



GRADE & LDA ENTRY – POSTING COMPLETED GRADES

POSTING COMPLETED GRADES -

There is ability to work an individual students, multiple students or all students within a course by selecting the required selections based on student participation.

Open: X of X Grades Posted:

From the *Course List and Grade Entry* screen, the *Grading Status* will state, *Grading is Open for Posting. X number of X number grades posted.* The date on which posting became valid is also displayed. Grading is Open for Posting, when the current date is between 1 week (7 days) prior to the last day of the course and 4 business days (take holidays and weekends into consideration) after the term ends, inclusive. The X number of X number grades posted represents how many grades have been posted against the number registered students

Course ID	Subject	Course #	Section #	Title	Grading Status	Enter Grades/LDA per Course
155247	PHYS	1102	01	General Physics II	Open: 2 of 9 Grades Posted	Enter Grades

Click on the [[Enter Grades](#)] link.

If Draft, Imported or Posted Grades have not been previously entered, then the screen will display without the Select All column.



Class Roster

SCI 1110 90 (id:156316) Physical Science I
For 2015 Spring Semester

Grading Status: Open - 0 of 4 Grades Posted
Posting Begin Date: 03/20/2015 [Tips for Grade Entry](#)

Tech ID	Student Name	Grading Method	Grade Status	Select Student Participation	Grade	Last Date of Attendance (LDA)
12340184	Chudyk, Lashell F	Letter Grade		Completed Ter		MM/DD/YYYY
00356469	Dziuba, Dean M	Letter Grade		Completed Ter		MM/DD/YYYY
12393595	Elenz, Spencer M	Letter Grade		Completed Ter		MM/DD/YYYY
12196974	Renzelman, Eric M	Letter Grade		Completed Ter		MM/DD/YYYY

Save Draft Grades/Post LDA | Post Final Grades | Print | Import from D2L

4 Total Results

Shows the Posting being date.

If a Drafted, Posted or Imported grade is in the Grade Status column, then the Select Check boxes become available.

Class Roster

SCI 1110 90 (id:156316) Physical Science I
For 2015 Spring Semester

Grading Status: Open: 0 of 4 Grades Posted
Posting Begin Date: 03/20/2015

Shows the number of grades that have already been posted for the selected course. No grades have been posted.

<input type="checkbox"/> Select All	Tech ID	Student Name	Grading Method	Grade Status	Select Student Participation	Grade	Last Date of Attendance (LDA)
<input type="checkbox"/>	12340184	Chudyk, Lashell F	Letter Grade	Draft	Completed ▾	A ▾	MM/DD/YYYY
<input type="checkbox"/>	00356469	Dziuba, Dean M	Letter Grade	Draft	Completed ▾	B ▾	MM/DD/YYYY
<input type="checkbox"/>	12393595	Elenz, Spencer M	Letter Grade		Completed ▾	▾	MM/DD/YYYY
<input type="checkbox"/>	12196974	Renzelman, Eric M	Letter Grade		Completed ▾	▾	MM/DD/YYYY

Save Draft Grades/Post LDA Post Final Grades Print Import from D2L

4 Total Results

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 or the Electronic Change Grade report. Also, once a student's grade has a status of posted, it then becomes available for the student to see.

<input checked="" type="checkbox"/> Select All	Tech ID	Student Name	Grading Method	Grade Status	Select Student Participation	Grade	Last Date of Attendance (LDA)
<input checked="" type="checkbox"/>	12340184	Chudyk, Lashell F	Letter Grade	Draft	Completed ▾	A ▾	MM/DD/YYYY
<input checked="" type="checkbox"/>	00356469	Dziuba, Dean M	Letter Grade	Draft	Completed ▾	B ▾	MM/DD/YYYY

Select the student(s) by selecting the checkbox next to the individual's name(s). 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.

ENTER GRADES Manually or Imported

Import Grades

Validate that the setup is correct for this course in D2L Brightspace. This will aid in the error reduction.

Import when the grades have been finalized and released.

D2L documentation and help:

<https://documentation.desire2learn.com/>

<https://documentation.desire2learn.com/en/Learning%20Environment>

<https://documentation.desire2learn.com/en/Grades>

Click on the [] button.

Class Roster

SCI 1120 01 (id:155253) Physical Science II
For 2015 Spring Semester

Grading Status: Open for Saving Drafts Tips for Grade Entry
Posting Begin Date: 04/30/2015

Tech ID	Student Name	Grading Method	Grade Status	Select Student Participation	Grade	Last Date of Attendance (LDA)
12261203	Aber, Gaston M	Letter Grade		Completed Terr		MM/DD/YYYY
12336328	Appenzeller, Iesha	Letter Grade		Completed Terr		MM/DD/YYYY
00357774	Bridgette, Terry M	Letter Grade		Completed Terr		MM/DD/YYYY
12193432	Dinobile, Grady M	Letter Grade		Completed Terr		MM/DD/YYYY

4 Total Results

The first time that the import function is used a message will appear.

Application mnscu d2l grades interface v0.1 by MnSCU is trying to access your information. Would you like to proceed?

