Identify Non-Participating Students & Certify a Class

Access Your Final Grade Roster

During the certification period, log into MyUH and access your “Final Grading” roster. Select the correct term and class (CRN) to be certified.

Certify the Class

Certify that you have reviewed the roster and identified all non-participating students by clicking the SUBMIT button below the roster. If all registered students participated and no “X” grades are assigned, simply click on the SUBMIT button to certify the class.

Identify Non-Participating Students by Assigning the “X” grade

The “X” grade is used to identify non-participating students. To assign or remove an “X” grade, check or uncheck the NO SHOW box.

Need to make changes?

Add and remove “X” grades throughout the entire certification period by simply repeating steps 1, 2 and 3 above. Once the certification period has ended, you will no longer have access to the “X” grades nor the ability to certify the class using the MyUH Final Grading roster. At that point, please contact the registrars office at the campus where the class is offered.