Grade & LDA Entry – Course List and Grade Entry

After selecting the Grade & LDA Entry (Last Date of Attendance) option, by default the most recent semester the faculty member was an instructor and all associated courses assigned to the faculty member signed in will display.

Year Term
To change to a different semester, click on the Year/Term dropdown and select the desired Year Term. The information displayed in the dropdown will show only semesters the logged in faculty member instructed. The goal of this drop down is to allow instructors to be able to change semesters that they want to enter grades for without losing focus on the Course Listing Screen.
Courses the faculty member is associated with will display the **Course ID, Subject, Course #, Section #, Title, Grading Status**, and an [Enter Grades](#) action link.

The [Enter Grades](#) link allows for the course selection and the ability to draft, or post grades, or Enter LDA. That action will depend on what the current Grading Status is for a desired course.
Title /Course Details
When Clicking on the Title of a course, Course Information page will display.

Under the Course Information title, the next line contains information about the course. The details about the course are Subject, Course Number, Section Number, Course ID, and the Course Title.

In this example:
SCI is the Subject, 1120 is the Course Number, 50 is the Section number, [id:156086] is the Course ID, Physical Science II Lab is the Title of the course

Enrolled is the number of Seats that are taken by registration and Max Allowed is the total number of seats available for the course (Maxed Allowed)

Click on View/Enter Grades to view the Class Roster Screen where Grades can be entered.

LAST Date to Add and LAST Date to Drop the course
## Definitions for Grade Status.

<table>
<thead>
<tr>
<th>Grade Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Not Yet Available</strong></td>
<td>View only students that are currently registered for a course.</td>
</tr>
<tr>
<td></td>
<td>Current date is less than 4 day after the Begin Date of the course. It looks at the meeting dates in term course and takes the earliest. If there are no meeting dates it looks at the course begin date.</td>
</tr>
<tr>
<td><strong>Open Saving Drafts</strong></td>
<td>Enter grades for students that are not immediately available on the web for students to see.</td>
</tr>
<tr>
<td></td>
<td>Current date is equal to or greater than 4 business days after the begin date (take holidays and weekends into consideration)</td>
</tr>
<tr>
<td><strong>Open: X of X Grades Posted</strong></td>
<td>Some of the Grades have posted.</td>
</tr>
<tr>
<td></td>
<td>The X of X is the number of actual students with posted grade in relationship to the number of students registered for the course. Final grades that are posted, are immediately available for students to see on the web.</td>
</tr>
</tbody>
</table>
Closed: X of X Grades Posted

The grading window has closed.

Current date is greater than 4 business s (take Holidays and weekends into consideration) after the term ends.

Enter Grades/LDA per Course

Click on the Enter Grades link to review class roster, enter draft grades, and/or post grades and LDA.

![Class Roster](image)

Shows the Posting being date.
Posting Begin Date:

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.

If Draft, Imported or Posted Grades have not been previously entered, then the screen will display without the Select All column.
If a Drafted, Posted or Imported grade is in the Grade Status column, then the Select Check boxes become available.

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.

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.
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 Import from D2L button.
The first time that the import function is used a message will appear.

Click in the check box [ ] to not see this message again. Then click on the Continue [ ] button to authorize the import process.
Successful import will have imported under the Grade Status column without any warnings or Errors.

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

⚠️ **NOTE:** Best Practice is to print the details from the browser.

⚠️ **NOTE:** 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.

- Invalid grade of 75 / 100 for student Blacksmith, Nickie F (12529225).
- Invalid grade of 86 % for student Sliver, Darnell M (12554463).
- Invalid grade of A- for student Mcnatt, Al M (12525103).

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 D2L group categories.
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 Escaiente, 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 (12524516).
- D2L grade 77 % is different than posted grade + for student Kearfott, Marco M (12524516).
- 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.
Manually Enter Grades
Enter the appropriate grades for each individual student, by clicking on the dropdown under the Grade Column.

After grades have been entered for those selected, click on the button, a review screen will display.

NOTE: The 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.
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 30 minutes, this session will timeout and you will have to log in again and restart the grading process.

**Confirmation**

SCI 1110 90 (id: 156315) 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:

<table>
<thead>
<tr>
<th>Tech Id</th>
<th>Name</th>
<th>Grade</th>
<th>LDA</th>
</tr>
</thead>
<tbody>
<tr>
<td>12340184</td>
<td>Chudyk, Lashel F</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>00355469</td>
<td>Dzuba, Dean M</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>12395395</td>
<td>Elenz, Spencer M</td>
<td>F</td>
<td>Never Attended</td>
</tr>
</tbody>
</table>

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