



Real-time Web Grading

Improved Process:

- Create real-time web functionality that edits faculty entered grades for validity prior to storing them.
 - Ability to save a 'draft' of grades before posting.
- Display stored grades real-time to students on the web after a faculty 'posts' the grades.

Improved Process:

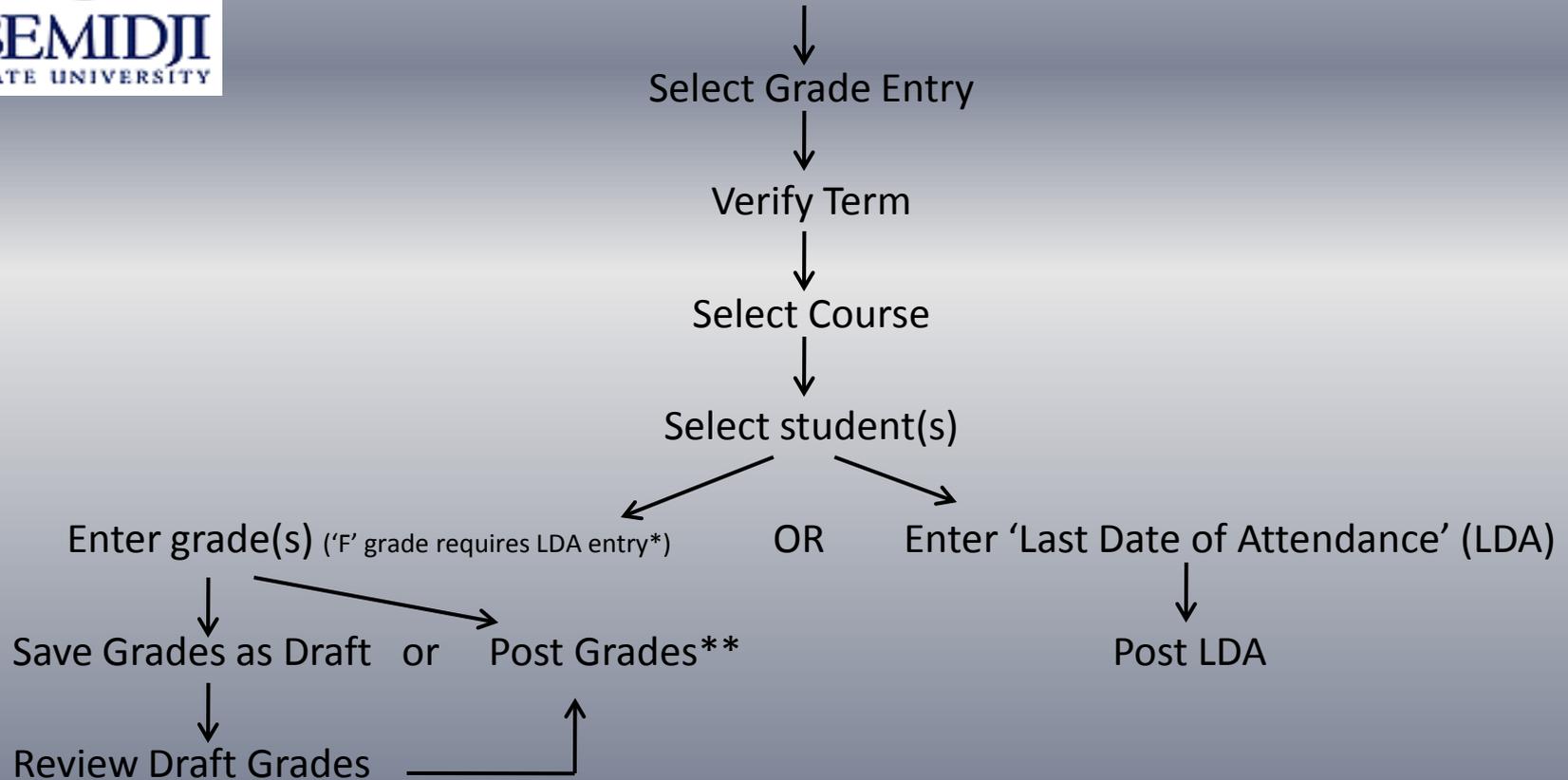
- Allow faculty to record last dates of attendance on the web grading screen.
- Real-time editing will ensure certain grades have a last date of attendance connected to them. This will improve compliance with Return to Title IV rules.

