

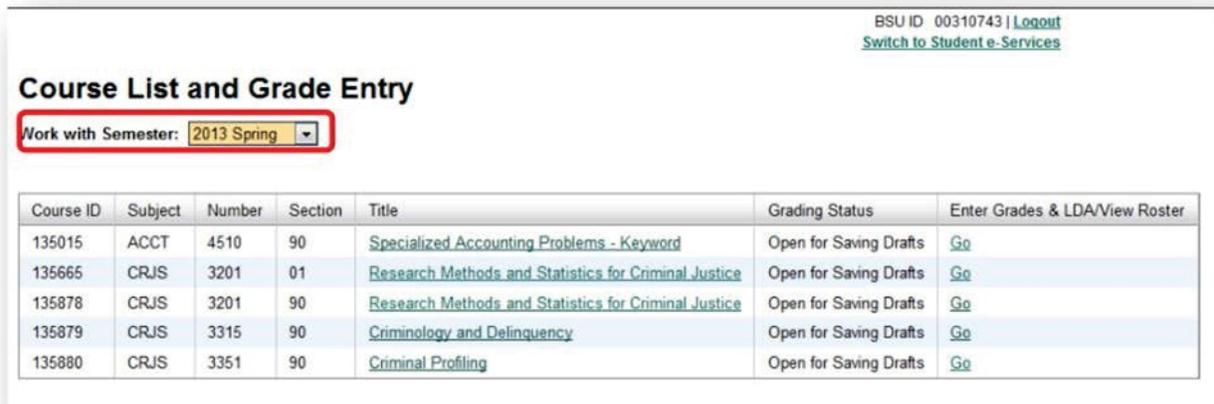


Grade & LDA (Last Date of Attendance) Entry

After selecting the *Grade Entry & LDA* option, The *Course List and Grade Entry* Screen will display.



By default the current semester and all associated courses assigned to the faculty member will display.



To change to a different semester, click on the *Work with Semester* drop down and select the desired Year Term to work with. The information displayed in the drop down will show only semesters the logged in faculty member has instructed, beginning with Fall 2010.



BSU ID 00310743 | [Logout](#)
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Course List and Grade Entry

Work with Semester: 2013 Spring
2014 Spring
2013 Fall
2013 Summer
2013 Spring
2012 Fall
Summer 2012
2012 Spring
2011 Fall
2011 Summer
2011 Spring
2010 Fall

Course ID	Subject	Section	Title	Grading Status	Enter Grades & LDA/View Roster
135015	ACCT		Specialized Accounting Problems - Keyword	Open for Saving Drafts	Go
135665	CRJS		Research Methods and Statistics for Criminal Justice	Open for Saving Drafts	Go
135878	CRJS		Research Methods and Statistics for Criminal Justice	Open for Saving Drafts	Go
135879	CRJS		Criminology and Delinquency	Open for Saving Drafts	Go
135880	CRJS		Criminal Profiling	Open for Saving Drafts	Go

Courses the faculty member is associated with will display the *Course ID*, *Subject*, *Number*, *Section*, *Title*, *Grading Status*, and a [GO] action link under *Enter Grades & LDA/View Roster*. The [GO] link allows for the course selection. That action will depend on what the current Grading Status is for a desired course.

Under the Grading status column, the following are current status entries.

- **Not Yet Available** – View only students that are currently registered for a selected course.
- **Open Saving Drafts** – Enter grades for students that are not immediately available on the web for students to see.
- **Open: X of X Grades Posted:** – Some of the Grades have posted. The X of X is the number of actual students with posted grade in relationship to the number of students registered for the course Enter final grades that once posted, are immediately available for students to see on the web.
- **Open All Grades Posted** – All Final grades that are posted and immediately available for students to see on the web
- **Closed: X of X Grades Posted:** – The grading window has closed. For a selected course, the class roster will display with the students final grades.



Course Information

When Clicking on the *Title* of the course, Course Details will display.

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Course List and Grade Entry

Work with Semester: 2013 Summer ▾

Course ID	Subject	Number	Section	Title	Grading Status	Enter Grades & LDA/View Roster
141041	ACCT	1101	90	<u>Principles Of Accounting I</u>	Open for Saving Drafts	Go
141187	CRJS	3201	90	<u>Research Methods and Statistics for Criminal Justice</u>	Not Yet Available	Go
141188	CRJS	3306	90	<u>Correctional Process</u>	Not Yet Available	Go
141190	CRJS	3380	90	<u>Community Corrections</u>	Not Yet Available	Go

Click on an *underlined Title* of a course.

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Course Information

CRJS 3201 01 (id:135665) Research Methods and Statistics for Criminal Justice

For 2013 Spring

Click on View/Enter Grades to view the Class Roster Screen and enter grades

[View/Enter Grades](#)

Primary Instructor: Cathrine Kimbrel
Number of Students Enrolled: 0 **Max Allowed:** 25
Credits: 4 **Campus:** Bemidji State University

Meeting Times

Begin Date	End Date	Days of the Week	Begin Time	End Time	Building Name	Room Number
1/14/2013	5/9/2013	MTW F	11:00 AM	11:50 AM	Education-Art Bldg.	00419

Refunds are not available if course is dropped on or after January 14, 2013, unless course begins after drop/add ends or starts early.

The last day to add this course is December 15, 9999. The last day to drop this course is December 15, 2013.

Description: An introduction to the framing and addressing of research questions within a criminal justice context. Students will be exposed to descriptive, explanatory, and exploratory research designs and the application of appropriate quantitative analytic techniques to those research designs.



If no students are currently enrolled in the course, the screen will display without a list of students.

