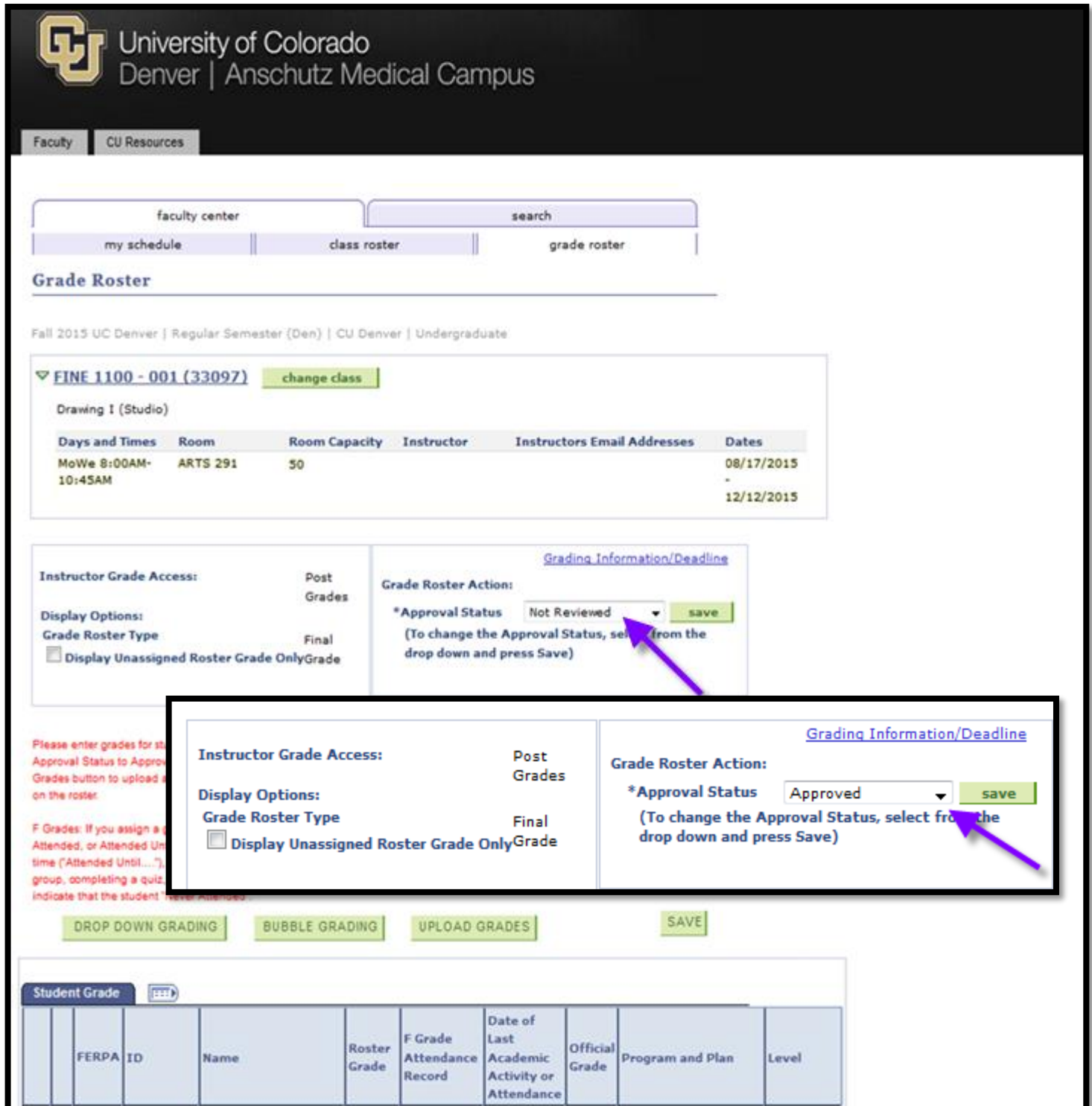**Post Access for Instructors**

Instructors who previously were able to Approve their grade rosters in their faculty portal should now be able to Post those grades to student records in real time. Below are the steps required in order to Post your grades.

1. Select your particular class and enter grades as you normally would.

2. Once grades entered, change the drop down from "Not Reviewed" to "Approved":

3. A new button "Post" will appear. At this point, you have two options:
   - You can press "Save", in which case your Approved grades will be posted to your students' records overnight.
   - Or, you can press "Post" and have the grades post to the student accounts in real time.

4. If you opt to Post grades, you will receive a "Post Confirmation" screen that asks you to verify that you are certain you would like to "Post" your roster:

5. If you decide to select "OK" to post the grades, you will now see that the grades are now listed the student roster and as an official grade:

At this point, students will be able to see the grade listed on their student portal, and it should also appear on their transcripts. If you have questions regarding this functionality, please contact the Office of the Registrar at 303-315-2600 or registrar@ucdenver.edu.