

Web Grading

- Sign into e-services to begin the grade entry process
- Grading Instructions are found on e-services under Helpful Links
- Grades are now in “real time”
- Grading windows are set by MNSCU so it is very important that you do your grade entry during the drafting and posting window times.
 - Draft window
 - Posting window
 - Closed window
- Ability to save a draft prior to “posting” grades
 - GO
 - Select All or Choose individually
 - When saving a draft students will not see the changes until you “post”
- Ability to enter Grade Shades in correct box

Attendance Reporting – NA and FQ Grades

- Use Grade Entry to enter LDA grades: NA and FQ – use radial buttons, do not use drop down grading box
 - NA should be reported by the 2nd week of the semester
 - FQ requires an LDA to be entered
 - F Grade will require an LDA If the student “earned” the F enter last date of term (widget)
 - LDA is Live and will post even if you Save as a draft
- Students with holds and Athletes/International student LDA’s must be submitted via the Registration office. (Cohort students who are not allowed to drop courses via e-services)