompted to click "Continue"



After clicking "Continue" the success message will display



1. Click "Approve Grades"

HUMAN GENETICS | Final Grade

Approval Status: **READY FOR REVIEW**

Approve Grades Edit/Enter Grades Save ... Email All

< 1 > Per Page: 100

STUDENT (50) GRADING BASIS LEVEL ROSTER GRADE OFFICIAL GRADE

Senior B

Senior W

Senior B-

**!** Approve Grades

By selecting this button you will change the status to "Approved". Do you want to continue?

Cancel Continue

You will be prompted to click "Continue" after you "Approve Grades"

HUMAN GENETICS | Final Grade

Approval Status: **APPROVED**

Edit/Enter Grades ...

< 1 > Per Page: 100

STUDENT (50) GRADING BASIS LEVEL ROSTER GRADE OFFICIAL GRADE

Grades have been successfully committed when you see the green approved approval status on the grade roster