

GRADE & LDA ENTRY – OPEN SAVING DRAFTS

Open Saving Drafts

Class Roster

The *Grading Status* will state, *Open for Saving Drafts*. The ability to draft grades occurs any time after the day following day 4 (starting on day 5) of the selected course's start date (takes holidays and weekends into consideration) and will continue through one week prior to the course's end date

Click on the [[Enter Grades](#)] link to review and print class roster, draft grades, Post LDA and/or import grades from D2L.

Class Roster

SCI 1120 01 (id:155253) Physical Science II
For 2015 Spring Semester

Grading Status: Open for Saving Drafts
Posting Begin Date: 04/30/2015

As a reminder, the **Grading Status** will display and the **Posting Begin Date**

[Tips for Grade Entry](#)

Tech ID	Student Name	Grading Method	Grade Status	Select Student Participation	Grade	Last Date of Attendance (LDA)
12261203	Aber, Gaston M	Letter Grade		Completed Ter		MM/DD/YYYY
12336328	Appenzeller, Iesha	Letter Grade		Completed Ter		MM/DD/YYYY
00357774	Bridgette, Terry M	Letter Grade		Completed Ter		MM/DD/YYYY
12193432	Dinobile, Grady M	Letter Grade		Completed Ter		MM/DD/YYYY

[Save Draft Grades/Post LDA](#)
[Print](#)
[Import from D2L](#)

4 Total Results

By Clicking on the [**Tips for Grade Entry**], a window will display stating the rules for grading Students.

Tips for Grade Entry x

- You must 'Post' the grades before the end of the grading period for students to view.
- Changes and/or corrections to grades that have been posted must be submitted to your Registrar's Office or through the Electronic Grade Change Form.
- Withdrawal (W) grades are not allowed using this method of grade entry. Submit this information to your Registrar's Office.

The Page Displays the Tech ID, Student Name (Last Name, First Name and Middle Name), Grading Method, Grade Status, Select Student Participation, Grade and Last Date of Attendance (LDA).

Tech ID	Student Name	Grading Method	Grade Status	Select Student Participation	Grade	Last Date of Attendance (LDA)
---------	--------------	----------------	--------------	------------------------------	-------	-------------------------------



NOTE: The Tech ID and Student last name are available in ascending and descending order by click on the blue [**Tech ID or Student Name**] link.

Search Results	Description
Tech ID	The 8 digit number of the student's institution specific ID that they used to register for the course. This column is available to display in Ascending and descending order
Student Name	The Student's Last Name, First name and Middle name that they used to register for the course. This column is available to display in Ascending and descending order

Grading Method	The student selected method of grading chosen upon registration.
Grade Status	The grading status of the student registered for the course. The column is either blank, Draft, Imported or Posted.
Select Student Participation	<p>There are three attendance options when working with the Participation of the Registered Student.</p> <ul style="list-style-type: none"> ➤ Completed Term - student did attend the class. (This is the default setting) ➤ Partially Attended– student attended the class at least once, but <i>unofficially</i> withdrew at some point in the term. When partial attendance is recorded, the default grade your school has selected to use for unofficial withdrawal will then display under the grading column. This default grade is setup by each individual institution. The ability to change the grade in the grade dropdown will not be allowed. The Last Date of Attendance will be required to be entered. This grade may be maintained using FA0172UG. If the student satisfactorily completed the course (earned a passing grade), do not check ‘Partially Attended’. ➤ Never Attended - student has never attended the class. The default <i>LDA grade</i> will then display under the grading column. This default grade is setup by each individual institution. The ability to change the grade in the grade dropdown will not be allowed. Also, the <i>Never Attended</i> date of 11/17/1858 will be stored but the date will display on the screen as mm/dd/yyyy.
Grade	<p>The grade that the student has earned for the registered course. The dropdown shows Grades and/or grade shades.</p> <ul style="list-style-type: none"> • Only grades that are set to Faculty Available Flag=YES in Curriculum Mgmt will be available in the Grade dropdown list.

