Grading in Self Service Banner

Instructions for Grading

If at any point you have questions during the grading process, you are welcome to contact the Office of the Registrar – 417-255-7979 or WPRR@missouristate.edu

First …Logging into to My Grizzly Den

■Go to My Grizzly Den, located at mygrizzlyden.missouristate.edu and enter your BearPass Login and password into the appropriate fields.
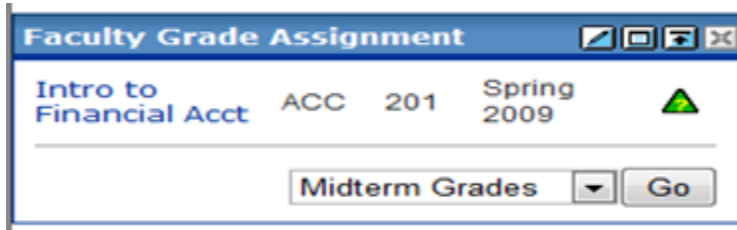
NOTE
You will only have access to assign grades to students enrolled in the classes for which you are the instructor of record.
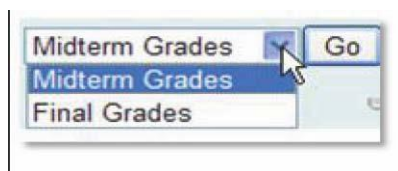
Grading

**1. Along the top of the page click the Teaching & Advising** tab.
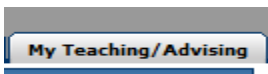
2. Locate the **Faculty Grade Assignment** channel. Your course list should be present.

3. Make sure the appropriate grading type (Midterm Grades or Final Grades) is selected in the drop-down menu. If the course you are attempting to grade does not show in the list, click on Go. If after clicking Go it still does not appear, make sure you are the instructor of record.

4. Click the **symbol to the right** of the appropriate course name to start grading. **Clicking on the name of the course will not take you to a grade roster**, but rather to a course description from the class schedule online.
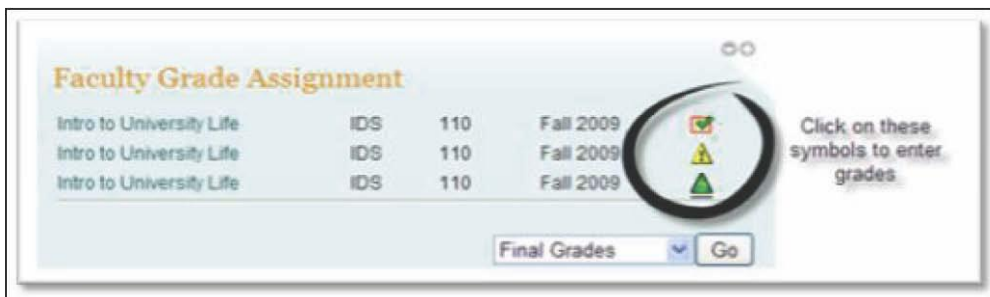
5. Click on the drop down next to each name in the Grade Column to choose the correct grade for each student.

> ⚑ If even one grade entry generates an error, then all grades will NOT be successfully submitted. Please check the area just above the grade roster for any errors after clicking submit. Errors will be designated with the "stop" icon (⊘)

Course Information
College Algebra - MTH 135 011
CRN: 30315
Students Registered: 31

⚠ Please submit the grades often. There is a 30 minute time limit starting at 03:46 pm on Jul 15, 2011 for this page.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	
1			3.000	**Web Registered** Apr 15, 2011	None ▾ None	N			21	✉
2			3.000	**Web Registered** Apr 11, 2011	A A-	N			8	✉
3			3.000	**Web Registered** Apr 15, 2011	B B+ B-	N			24	✉
4			3.000	**Web Registered** Apr 15, 2011	C C+	N			23	✉
5			3.000	**Web Registered** May 04, 2011	C- D	N			33	✉
6			3.000	**Web Registered** Apr 12, 2011	D+ F	N			10	✉
7			3.000	**Web Registered** Apr 13, 2011	None ▾	N			15	✉