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Class Roster

CRJS 3201 01 (id:135665) Research Methods and Statistics for Criminal Justice
2013 Spring

Grading Status: Open for Saving Drafts
Posting Begin Date: 05/02/2013
Select a checkbox to enable grade entry for a student.

[Tips for Grade Entry](#)

Select All	Tech ID	Student Name	Grading Method	Grade Status	Did the student attend/participate in the class?					
					YES Completed Term	Grade	Grade Shade (+/-)	PARTIAL Stopped Attending	Last Date of Attendance (LDA)	NO Never Attended
<input type="checkbox"/>										

Save Draft Grades/Post LDA PDF/Print

For courses that have students registered, the Tech ID, Student Name (Last Name, First Name MI), will display. Faculty will not be able to modify information until the day after the 5th day of the selected course start date. The Posting Begin Date will also display.

BSU ID: 00310743 | Logout
Switch to Student e-Services

Class Roster

CRJS 3201 90 (id:135878) Research Methods and Statistics for Criminal Justice
2013 Spring

Grading Status: Open for Saving Drafts
Posting Begin Date: 05/02/2013
Select a checkbox to enable grade entry for a student.

[Tips for Grade Entry](#)

Select All	Tech ID	Student Name	Grading Method	Grade Status	Did the student attend/participate in the class?					
					YES Completed Term	Grade	Grade Shade (+/-)	PARTIAL Stopped Attending	Last Date of Attendance (LDA)	NO Never Attended
<input type="checkbox"/>	00334175	Ab, Arturo M.	Normal		@	-	No Shade		mm/dd/yyyy	
<input type="checkbox"/>	00246985	Bobay, Lorita F.	Normal		@	-	No Shade		mm/dd/yyyy	
<input type="checkbox"/>	00000650	Chetta, Alvina F.	Normal		@	-	No Shade		mm/dd/yyyy	
<input type="checkbox"/>	00284118	Ciani, Melania F.	Normal		@	-	No Shade		mm/dd/yyyy	
<input type="checkbox"/>	00287440	Doucette, Denese F.	Normal		@	-	No Shade		mm/dd/yyyy	
<input type="checkbox"/>	00076826	Fraley, Dominique M.	Normal		@	-	No Shade		mm/dd/yyyy	
<input type="checkbox"/>	00000450	Woida, Stacie F.	Normal		@	-	No Shade		mm/dd/yyyy	

Save Draft Grades/Post LDA PDF/Print

Click on the [PDF/Print] Button



Printing a Class Roster

By clicking on the *[PDF/Print]* button, the system opens a new window and generates a printable class Roster.

Research Methods and Statistics for Criminal Justice
CRJS 3201 90
Class Roster

Tech ID	Student Name	Grade	Grade Shade	Last Date of Attendance	Attended Status	Status
00334175	Ab, Arturo					
00246985	Bobay, Lorita					
00000650	Chetta, Alvina					
00284118	Ciani, Melania					
00287440	Doucette, Denese					
00076826	Fraley, Dominique					
00000450	Woida, Stacie					

Printing is available from your Internet Browser. Close this window by Clicking on Internet Browser [X].

BSU ID 00310743 | Logout
[Switch to Student e-Services](#)

Class Roster
CRJS 3201 90 (id:135878) Research Methods and Statistics for Criminal Justice
2013 Spring

As a reminder, the grading status will display and the Posting Begin Date

Tips for Grade Entry

Grading Status: Open for Saving Drafts
Posting Begin Date: 05/02/2013
Select a checkbox to enable grade entry for a student.

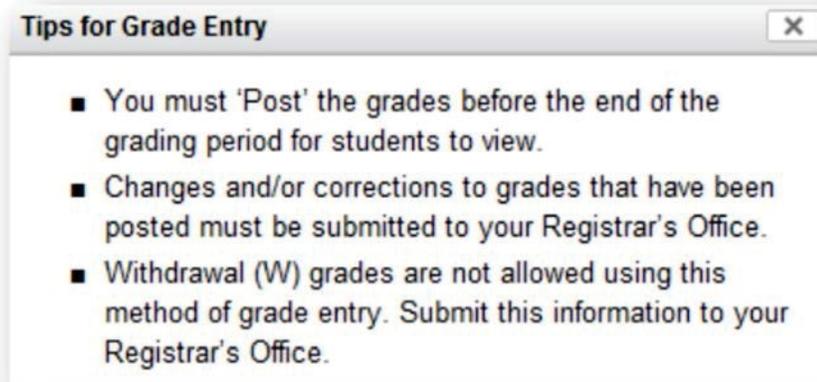
Select	Tech ID	Student Name	Grading Method	Grade Status	Did the student attend/participate in the class?			Last Date of Attendance (LDA)	NO Never Attended
					YES Completed Term	Grade	Grade Shade (+/-)		
<input type="checkbox"/>	00334175	Ab, Arturo M.	Normal		<input checked="" type="checkbox"/>	-	No Shade	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	00246985	Bobay, Lorita F.	Normal		<input checked="" type="checkbox"/>	-	No Shade	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	00000650	Chetta, Alvina F.	Normal		<input checked="" type="checkbox"/>	-	No Shade	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	00284118	Ciani, Melania F.	Normal		<input checked="" type="checkbox"/>	-	No Shade	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	00287440	Doucette, Denese F.	Normal		<input type="checkbox"/>	-	No Shade	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	00076826	Fraley, Dominique M.	Normal		<input type="checkbox"/>	-	No Shade	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	00000450	Woida, Stacie F.	Normal		<input type="checkbox"/>	-	No Shade	<input type="checkbox"/>	<input type="checkbox"/>

Click on the underlined Tips for Grade Entry, located on the Right side of the screen.