Last Date of Attendance (LDA)	This DATE field is entered if a student has not attended a course or has stopped attending. The financial aid directors use this to determine if aid needs to be returned.
--------------------------------------	--



NOTE: The *Grade Shade (+ or -)* will only display if the local institution has set up to allow grade shading. To setup grade shading, use *Curriculum Management and Term Course* and set the Allow Grade Shade parameter to a Y within the Grade Control Maintenance



NOTE: After selecting either **Partially Attended** or **Never Attended**, the appropriate grade for the selected student will automatically post upon saving. These attendance options will not allow saving a draft. Financial Aid and Business Office processes will take the information into account overnight.



NOTE: For a selected student, the grades that appear as valid options will depend on what the student selected as their desired grading method when they registered for the course.

Class Roster

SCI 1120 01 (id:155253) Physical Science II
For 2015 Spring Semester

Grading Status: Open for Saving Drafts
Posting Begin Date: 04/30/2015

[Tips for Grade Entry](#)

Tech ID	Student Name	Grading Method	Grade Status	Select Student Participation	Grade	Last Date of Attendance (LDA)
12261203	Aber, Gaston M	Letter Grade		Completed Ter		MM/DD/YYYY
12336328	Appenzeller, Iesha	Letter Grade		Completed Ter		MM/DD/YYYY
00357774	Bridgette, Terry M	Letter Grade		Completed Ter		MM/DD/YYYY
12193432	Dinobile, Grady M	Letter Grade		Completed Ter		MM/DD/YYYY

4 Total Results

Click on the blue link for Tech ID or Student Name to sort by ascending or descending order.

[Print Class Roster](#)

Class Roster

SCI 1120 01 (id:155253) Physical Science II
For 2015 Spring Semester

Grading Status: Open for Saving Drafts [Tips for Grade Entry](#)
Posting Begin Date: 04/30/2015

Tech ID	Student Name	Grading Method	Grade Status	Select Student Participation	Grade	Last Date of Attendance (LDA)
12261203	Aber, Gaston M	Letter Grade		Completed Terr		MM/DD/YYYY
12336328	Appenzeller, Iesha	Letter Grade		Completed Terr		MM/DD/YYYY
00357774	Bridgette, Terry M	Letter Grade		Completed Terr		MM/DD/YYYY
12193432	Dinobile, Grady M	Letter Grade		Completed Terr		MM/DD/YYYY

Save Draft Grades/Post LDA **Print** Import from D2L 4 Total Results

By clicking on the [PDF/Print] button, the system will generate a printable class Roster.

Physical Science II

SCI 1120 01

Class Roster

Tech Id	Student Name	Grade Status	Attended	Grade	Last Date of Attendance (LDA)
12261203	Aber, Gaston M		Completed Term		
12336328	Appenzeller, Iesha		Completed Term		
00357774	Bridgette, Terry M		Completed Term		
12193432	Dinobile, Grady M		Completed Term		

4 Total Results

This Class Roster will open in a new window. To close the Class Roster, click the [X] of the new window (tab).

ENTER GRADES Manually or Imported

Import Grades

Validate that the setup is correct for this course in D2L Brightspace. This will aid in the error reduction.

Import when the grades have been finalized and released.

D2L documentation and help:

<https://documentation.desire2learn.com/>

<https://documentation.desire2learn.com/en/Learning%20Environment>

<https://documentation.desire2learn.com/en/Grades>

Click on the [] button.

Class Roster

SCI 1120 01 (id:155253) Physical Science II
For 2015 Spring Semester

Grading Status: Open for Saving Drafts Tips for Grade Entry
Posting Begin Date: 04/30/2015

Tech ID	Student Name	Grading Method	Grade Status	Select Student Participation	Grade	Last Date of Attendance (LDA)
12261203	Aber, Gaston M	Letter Grade		Completed Terr		MM/DD/YYYY
12336328	Appenzeller, Iesha	Letter Grade		Completed Terr		MM/DD/YYYY
00357774	Bridgette, Terry M	Letter Grade		Completed Terr		MM/DD/YYYY
12193432	Dinobile, Grady M	Letter Grade		Completed Terr		MM/DD/YYYY

4 Total Results

The first time that the import function is used a message will appear.

Application mnscu d2l grades interface v0.1 by MnSCU is trying to access your information. Would you like to proceed?

Do not ask me again for this application

Continue

Click in the check box [] to not see this message again. Then click on the Continue [] button to authorize the import process.

Welcome to Brightspace by D2L

Log in to view your courses, explore tools and features, and customize your eLearning experience.

Your session has expired.