NOTE:
If you assign a grade of 'F', you MUST do one the following:
- **If the student never attended class, enter the first day of the class in the Last Attend Date field and 0 in the Attend Hours field.**
- **If the student attended part of the semester then quit attending and has not returned, enter the date of last attendance in the Last Attend Date field. If you do not know the exact date, provide your best estimate.**
- **If the student finished the class, enter the last date of your class in the Last Attend Date field and 999 in the Attend Hours field. It is critical that you fill in the Last Attend Date and the Attend Hours fields if assigning a failing grade. If you do not, the system will not save any of the grades.**

6. While assigning grades, click the **Submit** button at the bottom of the list frequently. This action will save the grades you have entered to that point. **Because the system is designed to timeout every 15 minutes for security reasons, you should submit your information at least every 14 minutes to ensure your grades are saved.**

NOTE You do not need to assign all grades at one time. As long as the grading period is open, you may return to the **Faculty Grade Assignment** channel to continue assigning grades or make changes to grades you have already assigned.

7.When the grades have been entered, click on Submit at the bottom of the page

> [Submit]   [Reset]
>
> ⚠ Please submit the grades often. There is a 30 minute time limit starting at 04:01 pm on Jul 15, 2011 for this page.

8. Once the grades have been submitted, scroll to the top of the page. Make sure there are no error messages. If any grade generates an error, **none** of the grades will be successfully submitted.

Grading not yet begun

> ⚑ If even one grade entry generates an error, then all grades will NOT be successfully submitted. Please check the area just above the grade roster for any submit. Errors will be designated with the "stop" icon (⊘)

Course Information
College Algebra - MTH 135 012
CRN: 30316
Students Registered: 24

... 2011 for this page.

⊘ Your grade submissions have been rejected.
⊘ A last attendance date is required for the following grade code(s): F. Please insert a last date of attendance and resubmit your grades.
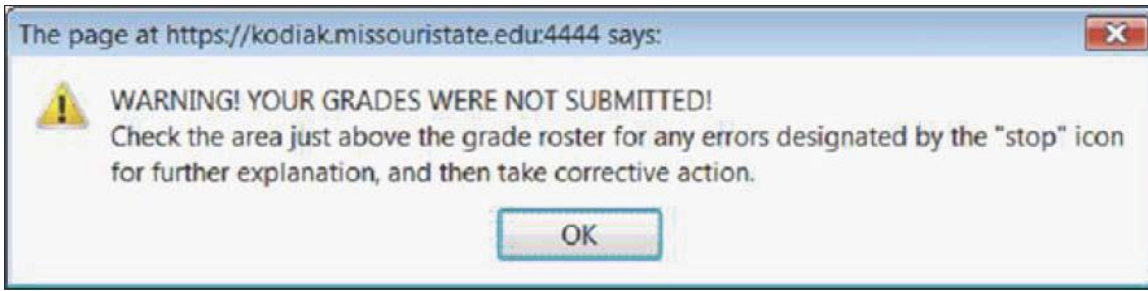
NOTE:
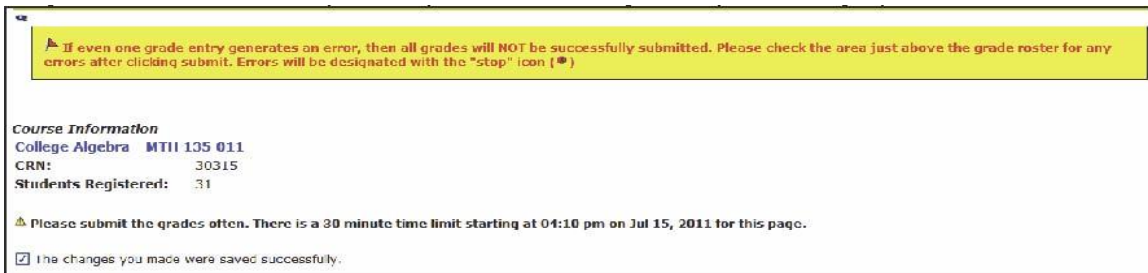**If you assign a grade of 'F', you MUST do one the following:**
- **If the student never attended class, enter the first day of the class in the Last Attend Date field and 0 in the Attend Hours field.**
- **If the student attended part of the semester then quit attending and has not returned, enter the date of last attendance in the Last Attend Date field. If you do not know the exact date, provide your best estimate.**
- **If the student finished the class, enter the last date of your class in the Last Attend Date field and 999 in the Attend Hours field. It is critical that you fill in the Last Attend Date and the Attend Hours fields if assigning a failing grade. If you do not, the system will not save any of the grades.**

