

Record Grades

All grades are recorded electronically in <u>CampusConnection</u>. Grades are recorded at the completion of each class. Faculty will be expected to meet the grade deadlines as posted by Enrollment Services.

- 1. Sign on to <u>CampusConnection</u>.
- 2. Click Faculty Center
- 3. Click Grade Roster.
- 4. Verify the correct term is displayed.
- 5. Click on \square to the left of the course for which you want to enter grades.

elect display option:	Show All Class	ies (Show Enrolled Classes Only			
	Icon Legendi	ái.	Class Roster 🎆 Grade Roster	S Learning	Management	
My Teaching Schedu	ile > 2014 Spring > N.C	Dakota St	ate College Science View All 🔎	First	1-14 of 14 🕑 Las	
Class	Class Title	Enrolled	Days & Times	Room	Class Dates	
A C 141-1	Intro To Agribusiness	29	We 10:00AM - 10:50AM	NDSCS Tech	Jan 13, 2014-	
1104311	manageme (ceccure)			CO, KIN DE	Apr 20, 2014	

6. Enter grades into the roster grade field by selecting the grade from the drop-down menu.

	▼ AGEC 141 - 1 (182	51) change class	
	Introduction To Agribus	siness Management (Lectur	e)
	Days and Times	Room	Instructor
	We 10:00AM-10:50AM	NDSCS Tech Ctr, Rm 5	2 Brad Tews
	We 10:00AM-10:50AM	NDSCS Tech Ctr, Rm 3	5 Brad Tews
	Display Options:		Grade Roster Action:
	*Grade Roster Type	Final Grade 🗸	*Approval Status
	Display Unassigne	ed Roster Grade Only	Request Grade Change
	Student Grade Last d	ate Attended	
Drop-down menu will be found here	1D Name	Roste Grade	r Official Grade Grade Basis Program
will be found here.	1	A	A GRD Agricultur AAS-Agric

- 7. Once all grades have been entered, click SAVE.
- In Grade Roster Action box, change the approval status to APPROVED. <u>Do not</u> set to READY FOR REVIEW.
- 9. After approving the grades, click **SAVE** again.

Note: Students will not be able to view grades in CampusConnection until faculty have "Approved" grades, Enrollment Services has verified that all grades for all courses have been entered, and the final batch post has been processed. Then there is another day or so before it shows up in Powerschool.

If a course you teach doesn't appear on the Grade Roster or if a student is in your class but not on the grade roster- Contact you
Dean's Office with the course name and number, days and times taught (example: Intro to Sociology 101 MWF 8-8:50).
A "W" (withdraw) grade is not a grading option for faculty- Students that have finalized a drop/withdrawal will have a "W" grade
dis played in the Official Grade column. Students who do not have a "W" grade displayed have not completed an official
drop/withdrawal and should receive the grade earned as of the class end date.
Audit- If a student has registered for a course as an Audit, an "AU" will be displayed in the Official Grade column of the grade
ros ter. These should be the only students whom you choose an "AU" as a final grade.
Incomplete Grades- Enter an "1" Incomplete grade for those students you have given extensions. An incomplete should be used
only when a student is doing satisfactory work in a course but is unable, for reasons beyond control (death in the family,
hos pitalization of student, etc.) to complete all assigned requirements before the course end date. If you have not given an
extension to a student, enter the appropriate grade earned.