

REAL-TIME WEB GRADING INSTRUCTIONS

Refer to the Faculty Handbook, pages 13 – 16, for grade information.

To enter your grades online:

- www.anokaramsey.edu Click on “Employee Home”
- Click on the yellow oval “My Class Roster”
- Enter your user name (tech ID) and PIN/password; click on “login”. Click on the “display your name” box if you prefer to have your name displayed.
- Click on the “Grade Entry” link on the right-hand side of the screen. Check the semester and change it if necessary. Your courses will appear.

Grading status: open for **posting final grades**, or open to temporarily save a draft of grades (new option!) before you post the final version. **Draft grades are temporary. Posted grades are final.** You can choose to save a draft of the grades for your own use as a working copy before you post them, or go directly to Posting (FINAL) grades.

REMINDER: Saving a “draft” is not the final step! You must “Post” the grades before the end of the grading period for students to view.

Drafts: You can enter grades in the “Saving drafts” screen. **Students will not see these grades.** All possible grades allowed for the course will be offered in the grade dropdown. You can select all students or just a few by clicking on the “Select All” box or clicking on the box next to the tech ID for individual students. Drafts are not available to the Registrar’s Office until you “Post” the final grades (see below).

- Click on “Save Draft” after you enter the temporary grades. You can then go back to the draft and modify any grades you select by marking the checkbox next to name, as long as you are in “Draft” mode.
- Enter your password and click on “Save Draft of Grades”. When you save the draft, you will see the number of grades to be saved as a draft and a list of students and grades that are temporarily saved.

Last Date of Attendance (LDA): If you enter an “F” grade or “NC” for developmental courses, you will be required to enter the Last Date of Attendance (LDA) for that student before you can continue down the list to the next student. Click on “Never Attended” if the student has never attended your class. A failing grade will be automatically posted to students who never attended your class.

Posting FINAL grades: Posting allows students to see the final grade you have assigned. This is the grade that will appear on the student’s transcript. Grades must be moved to “Post” in order for students to view them online and for the Registrar to confirm that they are posted.

- Select each student individually or click on the “Select All” box for all students.
- Click on the “Post” button to submit your FINAL grades. The Review screen will show the number of grades to be posted, and lists the students and grades that will be posted.
- Enter your password and click on “Post Grades”. These final grades will be posted.

Note: If you have not saved draft or posted grades within 20 minutes, the session will time out and you will have to log in again and restart the grading process.

If you get a “Grading is Closed” message, grades can no longer be entered online. This occurs after the 4-day grading window ends. Contact Janine.forrer@anokaramsey.edu for assistance.