6. While assigning grades, click the **Submit** button at the bottom of the list frequently. This action will save the grades you have entered to that point. **Because the system is designed to timeout every 30 minutes for security reasons, you should submit your information at least every 29 minutes to ensure your grades are saved.**
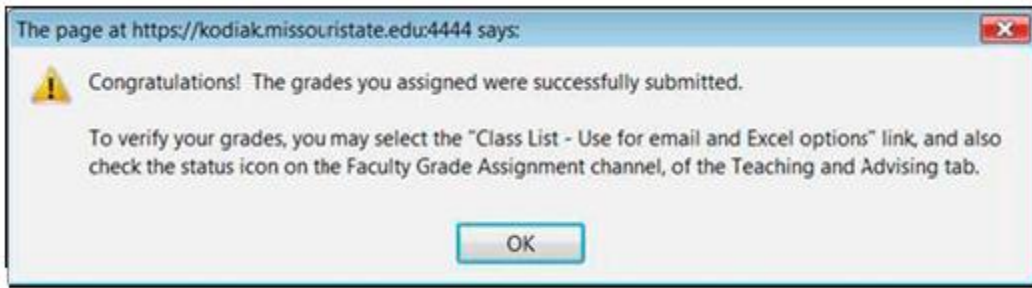
In most cases, a pop-up window will warn you there is an error to check. However, please use caution to check for errors on your own as well.

The page at https://kodiak.missouristate.edu:4444 says:

⚠ WARNING! YOUR GRADES WERE NOT SUBMITTED!
Check the area just above the grade roster for any errors designated by the "stop" icon for further explanation, and then take corrective action.

OK

9. If grades have been successfully entered, you will see a message that says "The changes you made were saved successfully."

⚑ If even one grade entry generates an error, then all grades will NOT be successfully submitted. Please check the area just above the grade roster for any errors after clicking submit. Errors will be designated with the "stop" icon (⬤)

Course Information
College Algebra   MTH 135 011
CRN: 30315
Students Registered: 31

⚠ Please submit the grades often. There is a 30 minute time limit starting at 04:10 pm on Jul 15, 2011 for this page.

☑ The changes you made were saved successfully.

You will also receive a pop-up window confirming this.

The page at https://kodiak.missouristate.edu:4444 says:

⚠ Congratulations! The grades you assigned were successfully submitted.

To verify your grades, you may select the "Class List - Use for email and Excel options" link, and also check the status icon on the Faculty Grade Assignment channel, of the Teaching and Advising tab.

OK

10. To verify that all grades have been entered, return to the teaching and advising tab in My Missouri State. Next to each class you will see one of four symbols

Grading not yet begun	
Some grades are missing	
All grades entered (can still be changed)	
Completed and part of student record (can no longer be changed)	

These symbols change with a time delay of up to 10 minutes. Therefore, if the symbol does not change immediately, please continue to recheck and make sure the appropriate symbol appears. If it does not, go back to your grade roster to make sure your grades were successfully submitted.

11. To navigate to another course, click the CRN Selection link at the bottom of the page. You can also return to the My Missouri State Teaching and Advising tab to get back to the Faculty Grade Assignment channel.