**NOTE: Grading is “Open for Posting” 5 calendar days prior to the course end date.**

**Use this link to log directly into Faculty Application** <https://eservices.minnstate.edu/faculty/public/secure/home/index?campusid=076>

**Select Metropolitan State if asked or if another college you are teaching at is showing**

**Top left of page next to word Faculty**

**Use drop down widget and select Grade and LDA Entry Grading Systems**

**1.** Select yearterm

A+ is not used as a valid grade and will be removed by the Registrar’s Office

Pass/No Credit Performance at a “C -” grade level or better.

**2.** Click on “Enter Grades”

There will be a “Select All” box at top of page or you may use checkmark in box in front of each student’s name in order to enter a grade.

* Click on “Tips for Grade Entry Definition” for more information
  + - *Earned F* – fully participated in course
  + *Unearned F* – stopped attending/participating before course end
    - Click Partially Attended and enter LDA last date student attended/ participated see Calendar
  + *Unearned F* – never attended
    - Click “Never Attended” LDA will Auto Load
      * Failure to record Non Attendance at the beginning of the term requires that you to do so now.

**3**. After grades have been entered for those selected, click on “**Post Final Grades”** and a review screen will display.

* Save to “Draft” is a new option in Web Grade Entry. This step is completely optional and is not viewable by students.
  + **IMPORTANT -** **If you chose to “Save Draft”, you must remember to go back and “Post”**.

**4**. Verify information has been entered correctly then “Enter Password”

**5**. Click on **“Post”**

**6** Confirmation screen will appear with your course detail

* Students will be able to view grades immediately after posting.

Other links

Employee Home - <https://eservices.minnstate.edu/employee/public/secure>