Username *

Password *

Log In

[Forgot your password?](#)



Successful import will have imported under the Grade Status column without any warnings or Errors.

12525103 Mcnatt, Al M Letter Grade **Imported** Complete ▾ A ▾ MM/DD/YYYY

Some errors may appear if D2L Brightspace setup is different than the course setup. There are two places that the errors/warnings display: On the top of above the course listing and under the errors/warning column.

Click on the [Details] button to see all warning/errors in a web version or scroll down the page to review these errors/warnings.



Import complete 1 errors found 12 warnings found Details

CMAE 1502 01 (id:000210) Technical Mathematics
For Fall Semester 2014

Grading Status: Open for Saving Drafts Tips for Grade Entry
Posting Begin Date: 10/17/2015

<input type="checkbox"/> Select All	Tech ID	Student Name	Grading Method	Grade Status	Select Student Participation	Grade	Last Date of Attendance (LDA)	Errors/Warnings
	12525106	Backen, Claudine F	Letter Grade	Posted	Never Attended	FN	10/24/2015	
<input checked="" type="checkbox"/>	12529225	Blacksmith, Nickie F	Letter Grade	Draft	Complete ▾	C ▾	MM/DD/YYYY	
	12581036	Burk, Haydee F	Letter Grade	Posted	Never Attended	FN	10/24/2015	
<input checked="" type="checkbox"/>	12559184	Cavaluzzi, Bill M	Letter Grade		Complete ▾	▾	MM/DD/YYYY	<ul style="list-style-type: none"> Student not found in

Click on the Details Button. This will open a new tab to view all Errors/Warning for this course. This Tab is not saved.

-  Best Practice is to print the details from the browser.
-  If changes were made in D2L brightspace, then the details tab will change what the errors and warnings displayed.

The Detailed web error/warning version can be printed from the browser.



- Invalid grade of A- for student McNatt, Al M (12525103).

- D2L student 12168941 not found in class roster.
- D2L student 320-223-6274 not found in class roster.
- Student not found in D2L for student Cavaluzzi, Bill M (12559184).
- Student not found in D2L for student Eichenauer, Jonell F (12519851).
- Student not found in D2L for student Escalante, Phung F (12529231).
- D2L grade C is different than posted grade D for student Kearfott, Marco M (12524616).
- D2L grade B+ is different than posted grade + for student Plastino, Rod M (12525110).
- D2L grade D is different than posted grade + for student Sabata, Tyler M (12529217).
- D2L grade C- is different than posted grade C for student Sangl, Merri F (12529229).
- D2L grade B+ is different than posted grade + for student Theresa, Thao F (12529227).
- D2L grade C- is different than posted grade - for student Treder, Catheryn F (12589496).
- D2L grade A is different than posted grade - for student Vernik, Trevor M (12524611).

Once the viewing of the Errors/Warning has been completed. The Tab can be closed.

Error and Warning Messages:

Errors -

Unable to connect to D2L. - caused from not being able to get the URL to the d2l site, d2l site down, or incorrect URL.

This course does not exist in D2L. - course not in D2L, course not setup correctly following one of our supported mappings, or user is not an instructor for the course in D2L.

- This course does not exist in D2L.

Invalid grade of ()- grade coming from D2L not allowed for this student/course in Faculty application.

- Invalid grade of 75 / 100 for student Blacksmith, Nickie F (12529225).
- Invalid grade of 86 % for student Sliver, Darnell M (12554463).
- Invalid grade of A- for student McNatt, Al M (12525103).

The following errors would occur if the D2L site stops responding.
Unable to connect to D2L.

- Unable to connect to D2L.



Unable to get students from D2L

- Unable to get students from D2L.

Unable to check for D2L group.

- Unable to check for D2L group.

Unable to check D2L Group Categories.

- Unable to check D2L Group Categories.

Unable to get D2L groups.

- Unable to get D2L groups.

Warnings -

D2L student techid not found in class roster. - Student in D2L course but not ISRS course.

- D2L student 12168941 not found in class roster.

Student not found in D2L - Student in ISRS course but not D2L course.

- Student not found in D2L for student Escalante, Phung F (12529231).

D2L grade is different than posted grade - grade posted in ISRS and grade in D2L is different than grade in ISRS

- D2L grade 77 / 100 is different than posted grade + for student Kearfott, Marco M (12524616).
- D2L grade 77 % is different than posted grade + for student Kearfott, Marco M (12524616).
- D2L grade C- is different than posted grade C for student Sangl, Merri F (12529229).