Real-time Web Grading - Quick Guide

(Detailed screens of each step are attached.)



Log into e-Services with BSU ID and ID password



*those students earning a 'F' grade should be given an LDA of the last day of the term

**grading window opens 1 week prior to course end-date

Real-time Web Grading – Grade Entry – log into e-Services using your BSU ID number and ID password

Entry into student grading

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Welcome to Bemidji State University e-Services

Important Notes:

- Please use the menu options to navigate through the site instead of your browser's back button.
- **Create a Personalized User Account:** Creating a personalized [User Account](#) allows you to create your own unique User Name and Password that can be used across all Minnesota State Colleges & Universities for the services available here, in place of the designated BSU ID and password for each institution.

Remember to [LOGOUT](#) at the end of your session and quit your browser.

Helpful Links

- [Grade Entry](#)
- [Current Advisees](#)
- [Class List](#)
- [Web Grading User Documentation](#)

Link to user documentation for new web grading

Real-time Web Grading – Course Listing

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Course List and Grade Entry

Work with Semester:

Select semester from dropdown.
Default semester is current semester.

Course ID	Subject	Number	Section	Title	Grading Status	View List Enter Grades
125006	MATH	1170	55	College Algebra	Grading is Not Yet Open	Go
125050	MATH	5064	01	Number Concepts for Middle School Teachers	Grading is Not Yet Open	Go
125007	MATH	1470	53	Precalculus	Grading is Not Yet Open	Go
125051	MATH	5066	01	Geometry and Technology in the Middle School Mathematics Classroom	Grading is Not Yet Open	Go
125038	MATH	2471	02	Calculus I	Grading is Not Yet Open	Go
125042	MATH	3064	01	Number Concepts for Middle School Teachers	Grading is Not Yet Open	Go
125043	MATH	3066	01	Geometry and Technology in the Middle School Mathematics Classroom	Grading is Not Yet Open	Go

Grading Status Options:

- **Grading is Not Yet Open** – view only students that are currently registered for a selected course.
- **Grading is Open for Saving Drafts** – enter grades for students that are not immediately available on the web for students to see.
- **Grading is Open for Posting** – Enter final grades that once posted, are immediately available for students to see on the web.
- **Grading is Closed** – grading window is closed. For a selected course, the class roster will display with the students final grades.

Real-time Web Grading – Course Listing



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Course List and Grade Entry

Work with Semester:

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125051	MATH	5066	01	Geometry and Technology in the Middle School Mathematics Classroom	Grading is Not Yet Open	Go
125038	MATH	2471	02	Calculus I	Grading is Not Yet Open	Go
125042	MATH	3064	01	Number Concepts for Middle School Teachers	Grading is Not Yet Open	Go
125043	MATH	3066	01	Geometry and Technology in the Middle School Mathematics Classroom	Grading is Not Yet Open	Go

Link for entry into each courses' student list for grading



Printing Class Roster

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Class Roster

HLTH 2100 (id:121109) First Aid and CPR/AED

2011 Summer

Grade Entry Not Yet Available
[Tips for Grade Entry](#)

Grades can be Posted Beginning 05/20/2011

Tech ID	Student Name	Grade	Grade Shade (+/-)	Last Date of Attendance (LUA)	Attended	Partially Attended	Never Attended
00000100	Aasand, Jacklyn F.						
00000600	Cordray, Dennise F.						
00000300	Dichl, Ronato M.						
00000400	Lesley, Justine F.						
00000200	Scartozzi, Deandre M.						

[PDF/Print](#)

Grading is Not Yet Open – a basic class roster. Fields are not active for saving a draft or posting grades.

