

# GRADE & LDA ENTRY – COURSE LIST AND GRADE ENTRY

## Course List and Grade Entry

After selecting the **Grade Entry & LDA (Last Date of Attendance)** option, by default the current semester 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	<a href="#">Enter Grades</a>
155253	SCI	1120	01	Physical Science II	Open for Saving Drafts	<a href="#">Enter Grades</a>
155254	SCI	1120	50	Physical Science II Lab	Open for Saving Drafts	<a href="#">Enter Grades</a>
155255	SCI	1120	51	Physical Science II Lab	Open for Saving Drafts	<a href="#">Enter Grades</a>
155256	SCI	1120	52	Physical Science II Lab	Open for Saving Drafts	<a href="#">Enter Grades</a>
155257	SCI	1120	54	Physical Science II Lab	Open for Saving Drafts	<a href="#">Enter Grades</a>
155258	SCI	2200	01	Meteorology	Open for Saving Drafts	<a href="#">Enter Grades</a>
155988	PHYS	2101	45	Physics I	Open for Saving Drafts	<a href="#">Enter Grades</a>
156316	SCI	1110	90	Physical Science I	Open for Saving Drafts	<a href="#">Enter Grades</a>

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*.



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155253	SCI	1120	01	Physical Science II	Open for Saving Drafts	<a href="#">Enter Grades</a>
155254	SCI	1120	50	Physical Science II Lab	Open for Saving Drafts	<a href="#">Enter Grades</a>
155255	SCI	1120	51	Physical Science II Lab	Open for Saving Drafts	<a href="#">Enter Grades</a>
155256	SCI	1120	52	Physical Science II Lab	Open for Saving Drafts	<a href="#">Enter Grades</a>
155257	SCI	1120	54	Physical Science II Lab	Open for Saving Drafts	<a href="#">Enter Grades</a>
155258	SCI	2200	01	Meteorology	Open for Saving Drafts	<a href="#">Enter Grades</a>
155988	PHYS	2101	45	Physics I	Open for Saving Drafts	<a href="#">Enter Grades</a>
156316	SCI	1110	90	Physical Science I	Open for Saving Drafts	<a href="#">Enter Grades</a>

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

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155254	SCI	1120	50	Physical Science II Lab	Open for Saving Drafts	<a href="#">Enter Grades</a>
155255	SCI	1120	51	Physical Science II Lab	Open for Saving Drafts	<a href="#">Enter Grades</a>
155256	SCI	1120	52	Physical Science II Lab	Open for Saving Drafts	<a href="#">Enter Grades</a>
155257	SCI	1120	54	Physical Science II Lab	Open for Saving Drafts	<a href="#">Enter Grades</a>
155258	SCI	2200	01	Meteorology	Open for Saving Drafts	<a href="#">Enter Grades</a>
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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:155254) 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

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	Sattgast 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)

[View/Enter Grades](#)


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


### Grade Status

Under the Grading status column, the following are valid status entries.


- **Not Yet Available** – View only students that are currently registered for a selected course.

 **Note:** This status is when the 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.


 **Note:** This status is available when the 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.

 **Note:** This status is available when the current date is between 1 week (7 days) prior to the last day of the course and 4 business day (take Holidays and weekends into consideration) after the term ends, inclusive.


- **Open All Grades Posted** – All Final grades that are posted and immediately available for students to see on the web

- **Closed: X of X Grades Posted:** – The grading window has closed. For a selected course, the class roster will display with the students final grades.

 **Note:** This status is available when the current date is greater than 4 business s (take Holidays and weekends into consideration) after the term ends, past the end of the term.

### Enter Grades/LDA per Course

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

 **NOTE:** When the mouse hovers over the LDA in the title it will display Last Date of Attendance.



Enter Grades/LDA per Course

Enter Grades