D2L final grade not available - grade not released in D2L

- D2L final grade not available for student Backen, Claudine F (12525106).

All student specific messages will have for student Name and Tech ID added to the end of the message on the detail screen.

- D2L final grade not available for student Backen, Claudine F (12525106).

Errors/warnings may be fixed in D2L Bright space, then reimported again or they may just enter the information that did not auto populate by using the manual process.

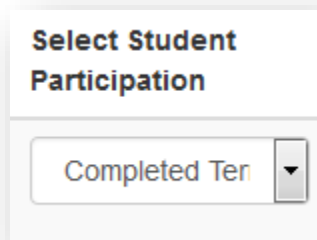
Grades can be saved as Drafts. Any LDA will be posted upon saving.

Continue to the Review Page section or continue using the manual process.

Manually Select Student Participation

Completed Term

The default setting in the Select Student Participation column is Completed Term.

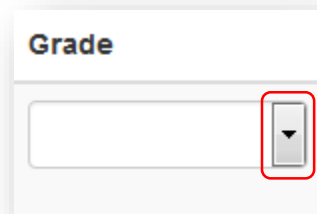


If the student completed the term, There is no action require then continue to the Grade Column

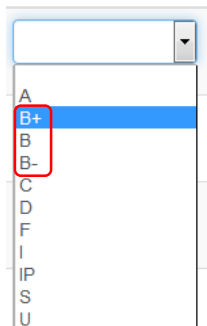
Manually Enter the Grade

The valid grades will be displayed in the dropdown list and are based on the grading method of the individual student in the class for the course year/term and school. A blank is also allowed in case the faculty enters a grade and then wants to remove it for grading later.

Click on the dropdown [] arrow to select the draft grade.



A selection of grades will display. The Grading and Shade Grading (If the institutions has setup Grade shading (+ (plus) and – (minus)) in curriculum. The grades listed will be based off the Grading Method the student has selected upon registering for this course.



Click on the valid grade for the student.



NOTE: A faculty member is not able to enter a grade of 'W', so the system will not display a 'W' in the dropdown or allow a 'W' to be keyed in by the faculty (regardless if it is a valid grade for the grading method). Faculty must contact the registrar office for entry of 'W' grade.

[Review Page](#)

A review page will display with Subject of course, Course Number, Course ID, Title, Yrtr, count of grades to be saved, tech IDs, student names and grades that will have a draft saved.

If no students were selected and the 'Save Draft Grades/Post LDA' button is clicked, the review page will display a message that there were no valid entries to draft and give the option to return to the class roster page.



Review

SCI 1120 51 (id:155255) Physical Science II Lab
For 2015 Spring Semester

There were no valid entries to draft.

[Return to Class Roster](#)

Review

SCI 1120 01 (id:155253) Physical Science II
For 2015 Spring Semester

3 of 4 grades to be saved for posting at a later time

The Following Student Grades will be Drafted:

You will be able to make changes to the grades until you post them.

Tech Id	Name	Grade
12336328	Appenzeller, Iesha	B+
00357774	Bridgette, Terry M	D
12193432	Dinobile, Grady M	B-

Enter Password

[Save Draft Grades/Post LDA](#)

This does not complete the grading process for the drafted grades. You will still need to return to post the grades for student's view.

Instructions

- Review your request and enter your password for verification.
- Grades have not been saved until you press 'Save Draft Grades'.
- If you have not saved grades within 20 minutes, this session will timeout and you will have to log in again and restart the grading process.

Course: Subject, Number, Section, ID and Title

A count of students will be saved for posting at a later time.

The display will include a count of selected students that will be saved for posting at a later time as well as the student and grade entered as a draft. Look over those selected students and sight verify the information has been entered correctly. Once everything has been verified and is correct, the faculty member's password needs to be re-entered as an e-signature. This is the same password used to log into the application.

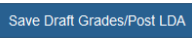
Instructions are listed at the bottom of the Page.

Instructions

- Review your request and enter your password for verification.
- Grades have not been saved until you press 'Save Draft Grades'.
- If you have not saved grades within 20 minutes, this session will timeout and you will have to log in again and restart the grading process.