Tips for Grade Entry

By Clicking on the [*Tips for Grade Entry*], a window will display stating the rules for grading Students



To return back to the Course List and grade entry Screen, select the **[X]** button. Then select the browser back button.

Grading not Open

Course List and Grade Entry

Work with Semester: 2013 Summer

Course ID	Subject	Number	Section	Title	Grading Status	Enter Grades & LDA/View Roster
141135	ACCT	1102	90	Principles Of Accounting II	Open: 0 of 3 Grades Posted	Go
141188	ACCT	1102	91	Principles Of Accounting II	Open for Saving Drafts	Go
141136	ACCT	3117	90	Managerial Analysis	Not Yet Available	Go
141138	ACCT	3301	90	Cost Accounting I	Open: 0 of 0 Grades Posted	Go
141137	ACCT	3302	90	Cost Accounting II	Not Yet Available	Go

If the grading window is not open; the *Not Yet Available* will display under the Grading Status. Draft and Posting Grades cannot be entered at this time. By clicking the [*GO*] action button, it will display the Class Roster with entry capable actions disabled.



BSU ID 10060448 | [Logout](#)

Class Roster

ACCT 3117 (id:141136) Managerial Analysis

2013 Summer

Grading Status: Not Yet Available [Tips for Grade Entry](#)
Posting Begin Date: 07/26/2013

Tech ID	Student Name	Grade	Grade Shade (+/-)	Last Date of Attendance (LDA)	Attended	Partially Attended	Never Attended
00334175	Blizzard, Bianca F.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
00246985	Schartner, Lucretia F.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
00000550	Sinram, Fernando M.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
00007368	Zequera, Adrian M.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[PDF/Print](#)

To return back to the Course List and grade entry Screen, select the browser back button.

Grading is Open for Saving Drafts

On the Course List and Grade Entry Screen, the *Grading Status* will state, *Open for Saving Drafts*. The ability to draft grades occurs any time after the day following day 5 of the selected course's start date and will continue through one week prior to the course's end date.

BSU ID 10060448 | [Logout](#)

Course List and Grade Entry

Work with Semester: 2013 Summer

Course ID	Subject	Number	Section	Title	Grading Status	Enter Grades & LDA/View Roster
141135	ACCT	1102	90	Principles Of Accounting II	Open: 0 of 3 Grades Posted	Go
141188	ACCT	1102	91	Principles Of Accounting II	Open for Saving Drafts	Go
141136	ACCT	3117	90	Managerial Analysis	Not Yet Available	Go
141138	ACCT	3301	90	Cost Accounting I	Open: 0 of 0 Grades Posted	Go
141137	ACCT	3302	90	Cost Accounting II	Not Yet Available	Go

Click on the [\[GO\]](#) link next to Open for Saving Drafts.

Class Roster

CRJS 3201 90 (id:135878) Research Methods and Statistics for Criminal Justice 2013 Spring

[Tips for Grade Entry](#)

Grading Status: Open for Saving Drafts

Posting Begin Date: 05/02/2013

Select a checkbox to enable grade entry for a student.

Select All	Tech ID	Student Name	Grading Method	Grade Status	Did the student attend/participate in the class?			Last Date of Attendance (LDA)		
					YES Completed Term	Grade	Grade Shade (+/-)			PARTIAL Stopped Attending
<input type="checkbox"/>	00334175	Ab, Arturo M.	Normal		<input type="radio"/>	<input type="text" value="-"/>	<input type="text" value="No Shade"/>	<input type="radio"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="radio"/>
<input type="checkbox"/>	00246985	Bobay, Lorita F.	Normal		<input type="radio"/>	<input type="text" value="-"/>	<input type="text" value="No Shade"/>	<input type="radio"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="radio"/>
<input type="checkbox"/>	00000650	Chetta, Alvina F.	Normal		<input type="radio"/>	<input type="text" value="-"/>	<input type="text" value="No Shade"/>	<input type="radio"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="radio"/>
<input type="checkbox"/>	00284118	Ciani, Melania F.	Normal		<input type="radio"/>	<input type="text" value="-"/>	<input type="text" value="No Shade"/>	<input type="radio"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="radio"/>
<input type="checkbox"/>	00287440	Doucette, Denese F.	Normal		<input type="radio"/>	<input type="text" value="-"/>	<input type="text" value="No Shade"/>	<input type="radio"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="radio"/>
<input type="checkbox"/>	00076826	Fraley, Dominique M.	Normal		<input type="radio"/>	<input type="text" value="-"/>	<input type="text" value="No Shade"/>	<input type="radio"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="radio"/>
<input type="checkbox"/>	00000450	Wolda, Stacie F.	Normal		<input type="radio"/>	<input type="text" value="-"/>	<input type="text" value="No Shade"/>	<input type="radio"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="radio"/>

There are three attendance options

- **Yes Completed Term** - student did attend the class. Draft Grades can be entered.
- **Partially Stopped Attending** - student attended the class at least once, but unofficially withdrew at some point in the term. When partial attendance is recorded, the default grade your school has selected to use for unofficial withdrawal will then display under the grading column. This default grade is setup by each individual institution. The ability to change the grade in the grade dropdown will not be allowed. The Last Date of Attendance will be required to be entered.

No Never Attended - student has never attended the class. The default *LDA grade* will then display under the grading column. This default grade is setup by each individual institution. The ability to change the grade in the grade dropdown will not be allowed. Also, the *Never Attended* date of 11/17/1858 will be stored but the date will display on the screen as mm/dd/yyyy.



