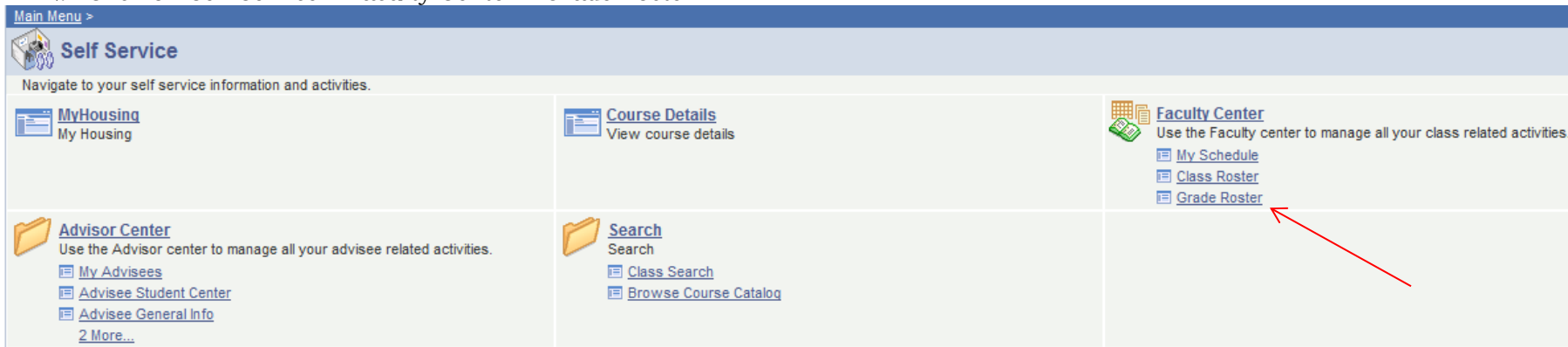


Grade Reporting

1. Sign in to CampusConnection with your User ID and Password. If you experience problems signing in please contact the NDUS helpdesk at 1-866-457-6387.
2. Click on Self Service > Faculty Center > Grade Roster




Main Menu >

Self Service

Navigate to your self service information and activities.

- MyHousing**
My Housing
- Course Details**
View course details
- Faculty Center**
Use the Faculty center to manage all your class related activities.
 - My Schedule
 - Class Roster
 - Grade Roster
- Advisor Center**
Use the Advisor center to manage all your advisee related activities.
 - My Advisees
 - Advisee Student Center
 - Advisee General Info
 - 2 More...
- Search**
Search
 - Class Search
 - Browse Course Catalog

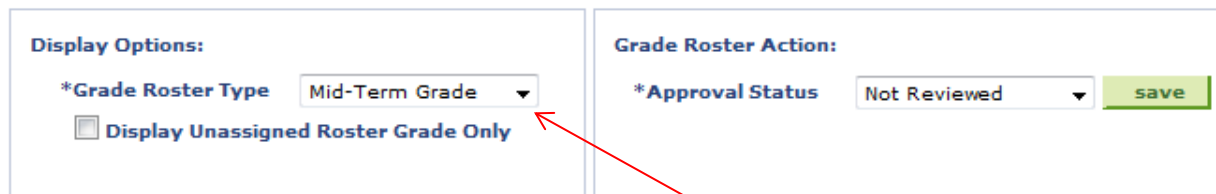
3. Click **change term** if your teaching schedule doesn't appear or **change class** to return to your teaching schedule and select another class.
4. On your teaching schedule click the Grade Roster icon  to the left of each course to access the grade roster.
5. Choose the correct Grade Roster Type (midterm or final) under the Display Options.



▼ **ENGL 110 - 12 (9688)** **change class**

College Composition I (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 9:30AM-10:45AM	MISU HHall, Rm 316E	Margaret Sherve	08/20/2012 - 12/14/2012



Display Options:

*Grade Roster Type: Mid-Term Grade

Display Unassigned Roster Grade Only


Grade Roster Action:

*Approval Status: Not Reviewed **save**


Roster Grade	Official Grade
<input type="text"/>	<input type="text"/>
A	
B	
C	
D	
F	
FN	
FNN	
<input type="text"/>	<input type="text"/>

New are the FN and FNN grades. FN means the student failed due to non-attendance. When you enter this grade, you must also enter the Last Date of Attendance (on the Last date of Attendance tab). This is the last day the student participated in any way in your course. The FNN grade means failure for never attending the course. This grade should only be used for eight week courses, since MSU has an attendance reporting policy for 16-week courses and those students should have already been removed from the course.

Student Grade		Last date Attended			
ID	Name	Roster Grade	Official Grade	Last Date of Attendance	Note
1		FN		<input type="text"/>	

After entering a grade for each student, change the Approval Status from *Not Reviewed* to *Approved*. Click . Remember, for both midterm and final grade reporting all students must receive a grade.


Grade Roster Action:

*Approval Status: 

- Not Reviewed
- Approved
- Not Reviewed
- Ready for Review

If you enter some of the grades and have not yet changed the Approval Status, you can click  at the bottom of the page to return to your grading later.

[Select All](#) [Clear All](#) [Printer Friendly Version](#)



Incomplete Grades: The option to enter an “I” or “X” will no longer be available (except for 589 or 599 courses). A Course Completion Agreement must be submitted to the Registrar’s Office no later than noon on Monday. Upon receipt, the Registrar’s Office will post the “I” to the grade roster. Faculty who wish to submit grades prior to submitting the Course Completion Agreement will enter all but the “I” grades and change the approval status to *Ready for Review*. If grades or Course Completion Agreements are not submitted by the time grades are posted all students not graded will be assigned an “F”.

Note: Only students registered for your class appear on your roster. Students that attended your class while registered for another cannot be graded by you. It is especially critical that you monitor your class roster throughout the semester to ensure that only students registered for your class are in attendance and ultimately appear on your grade roster.