Do not ask me again for this application

Continue

Click in the check box [] to not see this message again. Then click on the Continue [] button to authorize the import process.

Welcome to Brightspace by D2L

Log in to view your courses, explore tools and features, and customize your eLearning experience.

Your session has expired.

Username *

Password *

Log In

[Forgot your password?](#)



Successful import will have imported under the Grade Status column without any warnings or Errors.

12525103 Mcnatt, Al M Letter Grade **Imported** Complete ▾ A ▾ MM/DD/YYYY

Some errors may appear if D2L Brightspace setup is different than the course setup. There are two places that the errors/warnings display: On the top of above the course listing and under the errors/warning column.

Click on the [Details] button to see all warning/errors in a web version or scroll down the page to review these errors/warnings.

Import complete 1 errors found 12 warnings found Details

CMAE 1502 01 (id:000210) Technical Mathematics
For Fall Semester 2014

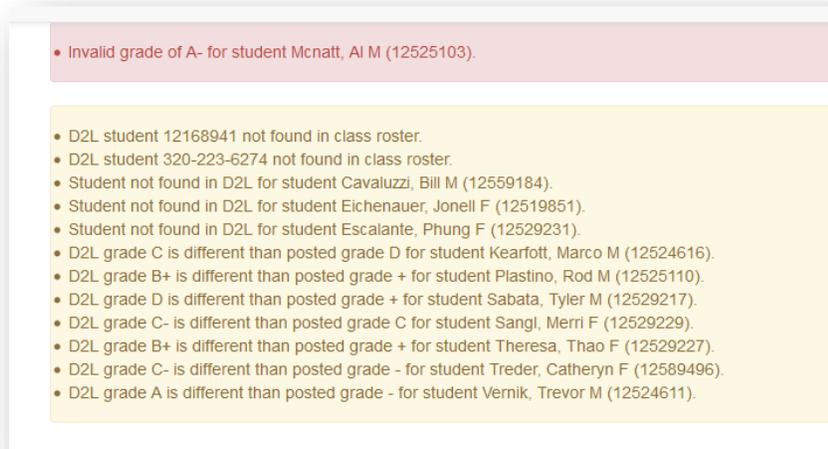
Grading Status: Open for Saving Drafts Tips for Grade Entry
Posting Begin Date: 10/17/2015

<input type="checkbox"/> Select All	Tech ID	Student Name	Grading Method	Grade Status	Select Student Participation	Grade	Last Date of Attendance (LDA)	Errors/Warnings
	12525106	Backen, Claudine F	Letter Grade	Posted	Never Attended	FN	10/24/2015	
<input checked="" type="checkbox"/>	12529225	Blacksmith, Nickie F	Letter Grade	Draft	Complete ▾	C ▾	MM/DD/YYYY	
	12581036	Burk, Haydee F	Letter Grade	Posted	Never Attended	FN	10/24/2015	
<input checked="" type="checkbox"/>	12559184	Cavaluzzi, Bill M	Letter Grade		Complete ▾	▾	MM/DD/YYYY	<ul style="list-style-type: none"> Student not found in

Click on the Details Button. This will open a new tab to view all Errors/Warning for this course. This Tab is not saved.

-  Best Practice is to print the details from the browser.
-  If changes were made in D2L brightspace, then the details tab will change what the errors and warnings displayed.

The Detailed web error/warning version can be printed from the browser.



Once the viewing of the Errors/Warning has been completed. The Tab can be closed.

Error and Warning Messages:

Errors -

Unable to connect to D2L. - caused from not being able to get the URL to the d2l site, d2l site down, or incorrect URL.

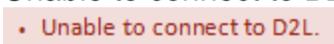
This course does not exist in D2L. - course not in D2L, course not setup correctly following one of our supported mappings, or user is not an instructor for the course in D2L.



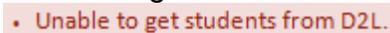
Invalid grade of ()- grade coming from D2L not allowed for this student/course in Faculty application.



The following errors would occur if the D2L site stops responding.
Unable to connect to D2L.



Unable to get students from D2L



Unable to check for D2L group.

- Unable to check for D2L group.

Unable to check D2L Group Categories.

- Unable to check D2L Group Categories.

Unable to get D2L groups.

- Unable to get D2L groups.

Warnings -

D2L student techid not found in class roster. - Student in D2L course but not ISRS course.

- D2L student 12168941 not found in class roster.

Student not found in D2L - Student in ISRS course but not D2L course.

- Student not found in D2L for student Escalante, Phung F (12529231).

D2L grade is different than posted grade $\{studentGrade.grade\}$ - grade posted in ISRS and grade in D2L is different than grade in ISRS

- D2L grade 77 / 100 is different than posted grade + for student Kearfott, Marco M (12524616).

- D2L grade 77 % is different than posted grade + for student Kearfott, Marco M (12524616).

- D2L grade C- is different than posted grade C for student Sangl, Merri F (12529229).

D2L final grade not available - grade not released in D2L

- D2L final grade not available for student Backen, Claudine F (12525106).

All student specific messages will have "for student name and tech id added to the end of the message on the detail screen.

