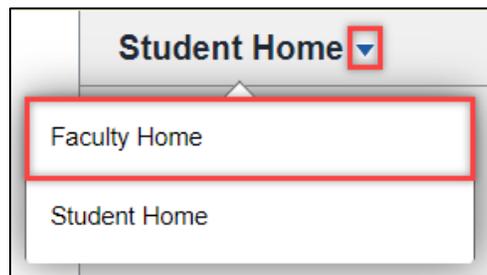# FACULTY CENTER
FREQUENTLY ASKED QUESTIONS

Question 1: When I log into myUH Self-Service I only see "Student Home" information. I want to see my Faculty Information.

Response: This happens when the faculty member is or was a student. Change the view by clicking the drop-down arrow and selecting Faculty Home.

Question 2: I am unable to see my class roster icon in the Faculty Center. What should I do?

Response: Ensure that the correct term has been selected. Click on the Change Term link. If the class being taught does not appear, contact your Departmental Class Scheduler to ensure that you have been added to the course in PeopleSoft as an instructor with grade or approve access.

**Question 3: I don't see the grade roster icon.**

Response: Check that the grading cycle has begun for the class. Grade Roster are generated after the last day for students to drop from a course or Withdraw with a "W". Review the Academic Calendar to find specific dates for each session. Contact your Departmental Scheduler to ensure you have appropriate access.

Question 4: Why do I continue to receive reminder emails regarding entering grades even though I have entered my grades?

Response: The reminder emails are sent continuously until all students in your class have been graded. Review your grade rosters once more to ensure that each student has a grade. Be sure to select the "view all" link on the grade roster page.
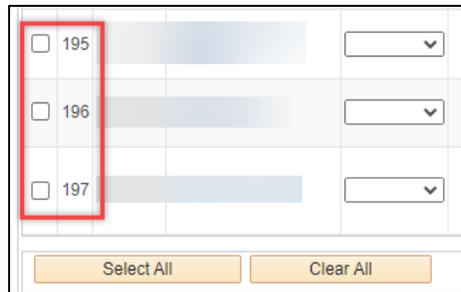
Question 5: I have entered my grades in Canvas. Why are they not showing in the grade roster?

Response: Canvas does not have an interface with PeopleSoft at this time. Grades must be entered or uploaded into PeopleSoft.

Question 6: I entered all my grades and saved them. The "Approval Status" shows "Not Reviewed". Is there something else I must do?

Response: No, the "Approval Status" will change after End-of-Term processing has completed.

Question 7: I now need to change the grade that I entered. What should I do?

Response: If the grading deadline has not yet passed, use the Enter Grades job aid to submit a grade change. If the grading deadline (fully graded date) has passed, then use the Submit a Grade Change job aid.

Question 8: I received a reminder email for a class that I did not teach this term. What should I do?

Response: Contact your Departmental Class Scheduler who will update the course in the Class Schedule.

Question 9: I received a reminder email for a class that has a course master who will be entering grades. Can I be excluded from these emails?

Response: The reminders are sent to everyone listed as an instructor regardless of roles. Feel free to disregard the emails.

Question 10: I am receiving an error "Please select a reason for each student with a grade F." when attempting to save grades in Faculty Center. What does this mean?

Response: Students who receive a grade of failing (F) or unsatisfactory (U) will require a grade reason.
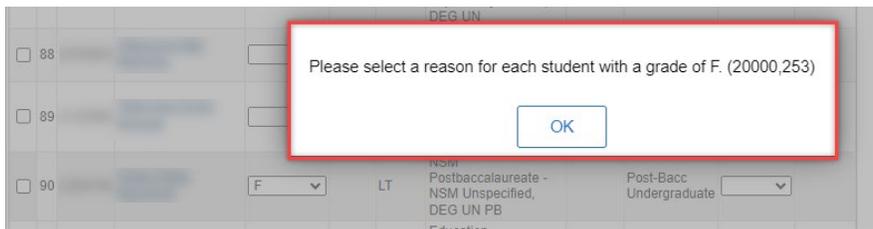
Students who receive a grade of Incomplete "I" will require instructor to enter a date of last academic activity.

Questions

Contact the Office of the University Registrar

uhsrsec@uh.edu