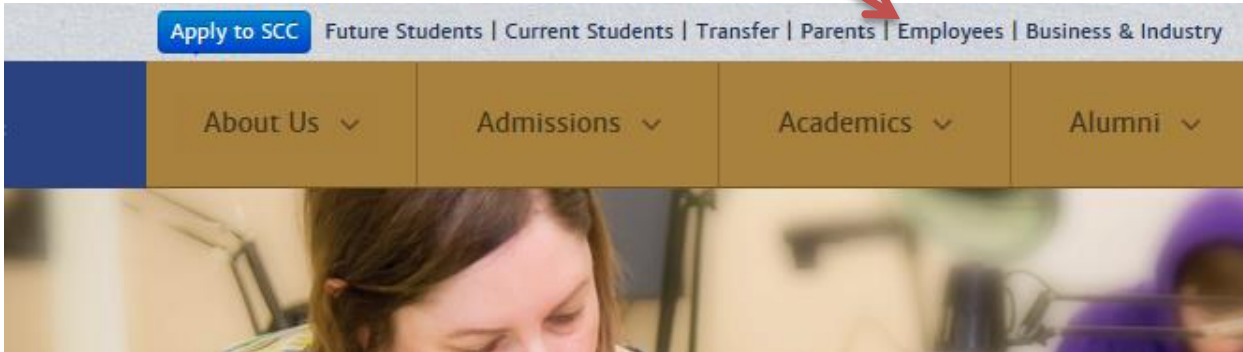


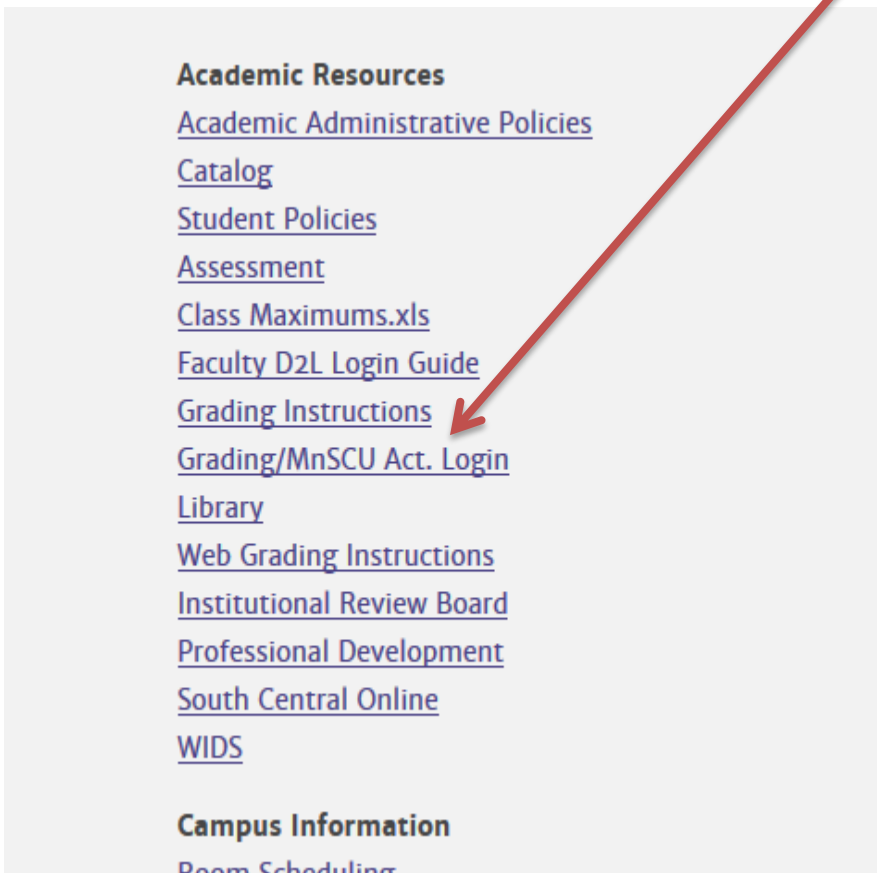
Real Time Web Grading Instructions

Revised April 14, 2015

1. Browse to <http://southcentral.edu>. Select **Employees**.



2. Select **Grading/MnSCU Act. Login** from the Academic Resources section on the left column.



3. Login

Login to the MnSCU eServices site.

South Central College
A MINNESOTA COMMUNITY AND TECHNICAL COLLEGE

South Central College - Mankato
1920 Lee Boulevard
North Mankato, MN 56003
USA
Phone: 507-389-7200
Toll-free: 800-722-9359
Telecommunications Device for the Deaf: 507.389.7200

Please login to continue.

The "*" indicates a required field.

* **ID or Username:** [Forgot ID?](#) [Need an ID?](#) [Sign Up Now.](#)

* **Password:** [Forgot Password?](#)

Institution:

Display Name: Display and print your name until next login. To protect your identity, you may wish to print only at secured locations.

See [Login Help](#) if you are having problems creating an account or logging in.
You must **logout** when finished to ensure that nobody else gains access your records.

ID: STAR ID
Password: 8 – 20 Characters
If you have forgotten your ID or password,
please use the lookup features below.

4. Click on **Class Management** and then click **Grade & LDA Entry**

Employee e-Services

- Home
- Advisees
- Class Management**
- Class List
- Faculty Overrides
- Grade & LDA Entry
- Wait List Report
- Change Grades
- Courses
- Position Information
- Contact Us

Class Management
For Fall Semester 2015

[Change semester](#)

- [Class List](#)
- [Faculty Overrides](#)
- [Grade & LDA Entry](#)
- [Wait List Report](#)
- [Change Grades](#)

5. Make sure that the proper **Year/Term** is listed.

6. Click on **Enter Grades**
Course List and Grade Entry

Year/Term

Course ID	Subject	Course #	Section #	Title	Grading Status	Enter Grades/LDA per Course
002334	TEST	100	01	TEST Course Only	Open for Saving Drafts	Enter Grades

7. It should show the class roster. Now you may enter the grades.

Class Roster

TEST 100 01 (id:002334) TEST Course Only
For Spring Semester 2015

Grading Status: Open: 0 of 1 Grades Posted
Posting Begin Date: 04/06/2015

[Tips for Grade Entry](#)

Tech ID	Student Name	Grading Method	Grade Status	Select Student Participation	Grade	Last Date of Attendance (LDA)
<input type="text"/>	Lovstad, Kristopher K	Letter Grade		Completed Term	<input type="text"/>	<input type="text" value="MM/DD/YYYY"/>

[Save Draft Grades/Post LDA](#) [Post Final Grades](#) [Print](#)

1 Total Results

8. Click **Save Post Final Grades**

9. Enter **Password** and click **Post Final Grades**

Review

TEST 100 01 (id:002334) TEST Course Only
For Spring Semester 2015

1 of 1 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)
<input type="text"/>	Lovstad, Kristopher K	A	

Enter Password

[Post Final Grades](#)

Instructions

- Review your request and enter your password for verification.
- Grades have not been saved until you press 'Post Final 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.