

Campus Connection Help sheet

Manually Enter Grades into Campus Connection

This process allows faculty to manually enter final grades directly into the Campus Connection grade roster. If you wish to use the Import Grade function please refer to the [Importing Grades from Blackboard help sheets](#).


Entering Grades into Campus Connection


1. Log into Campus Connection

2. Go to **Faculty/Advisor Homepage**

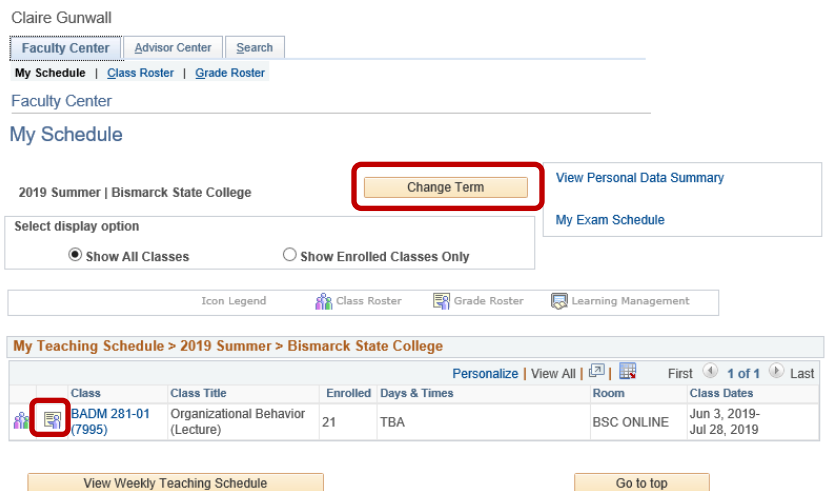
3. Click **Faculty Center**

4. Verify the correct term is displayed.

5. Click on  the to the left of the course for which you want to enter grades.

6. Click  to show all columns

7. Enter grades into the **Roster Grade** column by selecting the grade from the drop-down menu.



Claire Gunwall

Faculty Center | Advisor Center | Search

My Schedule | Class Roster | Grade Roster

Faculty Center




My Schedule

2019 Summer | Bismarck State College Change Term [View Personal Data Summary](#)



Select display option


Show All Classes Show Enrolled Classes Only

My Exam Schedule


Icon Legend  Class Roster  Grade Roster  Learning Management

My Teaching Schedule > 2019 Summer > Bismarck State College

Personalize | View All |   First 1 of 1 Last

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
 BADM 281-01 (7995)	Organizational Behavior (Lecture)	21	TBA	BSC ONLINE	Jun 3, 2019-Jul 28, 2019

View Weekly Teaching Schedule Go to top

	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	Last Date of Attendance	
<input type="checkbox"/>	1		FN ▾		GRD	Energy Management - BAS Energy Management	Senior	06/10/2019 	Note
<input type="checkbox"/>	2		B - ▾		GRD	Management - AAS Management	Sophomore		Note
<input type="checkbox"/>	3		A - ▾		GRD	Practical Nursing - Pre Practical Nursing Cert	Sophomore		Note
<input type="checkbox"/>	4		C - ▾		GRD	Liberal Arts/Transfer - AA Liberal Arts Transfer	Sophomore		Note

Reminder:

- *F* - Failing – Attended – Student has participated in the course and earned the grade.
- *FN* - Failing – Stopped Attending – Student participated in course but stopped attending the course. Recording of the last date of attendance is required on the grade roster.

*These grades are used by Financial Aid in determining if disbursed funds are required to be sent back.

- FNN - Failing – Never Attended – Student never attended the course.
- U - *Unsatisfactory* – Attended – Student has participated in the course and earned the grade.
- UN - *Unsatisfactory* – Stopped Attending – Student participated in course but stopped attending the course. Recording of the last date of attendance is required on the grade roster.

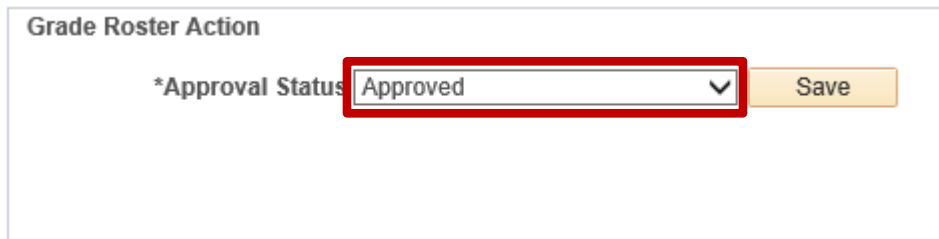
*These grades are used by Financial Aid in determining if disbursed funds are required to be sent back.

- UNN - *Unsatisfactory* – Never Attended – Student never attended the course.

8. Once all grades and last date of attendance are finalized, click **Save**.

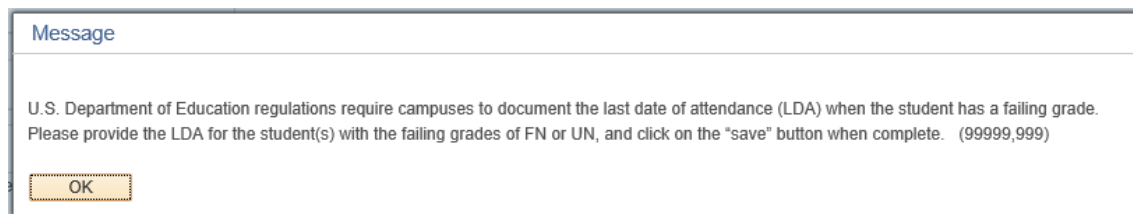
Approving the Grade Roster

1. In Grade Roster Action box change the approval status to **Approved**.



The screenshot shows a form titled "Grade Roster Action". It contains a label "*Approval Status" followed by a dropdown menu with "Approved" selected. A red box highlights the dropdown menu. To the right of the dropdown is a "Save" button.

Note: If you receive the error below you will need to go back and enter in the last date of attendance.

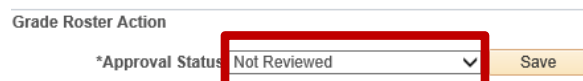


The screenshot shows a message box with the title "Message". The text inside reads: "U.S. Department of Education regulations require campuses to document the last date of attendance (LDA) when the student has a failing grade. Please provide the LDA for the student(s) with the failing grades of FN or UN, and click on the 'save' button when complete. (99999,999)". There is an "OK" button at the bottom left.

2. After approving the grades, click **Save**.

Note: If you need to update your grade roster after you have set it as Approved:

- In Grade Roster Action box change the approval status to **Not Reviewed**.
- Click **Save**
- Make appropriate changes on the grade roster.
- Once all updates have been made, click **Save**.
- In Grade Roster Action box change the approval status to **Approved**.
- After approving the grades, click **Save**.



The screenshot shows a form titled "Grade Roster Action". It contains a label "*Approval Status" followed by a dropdown menu with "Not Reviewed" selected. A red box highlights the dropdown menu. To the right of the dropdown is a "Save" button.