YES Completed Term

To enter a draft grade for a desired student, click on the check box next to the student's name. Otherwise select all students registered for the course, select the checkbox labeled *Select All* in the header. Entering any grading information for a student will not be allowed until the student has been selected.

Class Roster
CRJS 3201 90 (id:135878) Research Methods and Statistics for Criminal Justice
2013 Spring

[Tips for Grade Entry](#)

Grading Status: Open for Saving Drafts
Posting Begin Date: 05/02/2013
Select a checkbox to enable grade entry for a student.

Select All	Tech ID	Student Name	Grading Method	Grade Status	Did the student attend/participate in the class?					
					YES Completed Term	Grade	Grade Shade (+/-)	PARTIAL Stopped Attending	Last Date of Attendance (LDA)	NO Never Attended
<input type="checkbox"/>	00334175	Ab, Arturo M.	Normal		<input type="radio"/>	<input type="text" value=""/>	<input type="text" value="No Shade"/>	<input type="radio"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="radio"/>
<input type="checkbox"/>	00246985	Bobay, Lorita F.	Normal		<input type="radio"/>	<input type="text" value=""/>	<input type="text" value="No Shade"/>	<input type="radio"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="radio"/>
<input type="checkbox"/>	00000650	Chetta, Alvina F.	Normal		<input type="radio"/>	<input type="text" value=""/>	<input type="text" value="No Shade"/>	<input type="radio"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="radio"/>
<input type="checkbox"/>	00284118	Ciani, Melania F.	Normal		<input type="radio"/>	<input type="text" value=""/>	<input type="text" value="No Shade"/>	<input type="radio"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="radio"/>
<input type="checkbox"/>	00287440	Doucette, Denese F.	Normal		<input type="radio"/>	<input type="text" value=""/>	<input type="text" value="No Shade"/>	<input type="radio"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="radio"/>
<input type="checkbox"/>	00076826	Fraley, Dominique M.	Normal		<input type="radio"/>	<input type="text" value=""/>	<input type="text" value="No Shade"/>	<input type="radio"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="radio"/>
<input type="checkbox"/>	00000450	Woida, Stacie F.	Normal		<input type="radio"/>	<input type="text" value=""/>	<input type="text" value="No Shade"/>	<input type="radio"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="radio"/>

Click in the *Select All* box or in the box next to the student's Tech ID.

After selecting one or more students to draft grades, the *YES Completed Term* button and grade column will then become entry capable as well as the ability to enter a *Grade Shade*.

NOTE: For a selected student, the grades that appear as valid options will depend on what the student selected as their desired grading method when they registered for the course.

NOTE: Grade Shades will only be applicable if the local institution has set up to allow grade shading.



PARTIAL stopped Attending

To enter a grade for a desired student who has Partial attended the course, click on the check box next to the student's name and validate that the student has been selected with a check mark next to their Tech ID. Click in the button, from the row of the selected student, under the column heading **PARTIAL Stopped Attending**.



NOTE: If the institution allows Faculty to post PARTIAL Stopped Attending, the Grade will automatically populate under the *Grade* column.

A Last Date of Attendance (LDA) is required. To select a valid date, either enter the date in *manually* (the system will automatically format the date with the /) or use the calendar widget. By selecting the widget, all days between the beginning and ending dates of the course will display in blue. Those days not within the date range will be grayed out.

BSU ID 10060448 | [Logout](#)

Class Roster

ACCT 1102 91 (id:141188) Principles Of Accounting II

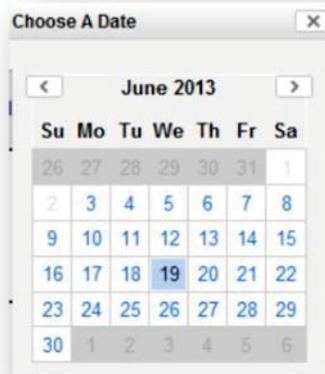
2013 Summer

[Tips for Grade Entry](#)

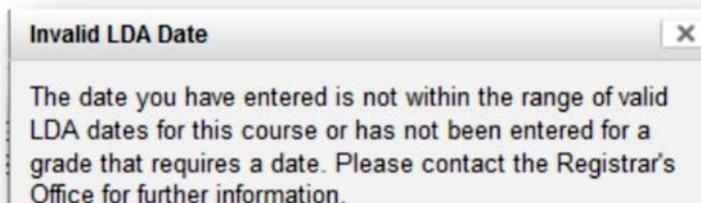
Grading Status: Open for Saving Drafts
Posting Begin Date: 07/26/2013
Select a checkbox to enable grade entry for a student.

Select All	Tech ID	Student Name	Grading Method	Grade Status	Did the student attend/participate in the class?						
					YES Completed Term	Grade	Grade Shade (+/-)	PARTIAL Stopped Attending	Last Date of Attendance (LDA)	NO Never Attended	
<input checked="" type="checkbox"/>	00000550	Desy, Ezra M.	Normal		<input type="radio"/>	FW -	No Shade -	<input checked="" type="radio"/>	<input type="text"/>	<input type="button"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	00007368	Zequeira, Adrian M.	Normal		<input type="radio"/>	FW -	No Shade -	<input checked="" type="radio"/>	<input type="text"/>	<input type="button"/>	<input type="radio"/>

Save Draft Grades/Post LDA PDF/Print



If the day was manually entered and not within the date range; the result will be a message appearing with *Invalid LDA Date*.



Click the [X] to close this window. Enter the correct date.

