

Grade Entry via E-Services

1. Grades for **FALL 18** may be entered during the following time periods:
 - a. 7 calendar days prior to the end date of the course
 - b. Grading Deadline for Fall 2018 courses – **Thursday, December 20 at 11:59 p.m.**

Go to E-Services <https://www.mnsu.edu/eservices/>

Note: The Faculty App login can be used if there are problems logging in to E-Services/Grade Entry.
Go to <http://link.mnsu.edu/faculty-application>.

2. **Enter your Login** (NOT your SSN) and your **Password**.
 - A. **Login ID: (StarID)**
 - a. If you do not know your StarID, click on the "Need login help" link.
 - b. Click on the "Forgot StarID" link: <https://starid.minnstate.edu/>
 - c. Return to E-Services log in
 - B. **Password:**
 - a. If you do not know your Password, click on the "Need Login Help" link.
 - b. Click on the "Forgot StarID Password?" link
<https://starid.minnstate.edu/>
 - c. Return to eServices Sign-in at <https://www.mnsu.edu/eservices/>
3. Click on the "**Login**" button.
4. Click on the "**Faculty**" drop down link on the upper left side.
5. Click on "**Grade & LDA Entry**". A list of courses for which you are listed as the instructor will appear.
6. Review the "**Grading Status**" column. For those courses which display the message, "Open", click on "Enter Grades" in the "Enter Grades/LDA per Course" column.

Note: If the message, "Grading is Open for Posting" does NOT appear in the Grading Status column and your course should be open for grading, please contact the Office of the Registrar via grades@mnsu.edu as we may not have received an accurate end date for your course.

Note: The "Import from D2L" function is available. This feature allows grades from D2L Brightspace to be imported in to the grade entry system on E-Services. This feature is optional. If the D2L import is desired, go to http://www.mnsu.edu/registrar/documents/import_grades_d2l.pdf. If the D2L import is not desired, continue on to #7.

7. The Class Roster will display. Choose from the following under the "Select Student Participation" column, Important Note: By default, the "Completed Term" option is selected from all students registered for the course. Choose from one of the following three options:
 - Completed term: Student completed course and a grade should be posted.

- Partially attended- Choose for student who quit attending and failed to withdraw. Enter the Last date of Attendance (LDA)-No grade entry is required. A grade of F will automatically be assigned.

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.**

- Never Attended: Choose for Student who never attended. No last date of attendance entry is required. The grade of W will automatically be assigned.

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.**

Grades of F: In order to comply with federal regulations pertaining to attendance verification for financial aid, **Grades of F will require the entry of a last date of attendance/participation.**

8. Click on the “**Post Final Grades**”.
9. After reviewing your grade entry for accuracy, enter your Password associated with your StarID.
10. A Confirmation page will display. Students will be able to view their grade(s) immediately after the grades have been posted.
11. Grades may only be entered **once** per year term via the web. Changes and/or corrections to posted grades need to be submitted to the Office of the Registrar via the new **Electronic Grade Change System**. For more information, go to http://www.mnsu.edu/registrar/documents/electronic_gradechange_stepbystep.pdf
12. Click on “**Return to Course List**” to repeat the grade entry process for other courses.

Reminder: If a student does not appear on your class list, they are not successfully registered in your class.

Questions-Contact LuAnn Adams grades@mnsu.edu 507-389-2577 or Deb Schulz debra.schulz@mnsu.edu 507-389-6269.