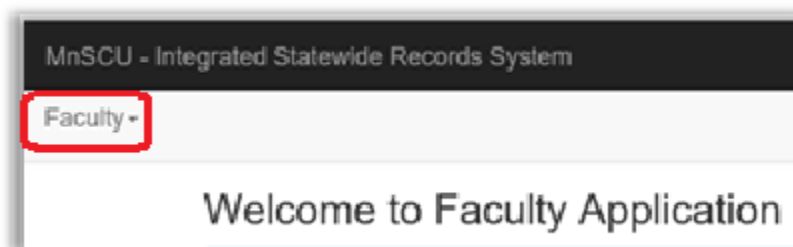


Reviewing Class Lists and Entering Completed Grades

The following instructions are for reviewing class lists and entering completed College in the Schools grades. Each high school CITS instructor is required to verify class lists during the first few weeks of the class AND when the class ends, are required to enter a single whole-letter grade for each registered student (on or before the deadline for grade entry set by the LSC CITS staff.) See the posted CITS calendar for dates and contact the CITS Director with any questions.

How to login to the Minnesota Integrated State Records System

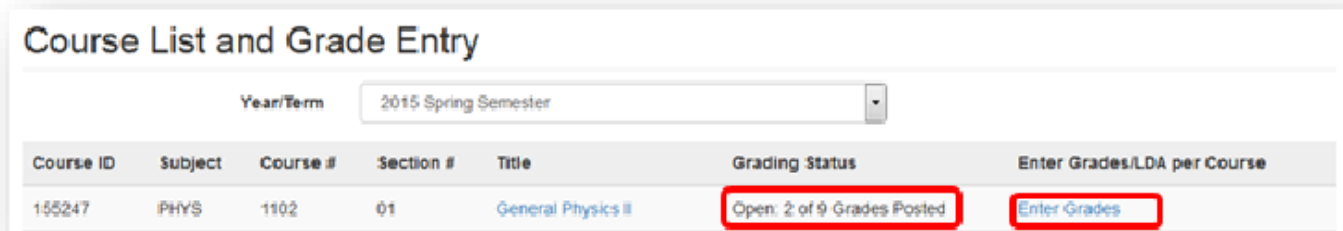
- Visit the [Integrated Statewide Records System login page](#)
 - If you get an **error message**, instead go to [e-Services](#) Log in using your StarID and password, then click **"Switch to Employee e-Services"** in the upper right.
- Login using your StarID and password.
 - To reset or activate your StarID, visit the [StarID Help Site](#) or contact Christine Torma at christine.torma@lsc.edu or (218) 733- 2030 with questions.
 - Click on the **"Faculty"** dropdown menu in the upper left of your screen.



- Choose **"Class List"** and be sure the correct Year/Term shows in the dropdown menu.
- Click on the **blue course ID** for the class list that you want to check.
- Carefully review the list for each of your assigned classes. Note that the registration process is manual; more students may be added if the registration window is still open.
 - If, at the close of the registration window, a student who qualifies for the class and should be enrolled is **missing from the list**, contact the LSC CITS Director. The student may not have submitted a registration or there may be a problem with the registration.
 - If a student who registered for the class **should not be**, contact the CITS Director to facilitate the drop.
- Confirm to the CITS Director that your class list(s) are accurate by the stated deadline. **ONLY STUDENTS ON THE OFFICIAL CLASS LIST WILL RECEIVE LAKE SUPERIOR COLLEGE CREDIT.**

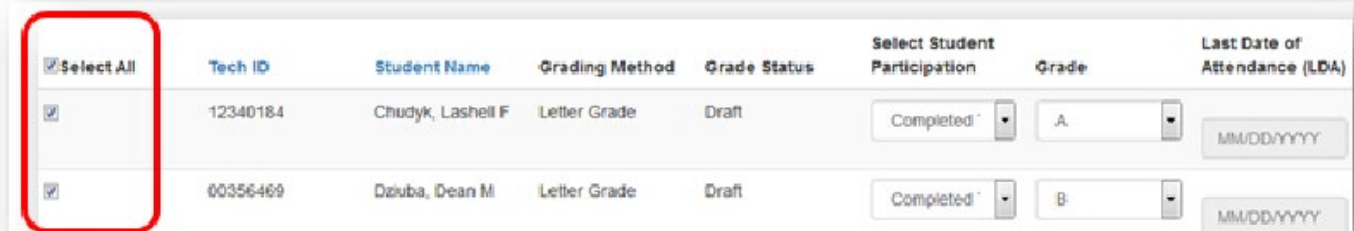
Grade Entry and Grading Status

Instructors can enter grades for individual students, multiple students, or all students within a class. On the Course List and Grade Entry screen, the Grading Status will state “*Grading is Open for Posting. X number of X number grades posted,*” representing how many grades have been posted against the number of registered students. The date on which posting became valid is also displayed.



Course ID	Subject	Course #	Section #	Title	Grading Status	Enter Grades/LDA per Course
155247	PHYS	1102	01	General Physics II	Open: 2 of 9 Grades Posted	Enter Grades

- Click on the ENTER GRADES link
 - The “grading status” and “posting begin date” will display along with the list of students.
 - If “draft” or “Posted grades” were previously entered, the “Select All” column will display.
 - NOTE: It may be easiest to input all grades at one time to reduce confusion.
- Choose the student(s) by selecting the checkbox next to the individual name(s). To select all the students within the course, click on the checkbox next to “Select All.”



<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	Dzuba, Dean M	Letter Grade	Draft	Completed	B	MM/DD/YYYY

- Enter the appropriate grade for each individual student by clicking on the dropdown menu under the “GRADE” column. Use only grades A, B, C, D or F. CITS Courses do not use other options (i.e. Never Attended.)
- After grades have been entered for those students selected, click on the “Post Final Grades” or “Save Draft Grades/Post LDA” button. If you “Save Draft Grades/Post LDA” you can edit the grades before posting, but MUST remember to POST FINAL GRADES PRIOR TO THE DEADLINE or the draft will erase.
- Review Grades. The review screen will include a count of selected students whose grades are in the process of being posted. Review the selected students and verify the information has been entered correctly and enter your StarID Password in the “Enter Password” box.

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 was marked Never Attended, which we do not use for CITS purposes.

- Select “Post Final Grades” button, and a confirmation screen will display. Print a PDF of the entered grades for your records.
- Select the “Return to Course List” button to return to Course List and Grade Entry Screen.

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

- Under the Grading Status, the “All Grades Posted” will appear when all grades have been successfully posted for the course.

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: 2 of 9 Grades Posted	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: All Grades Posted	Enter Grades

9 Total Results

IMPORTANT NOTES:

- Every student on your class list MUST have a grade entered. If a student dropped or withdrew prior to the CITS deadline and is still on the roster, OR if a student should be on the roster but was not due to a school error, you must contact the CITS Director to discuss a solution.
- Grades with a "DRAFT" status may be modified until the status states, "POSTED." Once grades are posted, instructors will need to contact the LSC Registrar, Melissa Leno (melissa.leno@lsc.edu) to discuss any changes.