SUMMER 2015 GRADE-ENTRY INFORMATION

GRADES MUST BE ENTERED NO LATER THAN 11:59 PM, Thursday, July 30

NOTE: Grades not entered by the deadline will affect the student’s Academic Standing and Financial Aid

Basic Steps in Grade Entry
1. Go to [http://www.mnsu.edu/eservices](http://www.mnsu.edu/eservices) and login using your StarID/password
2. Select Class Management in the blue-gray column on the left side of the page
3. Select Grade & LDA Entry
4. You should see a list of the courses you taught during the chosen term
5. Click on Go at the end of the line for the course you wish to enter grades
6. Click “Select All” and enter student grades.
7. Please indicate dates for those students that either never attended or stopped attending. You will be prompted to enter a date for partial attendance (the date they stopped attending) and when entering grades of F or NC for students that fully attended (the last day of the course).
8. All information must be entered in order to post final grades.
9. When you are finished, press “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 do save or post within 20 minutes you will be timed out and have to reenter the data.
10. Additional information is available at [http://www.mnsu.edu/registrar/faculty.html](http://www.mnsu.edu/registrar/faculty.html) under Grading/Term Grades.

Items to Note
- No connection currently exists between grades entered in D2L and posting grades to E-services. All final grades must be entered into E-services.
- 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. To change a grade, go to the new electronic grade change entry system listed under E-Services/Class Management/Change grade. For more information, go to [http://www.mnsu.edu/registrar/faculty.html](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  grades@mnsu.edu  507-389-2577
Debra Schulz  debra.schulz@mnsu.edu  507-389-6269