Select to view/print the class roster

Class Roster Example

First Aid and CPR/AED
HLTH 2100 01
Class Roster

Tech ID	Student Name	Grade	Grade Shade	Last Date of Attendance	Attended Status	Status
00000100	Aasand, Jacklyn					
00000600	Cordrey, Dennise					
00000300	Diehl, Renato					
00000400	Lesley, Justine					
00000200	Scartozzi, Deandre					

Saving Draft Grades – Entering ‘Last Date of Attendance’

Class Roster

CRJS 3334 70 (id:116447) Criminal Justice Planning

2011 Spring

Grades can be

Select a checkbox

Select All

Definition of Grading Instructions

- Grade entry is based on the course dates and year/term dates.
- Only grades allowed for the course/student will be offered in the grade dropdown.
- Grade shade (+/-) will only display if allowed by your institution.
- You may save a 'draft' of grades prior to posting a student's final grade.
- A saved draft can be changed by you and is not visible to the student until you 'post' it.
- You must 'Post' the grades before the end of the grading period for students to view.
- Changes and/or corrections to grades that have been posted must be submitted to your Registration Office.
- Withdrawal (W) grades are not allowed using this method of grade entry. Submit this information to your Registration Office.

Click on
'Tips' for
instructions

[Tips for Grade Entry](#)

Grading is open for Saving Drafts.

Attendance	Attended	Partially Attended	Never Attended	Status

PDF/Print

Saving Draft Grades – Entering ‘Last Date of Attendance’

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Class Roster

CRJS 3334 70 (id:116447) Criminal Justice Planning

2011 Spring

Grades can be Posted Beginning 04/28/2011

[Tips for Grade Entry](#)
Grading is open for Saving Drafts.

Select a checkbox to enable grade entry for a student.

<input type="checkbox"/> Select All	Tech ID	Student Name	Grade	Grade Shade (+/-)	Last Date of Attendance (LDA)	Attended	Partially Attended	Never Attended	Status
<input checked="" type="checkbox"/>	00353149	Bews, Jan F.	<input type="text" value=""/>	<input type="text" value="No Shade"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input checked="" type="checkbox"/>	00355076	Drown, Mike M.	<input type="text" value=""/>	<input type="text" value="No Shade"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input checked="" type="checkbox"/>	00056275	Kaupu, Kacie F.	<input type="text" value=""/>	<input type="text" value="No Shade"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/>	00301085	Lowman, Kiara F.	<input type="text" value=""/>	<input type="text" value="No Shade"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/>	00346277	Poole, Timothy M.	<input type="text" value=""/>	<input type="text" value="No Shade"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Student(s) must be selected to activate grade entry or LDA entry. Clicking on the Select All check box in the column heading selects/deselects all students with one click.

Saving Draft Grades and/or Entering 'Last Date of Attendance'

<input type="checkbox"/> Select All	Tech ID	Student Name	Grade	Grade Shade (+/-)	Last Date of Attendance (LDA)	Attended	Partially Attended	Never Attended	Status
<input checked="" type="checkbox"/>	00353149	Bews, Jan F.	<input type="text" value=""/>	No Shade	<input type="text" value="mm/dd/yyyy"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input checked="" type="checkbox"/>	00355076	Drown, Mike M.	<input type="text" value=""/>	No Shade	<input type="text" value="mm/dd/yyyy"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input checked="" type="checkbox"/>	00056275	Kaupu, Kacie F.	<input type="text" value=""/>	No Shade	<input type="text" value="mm/dd/yyyy"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/>	00301085	Lowman, Kiara F.	<input type="text" value=""/>	No Shade	<input type="text" value="mm/dd/yyyy"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/>	00346277	Poole, Timothy M.	<input type="text" value=""/>	No Shade	<input type="text" value="mm/dd/yyyy"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Attended - student did attend the class.

***Partially Attended – student may have attended at a point in time and never returned to class.**

The default *Partially Attended* grade (F) will then display under the grading column. The Last Date of Attendance will be required to be entered.

***Never Attended - student has never attended the class. The default Never Attended grade (F) will then display under the grading column.**

When posting draft grades and/or LDA, follow the prompts to confirm that the information has been entered.

* A 'F' grade will automatically populate when these LDA options are selected. Upon processing, the 'F' grade will post to the student's record.

Saving Draft Grades and/or Entering 'Last Date of Attendance' Review Page

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Review

MATH 1011 (id:113869) Mathematics For Elementary School Teachers I

2010 Fall

1 of 27 grades to be saved for posting at a later time..

These Students Recs will be Drafted:

TechId	Name	Grade	Grade Shade
00349128	Chike, Santos	B	

Enter password:

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

When posting draft grades and/or LDA, follow the prompts to confirm that the information has been entered.

