

## Instructions for entering grades on-line through e-Services.

Login using your Faculty ID number (8 digit number assigned to you at the time of your initial employment) and PIN number (originally set the YYMMDD of your birthday or the last 6 digit of your SSN).

If you do not know either one or both of these numbers, please contact the Records Office at 755-2020.

Once you are logged in, select 'Class Management'.

Make sure you are in the term for which you want to enter grades. If you are not, select the 'Change semester' link and follow the instructions to select the appropriate term.

### Step 1: Entering "Last Date of Attendance" Information.

Select 'Class List' to view a list of your classes. Select the class, find the student, select the 'LDA' link, then enter the student's last day of attendance or check the box that indicates that the student never attended.

Tech Id	Student Name	Major	Classification	Credits	Grading Method	Grade	Last Date Attended	Advisor
00328716	Anderson, Anthony	None listed	None listed	3.00	Letter Grade		LDA	
	Johnson, Dnt				Letter			Allen,

After you have entered in the 'LDA' for the appropriate students in your classes, you are now ready to enter grades.

### Step 2: Select 'Grade Entry' from the 'Class Management' menu item.

You will see a list of all of your courses. Select 'Enter Grades' for the course for which you would like to begin entering grades.

Enter Grades	Course
Enter Grades	000061 ENGL 1111 02 Composition I
Enter Grades	000062 ENGL 1111 03 Composition I
Enter Grades	000066 ENGL 1111 07 Composition I
Enter Grades	000069 ENGL 2203 01 Creative Writing
Enter Grades	Intro to Humanities
Enter Grades	Human Relations

A list of students currently registered for your course will be displayed. Enter in the grade in the white box provided next to each student's name.

For students that have already had a LDA or 'never attended' entry, enter a 'F' grade.

Up to 50 records display at a time. Courses with more than 50 students will get multiple grade entry screens for a single course.

After the grades are entered for the course, select 'Proceed to Next Step'.

The page displayed will present to you the grades that will be posted. Please confirm that the grades are accurate. If they are, re-enter your PIN number and select 'Process Grades'.

If you made an error, you will need to use the 'back' button on your browser to return to the grade entry screen.

You will get the following message when your grades are successfully entered.

If you have additional courses to grade, select 'Grade Entry' to access additional courses.

After you are done entering grades, remember to log out.

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**My College**

1500 Birchmont Drive NE  
Bemidji, MN 56601  
USA  
218-291-1234

Toll-free:  
1-800-475-2001

**Grade Entry Roster**

For Fall Semester 2006

Course: 000066

Go to [Class Roster](#) to identify students who never attended or who stopped attending.

[Instructions](#)

Tech Id	Student Name	Grade	Grade Shade
00328716	Anderson, Anthony	<input type="text"/>	Not Applicable
00076579	Johnson, Benjamin T	<input type="text"/>	Not Applicable
00076583	Johnson, Bernice	<input type="text"/>	Not Applicable
00076591	Johnson, Brandon	<input type="text"/>	Not Applicable
00076592	Johnson, Brenda	<input type="text"/>	Not Applicable
00102123	Miller, Anne	<input type="text"/>	Not Applicable
00102129	Miller, Audrey	<input type="text"/>	Not Applicable
00342411	Miller, Betty	<input type="text"/>	Not Applicable

**Proceed to Next Step**

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**Semester: Fall Semester 2006**

Tech Id	Student Name	Course Id	Grade	Shade
00328716	Anderson, Anthony	000066	A	
00076579	Johnson, Benjamin T	000066	B	+
00076583	Johnson, Bernice	000066	C	-
00076591	Johnson, Brandon	000066	D	
00076592	Johnson, Brenda	000066	F	
00102123	Miller, Anne	000066	A	
00102129	Miller, Audrey	000066	B	+
00342411	Miller, Betty	000066	C	

Enter PIN/Password:

**Process Grades**

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Your grade entry was saved successfully.

**Posted Grades for Fall Semester 2006**

Course: 000066

Tech Id	Student Name	Grade
00328716	Anderson, Anthony	A
00076579	Johnson, Benjamin T	B +

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Employee e-Services

Student Tech ID 00393043 **Logout**

If you have any questions, please contact the Records Office at 755-2020.