

# Participation Verification & Certification

- During the first week of class, students must meet the participation requirement detailed in [Executive Policy 7.209](#).
- After the deadline to add classes, you will have access to identify non-participating students by assigning an “X” grade on the MyUH Final Grading roster. The “X” grade represents non-participation.
- During the faculty certification period, you may add and remove “X” grades accordingly.
- **IMPORTANT:** Even if all enrolled students participated, you must still access your MyUH Final Grading roster to certify the class.

# Access Your Grade Roster

1. Go to <https://myuh.hawaii.edu/>, search for “final grading” and click on the tile. You may be prompted to login if you have not done so already.



2. Select the term, then CRN from the drop-down lists.

# MyUH Grade Roster Roadmap

During the faculty verification/certification period, both a certification status box and “No Show” column will display.

**Course Information**  
**Human Adaptations - ANTH 150 0**  
**CRN:** 52200  
**Students Registered:** 31

"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**



Please submit the grades often. There is a 60 minute time limit starting at 10:40 am on Apr 19, 2021 for this page.

Record Sets: [1 - 25](#) [26 - 32](#)

**Final Grades**

Registration ID Number	Student Name	Credits	Registration Status	Grade Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	No Show
1	24727304 Aloha, Kimberly T.	3.000	RW	▼	N		<input type="checkbox"/>
2	16717438 Brown, Keiko U.	3.000	RW	▼	N		<input type="checkbox"/>
3	27305207 California, Ronald I.	3.000	RW	▼	N		<input type="checkbox"/>
4	25994237 Cardinal-Lee, Josie A.	3.000	RW	▼	N		<input type="checkbox"/>



# Identifying Non-participating Students

Assign and remove “X” grades by clicking the NO SHOW box.

NOTE: “X” grades cannot be entered/removed via the GRADE field.

**“X” grade = Student did not participate**

Registration Number	ID	Student Name	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	No Show
1	24727304	Aloha, Kimberly T.	3.000	RW	X	N			<input checked="" type="checkbox"/>

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

<i>Final Grades</i>									
Registration Number	ID	Student Name	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	No Show
1	24727304	Aloha, Kimberly T.	3.000	RW		N			<input type="checkbox"/>

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

Be sure to review the entire roster and save your entries.

**Final Grades**

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 type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	
27	24917364 Ui, Jessie-Ann C.	3.000	RW		N	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	

Record Sets: [1 - 25](#) [26 - 27](#)



For larger classes, remember to review all pages of the roster by clicking on the RECORD SETS links below the roster.

To ensure your entries saved, click the SUBMIT button. NOTE: This action also certifies the class, which is covered in the following section.

# Certifying the Class

When “X” grade entries are submitted, the class will be viewed/recorded as certified. Certification status displays in the box above the roster.

## 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: NOT CERTIFIED**

## 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 20-JAN-2021**

For classes where all enrolled students participated and no “X” grades are assigned, simply click on the SUBMIT button below the roster to certify the class.

# After the Verification/Certification Period

After the certification deadline, “X” grades will still be visible on the grade roster. But because the “no show” boxes no longer display, they cannot be changed by faculty. This ensures grades are not changing while staff is processing disenrollments. The student and the “X” grade will be removed from the roster once they have been administratively dropped from the class.

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**Human Adaptations - ANTH 150 0**  
**CRN:** 52200  
**Students Registered:** 31

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Record Sets: [1 - 25](#) [26 - 32](#)

**Final Grades**

Registration ID Number	Student Name	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	
1	<a href="#">24727304 Aloha, Kimberly T.</a>	3.000	RW	X ▾	N	<input type="text"/>	<input type="text"/>	
2	<a href="#">16717438 Brown, Keiko U.</a>	3.000	RW	▾	N	<input type="text"/>	<input type="text"/>	
3	<a href="#">27305207 California, Ronald I.</a>	3.000	RW	▾	N	<input type="text"/>	<input type="text"/>	
4	<a href="#">25994237 Cardinal-Lee, Josie A.</a>	3.000	RW	X ▾	N	<input type="text"/>	<input type="text"/>	