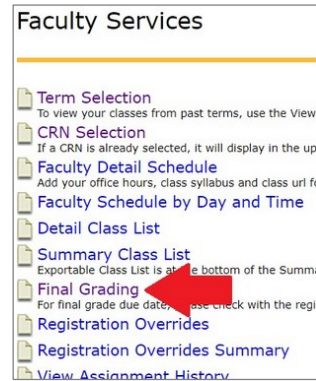


Identify Non-Participating Students & Certify a Class

Access Your Final Grade Roster

1 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

3 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.

Registration ID Number	Student Name	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	No Show
26	22557861 Tucker, Jenny O.	3.000	RW	X	N			<input checked="" type="checkbox"/>
27	24917364 Ui, Jessie-Ann C.	3.000	RW		N			<input type="checkbox"/>

Record Sets: 1 - 25 26 - 27

Submit Reset

Your certification date will be recorded in green in the box above the roster.

NOT CERTIFIED

vs.

CERTIFIED

"I certify that I have reviewed this roster for non-participation as defined by system policy. Non-participating students have been identified by checking the NO SHOW box and are subject to disenrollment from the class. This certification applies to any of my changes made thereafter to the roster."

To save "no show" grade entries, certify and/or recertify the class, you must click on the SUBMIT button below the roster.

CERTIFICATION STATUS: NOT CERTIFIED

"I certify that I have reviewed this roster for non-participation as defined by system policy. Non-participating students have been identified by checking the NO SHOW box and are subject to disenrollment from the class. This certification applies to any of my changes made thereafter to the roster."

To save "no show" grade entries, certify and/or recertify the class, you must click on the SUBMIT button below the roster.

CERTIFICATION STATUS: CERTIFIED ON 01-APR-2021

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

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

Registration ID Number	Student Name	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	No Show
1	22663899 Aloha, Shannon G.	3.000	RW	X	N			<input checked="" type="checkbox"/>

Click the NO SHOW box to assign an “X” grade.

Registration ID Number	Student Name	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	No Show
1	22663899 Aloha, Shannon G.	3.000	RW		N			<input type="checkbox"/>

Click the same NO SHOW box to remove an “X” grade.

Need to make changes?

4 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.