Shows number of grades to be saved as a draft

Lists the students and grades to be saved

Requires entry of TechID password

Confirmation page displayed after successful saving of draft grades.

- 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.

Grading Open for Posting

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Class Roster

CRJS 1120 90 (id:116281) Crim

2011 Spring

Grades can be Posted Beginning 02/25/2011

Select a checkbox to enable grade entry for a student.

1. Select student(s)
2. Enter grade (LDA entry required for 'F' grades*)
3. Enter LDA
4. Save as draft or post
5. Posting must be completed by published deadline.

<input type="checkbox"/> Select All	Tech ID	Student Name	Grade	Grade Shade (+/-)	Last Date of Attendance (LDA)	Attended	Partially Attended	Never Attended	Status
<input type="checkbox"/>	00306702	Campbell, Drain M.	B	No Shade	mm/dd/yyyy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	posted
<input type="checkbox"/>	00355457	Escudero, Ray M.	B	No Shade	mm/dd/yyyy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	00357521	Greenler, Lavonda F.	F	No Shade	mm/dd/yyyy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	posted
<input checked="" type="checkbox"/>	00355953	Hansberry, Twana F.	B	No Shade	mm/dd/yyyy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	00282268	Kopischke, Selma F.		No Shade +(plus) -(minus)	mm/dd/yyyy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	00355699	Spinola, Sue F.		No Shade	mm/dd/yyyy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Save Draft

Post

PDF/Print

*LDA Entry – those students earning a 'F' grade should be given a last date of attendance of the last day of the term.

Grading Open for Posting

Review Page – enter ID password to post grades

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

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Review

CRJS 1120 (id:116281) Criminal Justice And Society 2011 Spring

2 of 6 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)
00355457	Escudero, Ray	F		Never Attended
00355953	Hansberry, Twana	B		

Enter password:

2 students were selected out of 6 registered for the course. 1 of the selected students Never Attended.

Real-time Web Grading – Confirmation Posting Grades

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Confirmation

CRJS 1120 (id:116281) Criminal Justice And Society

Posted Grades for 2011 Spring

2 of 6 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)
00355457	Escudero, Ray	F		Never Attended
00355953	Hansberry, Twana	B	-	

[Return to Course List](#)

Confirmation page displayed after
successful posting of grades and/or
'Last Date of Attendance'.

Posting Grades – Summary – Grading Closed, select ‘Go’ to print final graded roster

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Course List and Grade Entry

Work with Semester: 2010 Fall

Course ID	Subject	Number	Section	Title	Grading Status	View List Enter Grades
113718	ACCT	4210	01	Auditing I	Grading is Closed 0 of 0 grades posted.	Go
113701	ACCT	1101	05	Principles Of Accounting I	Grading is Closed 0 of 0 grades posted.	Go
113698	ACCT	1101	02	Principles Of Accounting I	Grading is Closed 3 of 4 grades posted.	Go
114546	ACCT	1101	07	Principles Of Accounting I	Grading is Closed 0 of 1 grades posted.	Go
114545	ACCT	1101	06	Principles Of Accounting I	Grading is Closed 0 of 1 grades posted.	Go
114380	ACCT	4310	90	Auditing II	Grading is Closed 0 of 0 grades posted.	Go
113912	BIAD	2231	01	Business Statistics I	Grading is Closed 0 of 0 grades posted.	Go

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Class Roster

CRJS 2221 (id:114104) Comparative Justice 2010 Fall

The number of posted grades in relationship to the number of registered students is display. Also when Posting Grades was open.

Grades can be Posted Beginning 12/08/2010

Tips for Grade Entry
All grades have been posted.

Tech ID	Student Name	Grade	Grade Shade (+/-)	Last Date of Attendance (LDA)	Attended	Partially Attended	Never Attended
10537755	Anderson, Klara F.	A					
00353149	Bews, Jan F.	A					
00347921	Centonze, Alisa F.	B					
00353366	Chilinski, Ronny M.	B					
10224507	Cooperwood, Heath M.	B					
00354165	Detrie, Colin M.	B					
00251481	Moy, Grisel F.	B					
00354852	Northrop, Mason M.	B					
10400575	Runck, Enola F.	D					
00355327	Sc, Odis M.	A					
00000480	Tranberg, Mario M.	B					
10176889	Vanderkelen, Fritz M.	B					

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