All grades are recorded electronically on CampusConnection by the instructor of the course. Grades are recorded at the completion of each class. Faculty will be expected to meet the grade deadlines as posted by the Academic Records Office.

Grade rosters will be open the Thursday prior to the class end date. Grade rosters are due by Noon, the Tuesday following the class end date.

LOGGING INTO CAMPUSCONNECTION

1. From Internet Explorer, key in the web address – www.bismarckstate.edu
2. Click on CampusConnection
3. Click
4. Enter NDUS User ID (Ex. Sara.Doe)
5. Enter Password (Setup during the Claiming Account process)
6. Click Sign In

ENTERING GRADES

1. Click Self-Service
2. Click Faculty Center
3. Click My Schedule
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 on the Transcript Note Tab
7. Enter grades into the roster grade field by selecting the grade from the drop-down menu.
8. Once all grades have been entered, click save.
NOTE: Do not change Grade Action Reason Approval Status to “Approved” if you need to record the last day of attendance or no show in the transcript notes field.

GRADING TIPS

- A course you teach doesn’t appear on the Grade Roster or if a student is in your class but not on the grade roster – Contact Academic Records with the course name and number, days and times taught (example: Intro to Sociology, 101 on MWF, 8-8:50). I will troubleshoot the problem and correct it.
- A “W” (withdraw) grade is not a grading option for faculty – Students that have finalized a drop or withdraw will have a “W” grade displayed in the Official Grade column. Students who do not have a “W” grade displayed have not completed an official drop/withdrawal and should receive the grade earned as of the class end date.
- Audit – If a student has registered for a course as an Audit, an “AU” will be displayed in the Official Grade column of the grade roster. These should be the only students whom you choose an “AU” as a final grade.
- Incomplete Grades – Enter an “I” Incomplete grade for those students you have given extensions to. An incomplete should be used only when a student is doing satisfactory work in a course but is unable, for reasons beyond control (death in the family, hospitalization of the student, etc.) to complete all assigned requirements before the course end date. If you have not given an extension to a student, enter the appropriate grade earned.

ENTERING LAST DATE OF ATTENDANCE AND NO SHOW

If a student fails (F) or unsuccessfully (U) completes the course it is required to identify the students last day of attendance or if the student was a no show.

1. Click on Note for the student that received a failing or unsuccessful grade.

2. Select appropriate Note ID (see definitions below)
   a. Enter in Last Day of Attendance (LDOA) OR
   b. Enter in No Show (NSHO)

3. Only enter in a Last Day of Attendance in the Transcript Note field with a month/day/year format MM/DD/YYYY.
   NOTE: Do NOT enter any other additional information or comments in the note area. The Transcript Note entered on the Final Grade Roster will print on the student’s unofficial transcript.

Example of unofficial transcript:

<table>
<thead>
<tr>
<th>ENGL 110</th>
<th>College Composition I</th>
<th>3.00</th>
<th>0.00</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notes: Last Date of Attendance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notes: 09/15/2012</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

REMINDER
If User Defaults are not properly setup, CampusConnection denies access to choose grades from the drop-down menu. Setup User Defaults Helpsheet - http://www.bismarckstate.edu/uploads/resources/2370/3)-Setting-up-User-Defaults.pdf
Definitions Of Note ID

**Last Date of Attendance**

Last date of attendance is defined as a student who began class or had some form of academic activity, but stopped attending and remained on the grade roster.

Academic activity is not limited to physical attendance, but could also include:

- Submitting an academic assignment
- Taking an exam, interactive tutorial or computer assisted instruction
- Attending a study group assigned by the college
- Participating in an online discussion
- Initiating contact with a faculty member to ask questions about the course

*Note: Academic activity does not include logging into an online class without active participation.*

**No Show**

A student no show is defined as a student, who has not begun class, turned in any form of assignments or initiated contact with the instructor about the course.

Questions?

Please contact Jeff Jacobs, Director of Financial Aid at 4-5441 or Marlene Seaworth, Student Support Services Manager at 4-5554.

---

**APPROVING GRADE ROSTER**

1. Once all grades and notes have been entered, click **save**.

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

3. After approving the grades, click **save** again.

*NOTE: Students will not be able to view grades in CampusConnection until faculty have "Approved" grades, the Academic Records Office has verified that all grades for all courses have been entered, and the FINAL batch post has been processed by the AR Office.*
**UPDATING GRADE ROSTER**

Corrections can be made on the grade roster up until grades are due (view dates and deadlines schedule for faculty grade deadlines).

*Examples: Enter the last day of attendance, changing an incorrect grade that was recorded, etc.*

1. In Grade Roster
   Action box change the approval status to **Not Reviewed**.

2. Click **save**

3. Make appropriate changes on the grade roster.

4. Once all updates have been made, click **save**.

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

6. After approving the grades, click **save** again.