

Grade Entry Instructions

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

The Faculty App login can also be used: <http://link.mnsu.edu/faculty-application>

Enter your StarID and StarID password.

A. Login ID: (StarID)

- If you do not know your StarID, click on the "Need login help" link.
- Click on the "Forgot StarID" link: <https://starid.minnstate.edu/>
- Return to E-Services login

B. Password:

- If you do not know your Password, click on the "Need Login Help" link.
- Click on the "Forgot StarID Password?" <https://starid.minnstate.edu/>
- Return to eServices Sign-in at <https://www.mnsu.edu/eservices/>

Click on the "Login" button.

Click on the "Faculty" drop down link on the upper left side.

- If you do not see the Faculty drop down, go to the upper right side, click on "Switch to Employee E-Services."

Click on "Grade & LDA Entry". A list of courses for which you are listed as the instructor will appear.

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.

- If the message, "Grading is Open for Posting" does NOT appear in the Grading Status column and your course should be open for grading, contact Registration and Academic Records via Maverick OneStop at <https://onestop.mnsu.edu/app/registrar>. Choose Grades/Grade Changes.
- The "Import from D2L" function is available. This feature allows grades from D2L Brightspace to be imported into the grade entry system on E-Services. This feature is optional.

If the D2L import is desired, go to <https://mankato.mnsu.edu/it-solutions/help-support/explore-support-articles/import-d2l-brightspace-grades-to-eservices/> If the D2L import is not desired, continue on to the following instructions.

The Class Roster will display. Choose from the following under the "Select Student Participation" column.

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.

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 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.*

Click on the “**Post Final Grades.**”

After reviewing your grade entry for accuracy, enter your Password associated with your StarID.

A Confirmation page will display. Students will be able to view their grade(s) immediately after the grades have been posted.

Grades may only be entered **once** per year term via the web. Changes and/or corrections to posted grades need to be submitted to Registration and Academic Records via the **E-Services/Grade Change**. For more information, go to <http://link.mnsu.edu/gradechanges>.

Click on “**Return to Course List**” to repeat the grade entry process for other courses.

Questions

Contact Registration and Academic Records via Maverick OneStop at <https://onestop.mnsu.edu/app/registrar>. **Choose Grades/Grade Changes**