

# How To Record Grades in Campus Connection 9.0

1. **Log in to Campus Connection and navigate the desired course's Grade Roster:**
  - a. Open the Campus Connection portal, available by going to [www.ndsu.edu](http://www.ndsu.edu) then clicking on "Campus Connection." Or through [www.ndsu.edu/bisonconnection/connect](http://www.ndsu.edu/bisonconnection/connect)
  - b. Sign in by typing in your **User Id** and **Password** and clicking the **Sign In** button.
  - c. Click the **Self-Service** link in the Menu (Figure 1). This will make the **Faculty Center** link available (Figure 2).

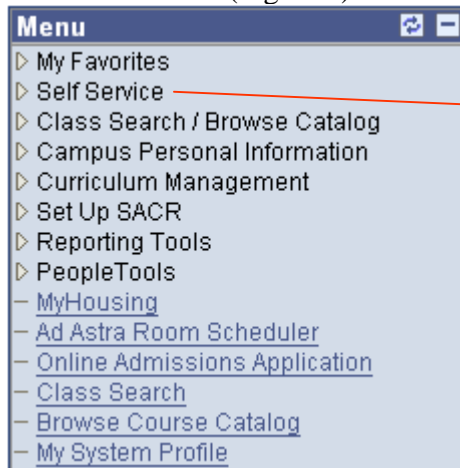




Figure 1



Figure 2

- d. Click the **Faculty Center** link in either the left sidebar or the body of the page (Figure 2).
- e. If the term for which you are entering grades is not pre-selected, click the **Change Term** button and select the appropriate term.
- f. Access the Grade Roster by clicking on the Grade Roster Icon  (Figure 3) to the left of the course for which you are entering grades.

My Teaching Schedule > 2008 Summer > North Dakota State University

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	<a href="#">MATH 429-01 (10029)</a>	Linear Algebra (Lecture)	4	MoTuWeThFr 8:00AM - 9:00AM	TBA	May 13, 2008 - Jun 6, 2008

[View Weekly Teaching Schedule](#) [Go to top](#)

Figure 3

Note: Faculty may enter final grades for students enrolled in their courses when this functionality is turned on each term. This does not post the final grade to the record, so students cannot view grades until they are posted by Registration & Records at the close of grade loading.

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
MoTuWeThFr 8:00AM - 9:00AM	TBA	Nash, John	05/13/2008 - 06/06/2008

\*Grade Roster Type: Final Grade  
 Approval Status: Not Reviewed  
 Display Unassigned Roster Grade Only

<- add this

Approved  
 Not Reviewed  
 Ready for Review

Find

Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	0580162	<a href="#">Apple, Carmel</a>			GRD	Criminal Justice - BS-Criminal Justice/Minor Psychology	Sophomore
<input type="checkbox"/>	0580206	<a href="#">Chip, Chocolate</a>			GRD	Undecided - Undecided	Freshman
<input type="checkbox"/>	0580169	<a href="#">RepeatTest_newValley</a>			GRD	Electrical Engineering - BSELE-Electrical Engineering	Sophomore
<input type="checkbox"/>	0580188	<a href="#">Roll, Tootsie</a>			GRD	Nursing - Pre-Nursing/Pre-Nursing	Sophomore

Figure 4

## 2. Grade Input:

- Click the **Roster Grade** drop down box (Figure 4) for each student and use the drop-down to select the student's grade. **Click the SAVE button at the bottom of the page frequently while entering grades.**
- If all students have been graded and saved, change the **Approval Status** from **Not Reviewed** to **Approved** (must save before setting to Approved). Grade rosters may not be set to 'approved' by the instructor if an incomplete grade is pending. These rosters will be set to 'approved' and posted after the 'I' grade is entered by Registration & Records staff.
- Before leaving this page, save your work again by clicking the **Save** button on the lower left of the screen.

## 3. Grade Changes

- During the grade loading period, if you wish to change a grade after a roster is set to Approved, return to the class roster and change the **Approval Status:** from **Approved** back to **Not Reviewed**.
- Make the necessary grade change(s), and change the **Approval Status:** from **Not Reviewed** to **Approved** and click the **Save** button. The final grades will be posted by the Registrar after the faculty grade loading timeframe has passed.
- Grade changes AFTER the grade loading window has closed must be submitted to Registration and Records, 110 Ceres Hall, on a Grade Reporting Form.

## 4. Proof Grades

- Important:** Proof your grades before the grade loading time period ends. Make a copy for your records.

## 5. Grade Posting

- Grades will be posted to students' academic records by Registration and Records at the close of the grade loading time period.
- Students are not able to view grades on Campus Connection until they are posted online.

## 6. *Helpful Hints*

- Please Do Not enter any class notes, dates, etc. into Campus Connection as these will appear on the official transcript.
- Return to the **Self Service** and **Faculty Center** pages using the internal links provided. Do not use the back button on the web browser.
- Periodically click the '**SAVE**' button while entering grades, particularly for larger grade rosters (i.e. 10 students). Failure to do so may result in PeopleSoft timing out and a loss of the data entered.