 **NOTE:** After selecting either *PARTIAL Stopped Attending*, the appropriate grade for the selected student will **automatically post** from what the institution has selected. These attendance options will NOT allow saving a draft. It will be visible for the student.

NO Never Attended

To enter a grade for a desired student who never attended the course, click on the check box next to the student's name and validate that the student has been selected with a check mark next to their Tech ID. Click in the button, from the row of the selected student, under the column heading *NO Never Attended*.



BSU ID 10060448 | [Logout](#)

Class Roster

ACCT 1102 90 (id:141135) Principles Of Accounting II

2013 Summer

[Tips for Grade Entry](#)

Grading Status: Open: 0 of 3 Grades Posted
Posting Begin Date: 06/21/2013
Select a checkbox to enable grade entry for a student.

Select All	Tech ID	Student Name	Grading Method	Grade Status	Did the student attend/participate in the class?					
					YES Completed Term	Grade	Grade Shade (+/-)	PARTIAL Stopped Attending	Last Date of Attendance (LDA)	NO Never Attended
<input checked="" type="checkbox"/>	00000450	Donnachie, Juanita F.	Normal		<input type="radio"/>	FW	No Shade	<input checked="" type="radio"/>	06/28/2013	<input type="radio"/>
<input checked="" type="checkbox"/>	11976233	Talman, Madelaine F.	Normal		<input checked="" type="radio"/>	A	No Shade	<input type="radio"/>	mm/dd/yyyy	<input type="radio"/>
<input checked="" type="checkbox"/>	00007368	Zequeira, Adrian M.	Normal		<input type="radio"/>	FN	No Shade	<input type="radio"/>	mm/dd/yyyy	<input checked="" type="radio"/>

NOTE: After selecting either *NO Never Attended*, the appropriate grade for the selected student will **automatically post** from what the institution has selected. This attendance options will NOT allow saving a draft. It will be visible for the student.

NOTE: The *Never Attended* date of 11/17/1858 will be stored but the date will display on the screen as mm/dd/yyyy.

Save Draft Grade/Post LDA

Validate the students, grade and LDA are correct. Click on the *[Save Draft Grades/Post LDA]* button.

BSU ID 10060448 | [Logout](#)

Class Roster

ACCT 1102 91 (id:141188) Principles Of Accounting II

2013 Summer

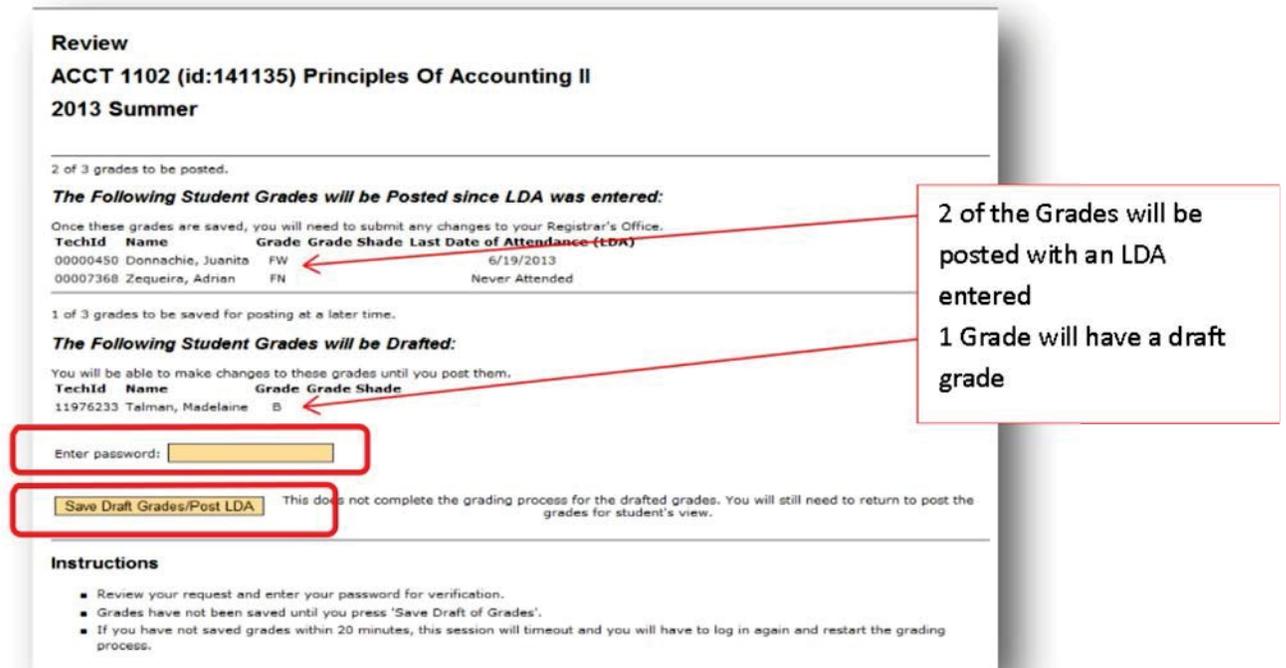
[Tips for Grade Entry](#)

Grading Status: Open for Saving Drafts
Posting Begin Date: 07/05/2013
Select a checkbox to enable grade entry for a student.

Select All	Tech ID	Student Name	Grading Method	Grade Status	Did the student attend/participate in the class?					
					YES Completed Term	Grade	Grade Shade (+/-)	PARTIAL Stopped Attending	Last Date of Attendance (LDA)	NO Never Attended
<input type="checkbox"/>	00006600	Devy, Ezra M.	Normal		<input type="radio"/>	FW	No Shade	<input checked="" type="radio"/>		<input type="radio"/>
<input type="checkbox"/>	00007368	Zequeira, Adrian M.	Normal		<input type="radio"/>	FW	No Shade	<input type="radio"/>		<input type="radio"/>

 **NOTE:** The [Post Final Grades] button will not be available until valid posted period.

A review screen will then display with those selected students and the drafted grading information.