NOTE: Students will not be able to view their grades. Grades must have a status of Posted in order to be visible to the student.

Click on [] button.

If the incorrect or no password are entered then a message will display 'Invalid password entered. Please retry.'

Invalid password entered. Please retry.



NOTE: There is no limit on how many times the faculty can enter an invalid password.

Confirmation

After entering the password and Clicking on the Save Draft Grade/Post LDA , this will update a grading interim table (INTERIM_GRADE) table with the selected students' grade, grade shade. A confirmation page with the drafts that were just saved will display.



Confirmation

SCI 1120 01 (id:155253) Physical Science II
For 2015 Spring Semester

3 of 4 grades have been saved for posting at a later time. Be sure to return to grading to do the final post of grades.

The Following Student Grades have been Drafted:

Tech Id	Name	Grade
12336328	Appenzeller, Iesha	B+
00357774	Bridgette, Terry M	D
12193432	Dinobile, Grady M	B-

[Return to Course List](#)

Select the [[Return to Course List](#)] button to return to Course List and Grade Entry screen for the faculty member currently logged in. The *status* for those students where drafted grades were just entered will now display as draft and posted for LDA qualifying Grades from the selected Course.

Class Roster

SCI 1120 01 (id:155253) Physical Science II
For 2015 Spring Semester

Grading Status: Open for Saving Drafts
Posting Begin Date: 04/30/2015

[Tips for Grade Entry](#)

A reminder of when posting opens.

Tech ID	Student Name	Grading Method	Grade Status	Select Student Participation	Grade	Last Date of Attendance (LDA)
12261203	Aber, Gaston M	Letter Grade	Draft	Completed Terr	A	MM/DD/YYYY
12336328	Appenzeller, Iesha	Letter Grade	Draft	Completed Terr	B+	MM/DD/YYYY
00357774	Bridgette, Terry M	Letter Grade	Draft	Completed Terr	D	MM/DD/YYYY
12193432	Dinobile, Grady M	Letter Grade	Draft	Completed Terr	B-	MM/DD/YYYY

[Save Draft Grades/Post LDA](#) [Print](#) [Import from D2L](#)

4 Total Results

Grading Status: Open: 2 of 7 Grades Posted
Posting Begin Date: 05/10/2015

[Tips for Grade Entry](#)

Tech ID	Student Name	Grading Method	Grade Status	Select Student Participation	Grade	Last Date of Attendance (LDA)
12604385	Ambrister, Stefan M	Letter Grade	Posted	Completed Term	I	
11443888	Callum, Hugo M	Letter Grade	Posted	Completed Term	IP	
00260367	Favor, Jacqueline F	Letter Grade		Completed Ter		MM/DD/YYYY
11845063	Goya, Lavinia F	Letter Grade		Completed Ter		MM/DD/YYYY
11422755	Heigoth, Gail	Letter Grade		Completed Ter		MM/DD/YYYY
00350029	Homsy, Porfirio M	Letter Grade		Completed Ter		MM/DD/YYYY
12537432	Skeeters, Ricki F	Letter Grade		Completed Ter		MM/DD/YYYY

Save Draft Grades/Post LDA Post Final Grades Print Import from D2L

7 Total Results

<input checked="" type="checkbox"/>	12529225	Blacksmith, Nickie F	Letter Grade	Imported	Complete	C	MM/DD/YYYY
-------------------------------------	----------	----------------------	--------------	----------	----------	---	------------

If a draft grade was previously entered for a student, the *Status* column will display the word *draft*. Once all or part of the grades has been entered for a course, select the *[Save Draft Grades/Post LDA]* button. There is hover text that describes the grading status values for both draft and blank.

- **Blank** - "The grade for this student has not yet been entered."
- **Draft** - "A draft of the grade for this student has been saved and can still be changed. The student will not see this grade until you post it."
- **Imported** - "A grade for this student has been imported from D2L and can still be changed. The student will not see this grade until you post it."
- **Posted** - "The grade for this student has been posted and the grade is visible to the student. To change this grade, you must submit a request to the registrar's office."

The *Class Roster* screen will then display with those selected students and the drafted grading information.

Faculty may modify draft grades as many times as needed, but only until grades have been posted during the valid posted period. Grade changes after posting need to go through the Registrar's Office or use the electronic *Change Grades* report.