- D2L final grade not available for student Backen, Claudine F (12525106)

Errors/warnings may be fixed in D2L Bright space, then reimported again or they may just enter the information that did not auto populate by using the manual process.

Grades can be saved as Drafts. Any LDA will be posted upon saving.

Continue to the Review Page section or continue using the manual process.

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

Post Final Grades



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

 **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]* button. But as a reminder, Faculty will need to come back and Post the Grades before the posting window for grades is closed.

Review

SCI 1110 90 (id:156316) Physical Science I
For 2015 Spring Semester
3 of 4 grades to be posted

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

Tech Id	Name	Grade	Last Date of Attendance (LDA)
12340184	Chudyk, Lashell F	A	
00356469	Dziuba, Dean M	B	
12393595	Elenz, Spencer M	F	Never Attended

Enter Password

Post Final Grades

*3 of the total 4 student grades will be posted.
1 of the 3 selected students Never Attended.*

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 located on 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.

Confirmation

SCI 1110 90 (id:156316) Physical Science I
For 2015 Spring Semester

3 of 4 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:

Tech Id	Name	Grade	Last Date of Attendance (LDA)
12340184	Chudyk, Lashell F	A	
00356469	Dziuba, Dean M	B	
12393595	Elenz, Spencer M	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.

Grading is Closed X of X grades posted.

When the ability to draft or post grades has passed, the Grading Status will change to *Grading is 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

Course List and Grade Entry

Year/Term: 2015 Spring Semester

Course ID	Subject	Course #	Section #	Title	Grading Status	Enter Grades
155247	PHYS	1102	01	General Physics II	Open: 2 of 9	
155253	SCI	1120	01	Physical Science II	Open for Saving Drafts	Enter Grades
155254	SCI	1120	50	Physical Science II Lab	Open for Saving Drafts	Enter Grades
155255	SCI	1120	51	Physical Science II Lab	Open for Saving Drafts	Enter Grades
155256	SCI	1120	52	Physical Science II Lab	Open for Saving Drafts	Enter Grades
155257	SCI	1120	54	Physical Science II Lab	Open for Saving Drafts	Enter Grades
155258	SCI	2200	01	Meteorology	Open for Saving Drafts	Enter Grades
155988	PHYS	2101	45	Physics I	Open for Saving Drafts	Enter Grades
156316	SCI	1110	90	Physical Science I	Open: 3 of 4 Grades Posted	Enter Grades

9 Total Results

The number of posted grades in relationship to the number of registered students is displayed.

To validate all grades have been posted return to the Course List and Grade Entry screen. Under the Grading Status the **"All Grades Posted"** will appear when all grades have been posted for the course.

Course List and Grade Entry

Year/Term: 2015 Spring Semester

Course ID	Subject	Course #	Section #	Title	Grading Status	Enter Grades/LDA per Course
155247	PHYS	1102	01	General Physics II	Open: 2 of 9 Grades Posted	Enter Grades
155253	SCI	1120	01	Physical Science II	Open for Saving Drafts	Enter Grades
155254	SCI	1120	50	Physical Science II Lab	Open for Saving Drafts	Enter Grades
155255	SCI	1120	51	Physical Science II Lab	Open for Saving Drafts	Enter Grades
155256	SCI	1120	52	Physical Science II Lab	Open for Saving Drafts	Enter Grades
155257	SCI	1120	54	Physical Science II Lab	Open for Saving Drafts	Enter Grades
155258	SCI	2200	01	Meteorology	Open for Saving Drafts	Enter Grades
155988	PHYS	2101	45	Physics I	Open for Saving Drafts	Enter Grades
156316	SCI	1110	90	Physical Science I	Open: All Grades Posted	Enter Grades

9 Total Results

Click on the [[Enter Grades](#)] link to review class roster. The Class Roster screen will display with all registered students and grades posted for those students.

Class Roster

SCI 1110 90 (id:156316) Physical Science I
For 2015 Spring Semester

Grading Status: Open: All Grades Posted
Posting Begin Date: 03/20/2015

[Tips for Grade Entry](#)

Tech ID	Student Name	Grading Method	Grade Status	Select Student Participation	Grade	Last Date of Attendance (LDA)
12340184	Chudyk, Lashell F	Letter Grade	Posted	Completed Term	A	
00356469	Dziuba, Dean M	Letter Grade	Posted	Completed Term	B	
12393595	Elenz, Spencer M	Letter Grade	Posted	Never Attended	F	
12196974	Renzelman, Eric M	Letter Grade	Posted	Partially Attended	F	03/11/2015

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

 **NOTE:** If students' grades are missing and the window for posting grades has passed, then faculty must contact the Registrars' office for assistance or submit an Electronic Change Grade form.

 **NOTE:** Within Curriculum Management and Term Course set the *Ext Date Amt* value to the number of calendar days grading is to remain open past the normal grading period. The normal grading period is 4 business days past the last day of the year term.

 **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.

 **NOTE:** In Academic Registration and Student Affairs (ARSA) – a LDA report appears under Grading. This report will list Athletic Students and/or International Students that have received an LDA for the specified year term. <Link to ARSA documentation>