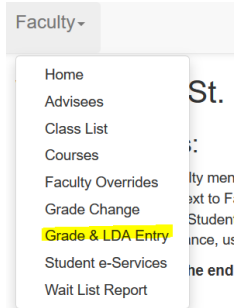# SCTCC Faculty Guide to Grading:

1.) Go to your Minnesota State Employee Home and click on the Faculty tab:

Faculty - Student Advisees, Class Lists, Grading and LDA, Grade Changes, Overrides

2.) Select Grade & LDA Entry from drop down menu:

Faculty ▾

Home
Advisees
Class List
Courses
Faculty Overrides
Grade Change
Grade & LDA Entry
Student e-Services
Wait List Report

3.) Select the correct Year/Term for the course to have a student's grades entered:

Course List and Grade Entry

Year/Term   Fall 2018

Course ID	Subject	Course #	Section #	Title	Grading Status	Enter Grades/LDA per Course
000966	CMAE	1514	01	Safety Awareness-Customzied Training	Open: 0 of 16 Grades Posted	Enter Grades

1 Total Results

4.) Find the course you wish to begin to enter grades, click "Enter grades"

5.) On the Class Roster, begin to enter the final grade for each student using the drop down menu options for your course.

Class Roster

CMAE 1514 01 (id:000966) Safety Awareness-Customzied Training

For Fall 2018

Grading Status: Open: 0 of 16 Grades Posted
Posting Begin Date: 10/29/2018

Tips for Grade Entry

Tech ID	Student Name	Grading Method	Grade Status	Select Student Participation	Grade	Last Date of Attendance (LDA)
		Letter Grade		Completed Terr		mm / dd / yyyy
		Letter Grade		Completed Terr		mm / dd / yyyy

6.) Only change the "Select Student Participation" drop down if the student had partially or never attended the course *in those situations refer to LDA information

7.) If needing to stop grade entry, and return later, click "Save Draft Grades/Post LDA"
   a. You may wish to first save a draft just to review and verify how all grades will be posted.

Save Draft Grades/Post LDA

8.) If finished with final grades, select "Post Final Grades"

Post Final Grades

9.) If you had previously saved a draft of your grades, do NOT forget to later click "Post Final Grades" on that draft. Saving a draft alone will not post your final grades.

Importing Grades from D2L:

There is a process for importing final grades from D2L. You may choose to do this method and then review the import to verify your final grades are accurate before posting the final grades. This guide does not contain further information on that process. Please contact the D2L Administrator Alex Roske for questions about gradebook set up that works best for D2L import of final grades in the way you desire.

Grade Entry Errors:

If you have made an error in a grade that has been posted, you can no longer make that change yourself. A Grade Change must be submitted an approved by the Division Dean. Please visit the "Grade Change" section of your Faculty section of Minnesota State Employee Home.

Submission of Grade Book to Division Staff/Records and Registration:

Final grade books are maintained permanently from each faculty for every course they teach. Upon posting your final grades, be sure to also submit a copy of your grade book (either from D2L, or a copy of your physical grade book) for record keeping purposing. A grade book is more than just the final grades, it also should include how you've been keeping track of points/class requirements that led up to the grade issued to the student.

Final grade books should be signed by the faculty and submitted to their respective Division Dean's Admin Assistance.

Customized Training final grade books should be signed and submitted directly to Records and Registration.

Questions? Call us in Records and Registration at 320-308-5075

Bretta A. Edwards, Registrar 320-308-1595 bedwards@sctcc.edu BAE 11/13/2018