DATE: Nov. 26, 2008
TO: All Instructional Faculty
FROM: David Gjerde, Registrar
SUBJ: Web Grading - Fall 2008

The following guidelines are still in effect:

- Grades of “Z” or “W” are not allowed. All legal “W’s” are preprinted. Any “W’s” that are entered will be rejected. “Z” is not a valid grade.
- Do not leave any grade blank for students appearing on the roster. “F” and “NC” are appropriate grades.
- Please complete a change of grade form for students that do not appear on your roster. Submit the completed form to: Office of the Registrar, WA 132.

Instructions for faculty entering their grades on the web:

1. Using the website www.mnsu.edu/msureg, log in using your tech id and pin number. The faculty member listing is only available for those identified as an employee in ISRS. (Additional information can be found on the Registrar's Office home page under “Faculty/Staff Information” or refer to the previous publication "Web Services for Faculty".)

2. Choose the Class Management list option to view the course/courses you taught for fall semester. Select Grade Entry. A list of courses will appear for a given term. Be sure the correct semester is displayed at the top of the page (Fall 2008).

3. Once the Grade Entry link has been selected, the list of registered student for this course displays on the Grade Data Entry Roster web page. If today’s date is not a valid entry date, a message displays to the faculty member regarding this error. Valid entry dates will be from Wed., Dec. 3 through Thursday, Dec 18. (Reminder: D2L grades will not upload into student records.)

4. Grade shading (+/-) is available this term. Please review the Grading Policy found at the Academic Affairs home page - choose “University Policies and Procedures” and then “Grading” for a list of valid grades for this term or go to www.mnsu.edu/registrar.

5. Upon entering the grades for the students displayed, click on the Proceed to Next Step button. If you need to make changes to the grades you have entered, you can click on the back arrow to go back to the grade entry list.

6. Verify all grades entered are correct. When complete, enter your pin number and click on the Proceed button. The grades are submitted and ready to load to the student’s record.

If you need assistance in processing final grade rosters, please contact our office (389-2577 or 389-6266).

Final grades will be posted to the students’ records Friday, Dec. 19.

Thanks for your help to ensure complete and time posting of final grades.