

## FALL 2018 GRADE-ENTRY INFORMATION

**GRADES MUST BE ENTERED NO LATER THAN 11:59 PM, THURSDAY, DEC. 20**

**NOTE: Failure to enter Grades by the deadline will affect the student's Academic Standing and Financial Aid**

**GRADES NOT ENTERED WILL CONVERT TO F OR NC PER NEW GRADING POLICY**

### Basic Steps in Grade Entry

- Go to <http://www.mnsu.edu/eservices> and login using your StarID/password.
- Click on the **Faculty** drop down on the upper left side and then select **Grade & LDA Entry**.
- You should see a list of the courses you taught during the chosen term.
- Click on **Enter Grades** at the end of the line for the course you wish to enter grades.
- The Class roster will display. Go to **Select Student Participation** and select **Completed Term, Partially Attended or Never Attended**.

#### **Definition of Partially Attended:**

- **Residential Course:** Student who quit attending and failed to withdraw.
- **Online Course:** Student who stopped submitting homework assignments or posting messages on the message board in D2L and failed to withdraw.

#### **Definition of Never Attended:**

- **Residential Course:** Student never showed up for a seat-time course
  - **Online Course:** Student never submitted homework assignments or posted messages on the message board in D2L
- Enter Grade and Last Date of Attendance if appropriate.
  - After information is entered, click on **Post Final Grades**.
  - You will be asked to enter your StarID password to verify you are the instructor of the course. Then press **Post Grades**—**if you do not save or post within 20 minutes you will be timed out and have to reenter the data.**

For step-by-step instructions on grade entry, go to:

[https://www.mnsu.edu/registrar/documents/grade\\_entry\\_via\\_eservices.pdf](https://www.mnsu.edu/registrar/documents/grade_entry_via_eservices.pdf)

Additional information regarding grades is available

at <http://www.mnsu.edu/registrar/facultygrades.html> under Grading/Term Grades.

### Items to Note

- The Faculty App login can be used if there are problems logging in to E-Services/Grade Entry or Grade Change. Go to <http://link.mnsu.edu/faculty-application>.
- D2L Brightspace Import of grades is available. For more information, go to [http://www.mnsu.edu/registrar/documents/import\\_grades\\_d2l.pdf](http://www.mnsu.edu/registrar/documents/import_grades_d2l.pdf).
- Students can view grades immediately after being posted in E-services.
- The drop-down list in the grade field will only display and allow appropriate grades for a student based upon their grading method. Shaded grades (+ and -) are entered using the separate drop-down list.
- You can post some grades for a course and return later to post the rest. A grade cannot be changed after being posted through E-services/Grade Entry.

To change a grade, go to E-Services/Grade Change. For more information on grade changes, go to <http://www.mnsu.edu/registrar/faculty.html> under Grading/Electronic Grade Change.

- Saving a *draft* of grades does not **post** the final grades to E-services. You must **Post** Final Grades to complete the process.

## **Questions**

LuAnn Adams  
Debra Schulz

[grades@mnsu.edu](mailto:grades@mnsu.edu)  
[debra.schulz@mnsu.edu](mailto:debra.schulz@mnsu.edu)

507-389-2577  
507-389-6269