Review
ACCT 1102 (id:141135) Principles Of Accounting II
2013 Summer

2 of 3 grades to be posted.

The Following Student Grades will be Posted since LDA was entered:
Once these grades are saved, you will need to submit any changes to your Registrar's Office.

TechId	Name	Grade	Grade Shade	Last Date of Attendance (LDA)
00000450	Donnachie, Juanita	FW		6/19/2013
00007368	Zequeira, Adrian	FN		Never Attended

1 of 3 grades to be saved for posting at a later time.

The Following Student Grades will be Drafted:
You will be able to make changes to these grades until you post them.

TechId	Name	Grade	Grade Shade
11976233	Talman, Madelaine	B	

Enter password:

This does not complete the grading process for the drafted grades. You will still need to return to post the grades for student's view.

Instructions

- Review your request and enter your password for verification.
- Grades have not been saved until you press 'Save Draft of Grades'.
- If you have not saved grades within 20 minutes, this session will timeout and you will have to log in again and restart the grading process.

2 of the Grades will be posted with an LDA entered
1 Grade will have a draft grade

The display will include a count of selected students that will be saved for posting at a later time as well as the student and the grade entered as a draft. Look over those selected students and verify the information has been entered correctly. Once everything has been verified and is correct, the faculty member's password needs to be re-entered as an e-signature. This is the same password used to log into the application.

 **NOTE:** Students will not be able to view their grades as they have not yet been posted. LDA Grades will have a status of Posted and be visible to the student.

Instructions are listed on the bottom of the screen.

Instructions

- Review your request and enter your password for verification.
- Grades have not been posted until you press 'Post Grades'.
- If you have not posted grades within 20 minutes, this session will timeout and you will have to log in again and restart the grading process.

After entering the password and clicking on the *[Save Draft Grades/Post LDA]* a confirmation screen will display.

BSU ID: 00310743 | [Logout](#)
[Switch to Student e-Services](#)

Confirmation

CRJS 3201 (id:135878) Research Methods and Statistics for Criminal Justice
Drafted Grades for 2013 Spring

1 of 7 grades have been posted for students to view. If a grade needs to change, please contact the Registrar's Office for assistance.

The Following Student Grades have been Posted:

TechId	Name	Grade	Grade Shade	Last Date of Attendance (LDA)
00000650	Chetta, Alvina	F		3/9/2013

1 of 7 grades have been saved for posting at a later time. Be sure to return to grading to do the final post of grades.

The Following Student Grades have been Drafted:

TechId	Name	Grade	Grade Shade
00246985	Bobay, Lonta	A	

[Return to Course List](#)

Select the *[Return to Course List]* button to return to Course List and Grade Entry screen for the faculty member currently logged in. The *Status* for those students where grades were just entered will now display draft and posted for LDA qualifying Grades from the selected Course.

BSU ID 00310743 | [Logout](#)
[Switch to Student e-Services](#)

Class Roster

CRJS 3201 90 (id:135878) Research Methods and Statistics for Criminal Justice

2013 Spring

Grading Status: Open: 2 of 7 Grades Posted
Posting Begin Date: 03/02/2013

Select a checkbox to enable grade entry for a student.

A reminder of when posting opens.

[Tips for Grade Entry](#)

Select All	Tech ID	Student Name	Grading Method	Grade Status	Did the student attend/participate in the class?					
					YES Completed Term	Grade	Grade Shade (+/-)	PARTIAL Stopped Attending	Last Date of Attendance (LDA)	NO Never Attended
<input type="checkbox"/>	00334175	Ab, Arturo M.	Normal	Posted	<input type="checkbox"/>	F	No Shade	<input type="checkbox"/>	mm/dd/yyyy	<input type="checkbox"/>
<input type="checkbox"/>	00246985	Bobay, Lorita F.	Normal	Draft	<input type="checkbox"/>	A	No Shade	<input type="checkbox"/>	mm/dd/yyyy	<input type="checkbox"/>
<input type="checkbox"/>	00000650	Chetta, Alvina F.	Normal	Posted	<input type="checkbox"/>	F	No Shade	<input type="checkbox"/>	03/09/2013	<input type="checkbox"/>
<input type="checkbox"/>	00284118	Ciani, Melania F.	Normal		<input type="checkbox"/>		No Shade	<input type="checkbox"/>	mm/dd/yyyy	<input type="checkbox"/>
<input type="checkbox"/>	00287440	Doucette, Denese F.	Normal		<input type="checkbox"/>		No Shade	<input type="checkbox"/>	mm/dd/yyyy	<input type="checkbox"/>
<input type="checkbox"/>	00076826	Fraley, Dominique M.	Normal		<input type="checkbox"/>		No Shade	<input type="checkbox"/>	mm/dd/yyyy	<input type="checkbox"/>
<input type="checkbox"/>	00000450	Wolda, Stacie F.	Normal		<input type="checkbox"/>		No Shade	<input type="checkbox"/>	mm/dd/yyyy	<input type="checkbox"/>

Faculty may modify draft grades as many times as needed, but only until grades have been posted during the valid posted period. Grade changes after posting need to go through the Registrar's Office.

Previously Entered Grade

If a grade has been previously entered for a student, the *Status* column will display the word *draft*. Once all or part of the students grades have been entered, select the *[Save Draft Grades/Post LDA]* button.

