Entering Grades Online

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507-389-6269 if you have any questions.

1. Grades for Fall 2015 may be entered during the following time periods:
   a. 7 calendar days prior to the end date of the course
   b. Grading Deadline for all Fall 2015 courses – December 17th at 11:59p

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

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.
      c. StarID Self Service
      d. 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.
      c. StarID Self Service
      d. Return to eServices Sign-in at https://www.mnsu.edu/eservices/

3. Click on the "Login" button.
4. Click on the "Class Management" link on the left side.
5. If a term displays other than the current term of grade entry, Click on the "Change Semester" link.
6. Click on "Grade & LDA Entry". A list of courses for which you are listed as the instructor will appear.
7. 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: Starting Fall 2015, the “Import from D2L” function is now 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, http://www.mnsu.edu/registrar/documents/import_grades_d2l.pdf.

If the D2L import is not desired, continue on to #8.

8. The Class Roster will display. Select the student(s) by selecting the checkbox next to the student name. To select all students registered for the course, click on the checkbox next to “Select All”.

9. The Class Roster will display. Choose from the following under the “Select Student Participation” column
10. Important Note: By default, the “Completed Term” option is selected from all students registered for the course.
11. Completed term: Choose the grade from the drop down menu
12. Partially attended; Enter the Last date of Attendance (LDA)-No grade entry is required. A grade of F will automatically be assigned.

Never Attended: Select this option for students who never attended or participated in your course. No last date of attendance entry is required. The grade of W will automatically be assigned.

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

13. Click on the “Post Final Grades”.
14. After reviewing your grade entry for accuracy, enter your Password associated with your StarID.
15. A Confirmation page will display. Students will be able to view their grade(s) immediately after the grades have been posted.
16. 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](http://www.mnsu.edu/registrar/documents/electronic_gradechange_stepbystep.pdf)
17. 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.