



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.

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 for Saving Drafts	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 for Saving Drafts	Enter Grades

9 Total Results

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.



Course List and Grade Entry

Course ID	Subject	Course #	Year/Term	Section #	Title	Grading Status	Enter Grades/LDA per Course
155247	PHYS	1102	2015 Spring Semester				Enter Grades
155253	SCI	1120	2015 Spring Semester				Enter Grades
155254	SCI	1120	2015 Spring Semester				Enter Grades
155255	SCI	1120	2015 Spring Semester				Enter Grades
155256	SCI	1120	2015 Spring Semester				Enter Grades
155257	SCI	1120	2015 Spring Semester				Enter Grades
155258	SCI	2200	2015 Spring Semester				Enter Grades
155988	PHYS	2101	2015 Spring Semester				Enter Grades
156316	SCI	1110	2015 Spring Semester				Enter Grades

9 Total Results

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.

Course List and Grade Entry

Course ID	Subject	Course #	Section #	Title	Grading Status	Enter Grades/LDA per Course
155247	PHYS	1102	01	General Physics II	Open for Saving Drafts	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 for Saving Drafts	Enter Grades

9 Total Results



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)

Course Information

SCI 1120 50 (id:156254) Physical Science II Lab
For 2015 Spring Semester

Primary Instructor: Tunstall, I
Number of Students Enrolled: 6 Max Allowed: 32
Credits: 0 Campus: Bemidji State University

[View/Enter Grades](#)

Begin Date	End Date	Days of the Week	Begin Time	End Time	Building Name	Room Number
01/12/2015	05/07/2015	M W	10:00AM	10:50AM	Saltgast Hall	301

Refunds are not available if course is dropped on or after 01/17/2015, unless course begins after drop/add ends or starts early.
The last day to add this course is 03/01/2015. The last day to drop this course is 03/01/2015.

Description: Science and Technology in Society (STS). An alternative perspective on Physical Science, using selected topics to discuss societal concerns and responsibilities. Includes laboratory and related computer-based small group sessions. Liberal Education Goal Area 3 (LC)

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



Grading Status

Faculty -

Course List and Grade Entry

Year/Term: Spring Term 2017

Course ID	Subject	Course #	Section #	Title	Grading Status	Enter Grades/LDA per Course
000168	CHEM	426	01	Analytical Chemistry II	Not Yet Available	Enter Grades
000832	CHEM	426	02	Analytical Chemistry II	Not Yet Available	Enter Grades
001178	CHEM	213	04	Principles of Chemistry II	Not Yet Available	Enter Grades
001179	CHEM	213	05	Principles of Chemistry II	Not Yet Available	Enter Grades
001180	CHEM	213	06	Principles of Chemistry II	Not Yet Available	Enter Grades
001308	CHEM	430	01	Individual Projects in Chemistry	Not Yet Available	Enter Grades
001426	CHEM	461	07	Chemistry Research	Not Yet Available	Enter Grades
001598	PSM	699	02	Capstone Research	Not Yet Available	Enter Grades

8 Total Results

Definitions for Grade Status.

Grade Status	Description
Not Yet Available	View only students that are currently registered for a course. 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.
Open Saving Drafts	Enter grades for students that are not immediately available on the web for students to see. Current date is equal to or greater than 4 business days after the begin date (take holidays and weekends into consideration)
Open: X of X Grades Posted	Some of the Grades have 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. Final grades that are posted, are immediately available for students to see on the web.



**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

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	Dzuba, 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



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.

Class Roster

NURS 617 01 (id:000001) Advanced Clinical Pharmacology
For Summer Term 2016

Grading Status: Open for Saving Drafts
Posting Begin Date: 08/01/2016

[Tips for Grade Entry](#)

Tech ID	Student Name	Grading Method	Grade Status	Select Student Participation	Grade	Last Date of Attendance (LDA)
13131680	Adeleke, Ethan M	Letter Grade		Completed Term		MM/DD/YYYY
12236036	Alejandra, Marlin F	Letter Grade		Completed Term		MM/DD/YYYY
00909037	Angione, Antony M	Letter Grade		Completed Term		MM/DD/YYYY
12163719	Bogema, Ronald M	Letter Grade		Completed Term		MM/DD/YYYY
12027019	Brisbois, Dinorah F	Letter Grade		Completed Term		MM/DD/YYYY
12594531	Demario, Waneta F	Letter Grade		Completed Term		MM/DD/YYYY



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.



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
Posting Begin Date: 04/30/2015

[Tips for Grade Entry](#)

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

Save Draft Grades/Post LDA

Print

Import from D2L

4 Total Results

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

Application mnsco 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.

<input checked="" type="checkbox"/>	12525103	McNatt, Al M	Letter Grade	Imported	Complete	A	MM/DD/YYYY
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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
Posting Begin Date: 10/17/2015

Tips for Grade Entry

<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.



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.



- Invalid grade of A- for student McNatt, Al M (12525103).

- D2L student 12168941 not found in class roster.
- D2L student 320-223-6274 not found in class roster.
- Student not found in D2L for student Cavaluzzi, Bill M (12559184).
- Student not found in D2L for student Eichenauer, Jonell F (12519851).
- Student not found in D2L for student Escalante, Phung F (12529231).
- D2L grade C is different than posted grade D for student Kearfott, Marco M (12524616).
- D2L grade B+ is different than posted grade + for student Plastino, Rod M (12525110).
- D2L grade D is different than posted grade + for student Sabata, Tyler M (12529217).
- D2L grade C- is different than posted grade C for student Sangi, Merri F (12529229).
- D2L grade B+ is different than posted grade + for student Theresa, Thao F (12529227).
- D2L grade C- is different than posted grade - for student Treder, Catheryn F (12589496).
- D2L grade A is different than posted grade - for student Vernik, Trevor M (12524611).

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.

- This course does not exist 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 connect to D2L.

Unable to get students from 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.

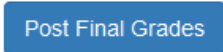
Grades can be saved as Drafts. Any LDA will be posted upon saving.


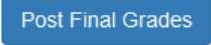



Manually Enter Grades

Enter the appropriate grades for each individual student, by clicking on the dropdown under the Grade Column.

<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

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.



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.