Valid Status entries:

- Blank – no grade has been drafted or posted.
- Draft - a grade entered and saved, but it is not the final grade and is not visible to the student yet.
- Posted – a final grade has been posted for the student to view. Posted will not be available during the period when grading is only open to Saving Drafts.



To modify a *Draft* grade, select the student by clicking on the box next to the Student's *Tech ID*. Then change to the appropriate grade. Save by clicking on the *[Save Draft Grades/Post LDA]*. Enter your *password* and click the *[Save Draft Grades/Post LDA]*. The *Confirmation Page* will appear. Finally, click on the *[Return to Course List]*.

Grading is Open for Posting

From the *Course List and Grade Entry* screen, the *Grading Status* will state, *Grading is Open: X number of X number grades posted*. The date on which posting became valid is also displayed. Grading is Open for Posting, beginning one week prior to the Course end date through 4 business days after the Year Term ends. The X number of X number grades posted represents how many grades have been posted against the number registered students.

BSU ID 00310743 | [Logout](#)
[Switch to Student e-Services](#)

Class Roster

CRJS 3201 90 (id:135878) Research Methods and Statistics for Criminal Justice

2013 Spring

Grading Status: Open: 2 of 7 Grades Posted
Posting Begin Date: 03/02/2013
Select a checkbox to enable grade entry for a student.

Shows the number of grades that have already been posted for the selected course.

[Tips for Grade Entry](#)

Select All	Tech ID	Student Name	Grading Method	Grade Status	Did the student attend/participate in the class?					
					YES Completed Term	Grade	Grade Shade (+/-)	PARTIAL Stopped Attending	Last Date of Attendance (LDA)	NO Never Attended
<input type="checkbox"/>	00334175	Ab, Arturo M.	Normal	Posted	<input type="radio"/>	F	No Shade	<input type="radio"/>	mm/dd/yyyy	<input type="radio"/>
<input type="checkbox"/>	00246985	Bobay, Lorita F.	Normal	Draft	<input type="radio"/>	A	No Shade	<input type="radio"/>	mm/dd/yyyy	<input type="radio"/>
<input type="checkbox"/>	00000650	Chetta, Alvina F.	Normal	Posted	<input type="radio"/>	F	No Shade	<input type="radio"/>	03/09/2013	<input type="radio"/>
<input checked="" type="checkbox"/>	00284118	Ciani, Melania F.	Normal		<input type="radio"/>	B	No Shade	<input type="radio"/>	mm/dd/yyyy	<input type="radio"/>
<input type="checkbox"/>	00287440	Doucette, Denese F.	Normal		<input type="radio"/>		No Shade +(+plus)	<input type="radio"/>	mm/dd/yyyy	<input type="radio"/>
<input type="checkbox"/>	00076826	Fraley, Dominique M.	Normal		<input type="radio"/>		-(minus)	<input type="radio"/>	mm/dd/yyyy	<input type="radio"/>
<input type="checkbox"/>	00000450	Wolda, Stacie F.	Normal		<input type="radio"/>		No Shade	<input type="radio"/>	mm/dd/yyyy	<input type="radio"/>

The Grading Status shows the number of grades that have already been posted for the selected course.

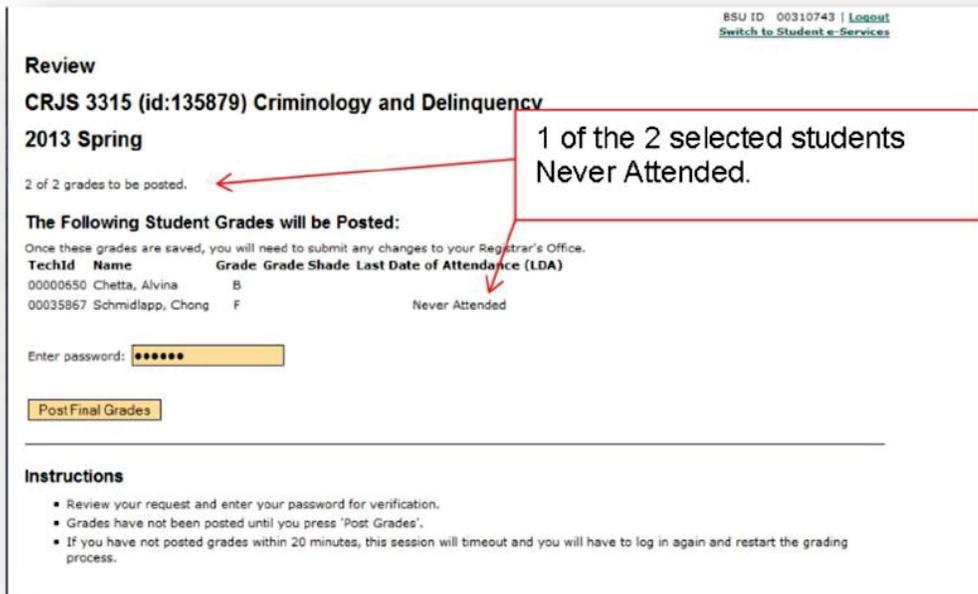
Grades that have previously been entered and has the status of draft may still be modified. Grades may be modified until the Status states posted. Once grades have a posted status, faculty members will need to work with the Registrars' office to make any corrections. Also, once a student's grade has a status of posted, it then becomes available for the student to see.

Select the student(s) by selecting the checkbox next to the individual's names. To select all the students with in the course, click on the checkbox next to *Select All*, then enter the appropriate grades for each individual student.

After grades have been entered for those selected, click on the *[Post Final Grades]* button, a review screen will display.

