

How to Enter Grades

1. Login to Campus Connection.
2. Click on the Faculty Center tile.



3. Your schedule will display for the current term. If your teaching schedule does not appear for the correct term or institution, click the Change Term button, select the correct term and institution, and click the Continue button.

2019 Summer | Minot State University Change Term

Select display option

Show All Classes Show Enrolled Classes Only

Select Term  [View FERPA Statement](#)

Continue

Select a term then select Continue.

Term	
<input checked="" type="radio"/> 2019 Summer	Minot State University
<input type="radio"/> 2019 Spring	Minot State University

Continue

4. Click the Grade Roster icon next to the class to enter grades for that class.

My Teaching Schedule > 2019 Summer > Minot State University

[Personalize](#)

	Class	Class Title	Enrolled	Days & Times
	CJ 201-2 (8760)	Intro to Criminal Justice (Lecture)	1	TuTh 8:00AM - 9:15AM

5. Choose the correct grade roster: Mid-Term or Final in the Grade Roster Type dropdown.

Display Options

*Grade Roster Type **Final Grade**
 Display Unassigned Roster Grade Only **Mid-Term Grade**

6. Choose each student's grade in the dropdown box next to the student's name.

Student Grade	Last date Attended	Transcript Note				
ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/> 1 1289926	Beaver,Buckshot The	A - Excellent			General Studies - General Studies	Freshman

- Please also be sure to use the FN grade for students who stopped attending the course. When using the FN grade, please enter the last date of academic participation on the Last date Attended tab.

Student Grade	Last date Attended	Transcript Note				
ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/> 1 1289926	Beaver,Buckshot The	FN		GRD	General Studies - BGS-General Studies	Freshman

Student Grade	Last date Attended	Transcript Note				
ID	Name	Roster Grade	Official Grade	Last Date of Attendance		
<input type="checkbox"/> 1 1289926	Beaver,Buckshot The	FN		06/16/2019		

- The FNN grade means failure for never attending and should not be used, since students are reported for non-attendance at the beginning of each and already removed from the course.

7. Once all grades are entered, change the Approval Status to Approved and click the Save button.

Grade Roster Action

*Approval Status **Approved** **Save**