 **NOTE:** The *[Post Final Grades]* button will only available during the Posting GradesWindow.

 **NOTE:** However, if the Posting Grades window is currently active the faculty member may still opt to save the entries as Draft. Allowing for them to come back and make any changes as needed and select the *[Save Draft Grades/Post LDA]* button. But as a reminder, Faculty will need to come back and Post the Grades.



Review

BSU ID: 00310743 | [Logout](#)
[Switch to Student e-Services](#)

CRJS 3315 (id:135879) Criminology and Delinquency

2013 Spring

2 of 2 grades to be posted.

The Following Student Grades will be Posted:

Once these grades are saved, you will need to submit any changes to your Registrar's Office.

TechId	Name	Grade	Grade Shade	Last Date of Attendance (LDA)
00000650	Chetta, Alvina	B		
00035867	Schmidlapp, Chong	F		Never Attended

Enter password:

Instructions

- Review your request and enter your password for verification.
- Grades have not been posted until you press 'Post Grades'.
- If you have not posted grades within 20 minutes, this session will timeout and you will have to log in again and restart the grading process.

The display will include a count of selected students whose grades are in the process of being posted. Look over those selected students and sight verify the information has been entered correctly. Once everything has been entered correctly, enter in the password associated to the Tech ID. This is the same password used to log into the application. After entering the Tech ID password select the *[Post Final Grades]* button and a confirmation screen will display.

 **NOTE:** Students will be able to view their grade immediately after they have been posted.

The Instructions are listed at the bottom of the page.

Instructions

- Review your request and enter your password for verification.
- Grades have not been posted until you press 'Post Grades'.
- If you have not posted grades within 20 minutes, this session will timeout and you will have to log in again and restart the grading process.

BSU ID 00310743 | [Logout](#)
[Switch to Student e-Services](#)

Confirmation

CRJS 3315 (id:135879) Criminology and Delinquency

Posted Grades for 2013 Spring

2 of 2 grades have been posted for students to view. If a grade needs to change, please contact the Registrar's Office for assistance.

The Following Student Grades have been Posted:

TechId	Name	Grade	Grade Shade	Last Date of Attendance (LDA)
00000650	Chetta, Alvina	B		
00035867	Schmidlapp, Chong	F		Never Attended

[Return to Course List](#)

Select the *[Return to Course List]* button to return to Course List and Grade Entry screen for the faculty member currently logged in.

Grades Posted

When all final grades are posted the *Grading Status* will change to Open: X of X Grades Posted (if the window is still open for grading). The X of X is the number of actual students with posted grade in relationship to the number of students registered for the course.

When the ability to draft or post grades has passed, the Grading Status will change to *Closed: All Grades Posted* or *Closed: X of X Grades Posted*. The X of X is the number of actual students with posted grade in relationship to the number of students registered for the course. A course will be closed to drafting or posting grades beginning the 5th business day after the Year Term ends.

By clicking on the [GO] link under View List Enter Grades, the

BSU ID: 00310743 | Log out | Switch to Student e-Service

Course List and Grade Entry

Work with Semester: 2013 Spring

Course ID	Subject	Number	Section	Title	Grading Status	Enter Grades & LDA/View Roster
135015	ACCT	4510	90	Specialized Accounting Problems - Keyword	Open for Saving Drafts	Go
135665	CRJS	3201	01	Research Methods and Statistics for Criminal Justice	Open for Saving Drafts	Go
135878	CRJS	3201	90	Research Methods and Statistics for Criminal Justice	Closed: 2 of 7 Grades Posted	Go
135879	CRJS	3315	90	Criminology and Delinquency	Closed: All Grades Posted	Go
135880	CRJS	3351	90	Criminal Profiling	Open for Saving Drafts	Go

Class Roster screen will display with all registered students and grades posted for those students.

BSU ID: 00310743 | Log out | Switch to Student e-Service

Class Roster

CRJS 3201 (id:135878) Research Methods and Statistics for Criminal Justice
2013 Spring

Grading Status: Closed: 2 of 7 Grades Posted
Posting Begin Date: 03/02/2013

Tips for Grade Entry

Tech ID	Student Name	Grade	Grade Shade (+/-)	Last Date of Attendance (LDA)	Attended	Partially Attended	Never Attended
00334175	Ab, Arturo M.	F			☐	☐	☐
00246985	Bobay, Lorita F.				☐	☐	☐
00000650	Chetta, Alvina F.	F		03/09/2013	☐	☐	☐
00284118	Ciani, Melania F.				☐	☐	☐
00287440	Doucette, Denese F.				☐	☐	☐
00076826	Fraley, Dominique M.				☐	☐	☐
00000450	Woida, Stacie F.				☐	☐	☐

PDF/Print

To return to the *Course List and Grade Entry* screen, select the back button of the browser.



-  **NOTE:** If students' grades are missing and need to have their grades entered and the window for posting grades has passed, faculty must contact the Registrars' office for assistance.
-  **NOTE:** If grades were previously entered with a status of drafted, and the posting window has closed, those grades will no longer display on the class roster screen. The previously entered grades will be blank.
-  **NOTE:** As a reminder remember that by selecting the [PDF/Print] button, a printable class roster will generate.
-  **NOTE:** As a tip, to import the student information into excel from any of the *Class Roster* screens. Click with the left mouse button and hold, dragging the mouse across all desired students to be copied. After selecting all the information, right click with the mouse and select *Copy*. Open up Excel and the click to select all cells and then right click and select *Paste*.
-  **NOTE:** Faculty members are allowed to enter LDA's and Grades on International and Athletic Cohort Students.