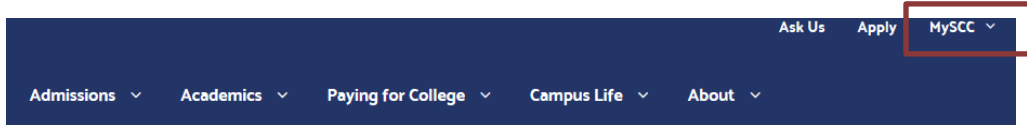


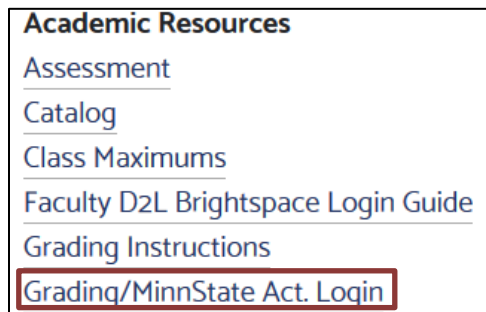
Web Grading Instructions

Revised August 25, 2019

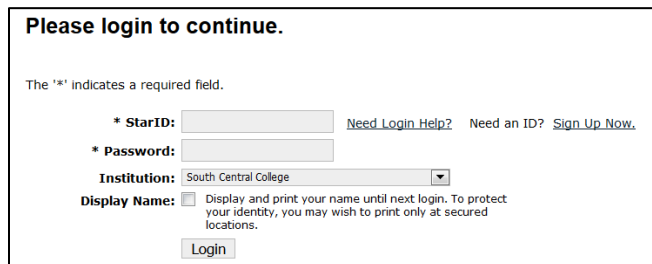
1. Browse to <http://southcentral.edu>. Select **MySCC**, then **Employee Portal**.



2. Select **Grading/MinnState Act. Login** from the Academic Resources section in the right column.

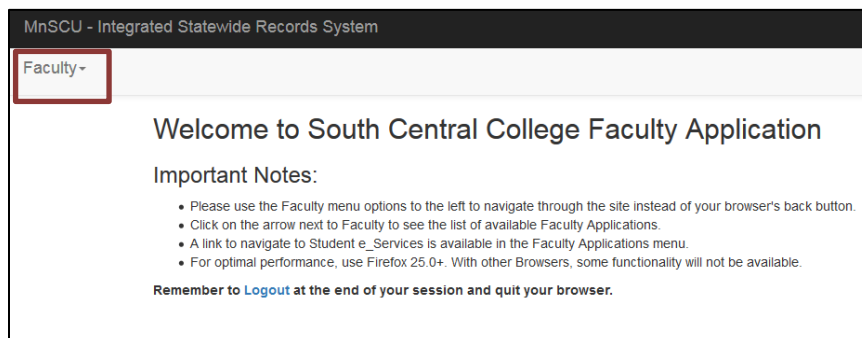


3. Login

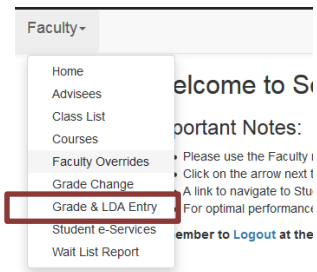


A screenshot of a login form titled 'Please login to continue.'. Below the title, it says 'The '*' indicates a required field.'. There are four input fields: '* StarID:', '* Password:', 'Institution:' (with a dropdown menu showing 'South Central College'), and 'Display Name:'. There are also two links: 'Need Login Help?' and 'Need an ID? Sign Up Now.'. At the bottom, there is a 'Login' button highlighted with a red rectangular box.

4. After login, click the **Faculty** dropdown menu



5. Select Grade & LDA Entry

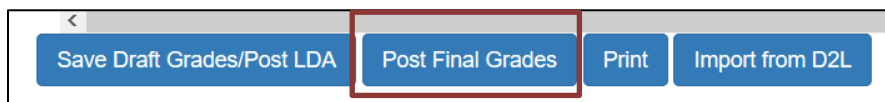


6. Make sure the proper Year/Term is listed. Click Enter Grades.

A screenshot of the 'Course List and Grade Entry' interface. At the top, there is a 'Year/Term' dropdown menu. Below it is a table with columns: Course ID, Subject, Course #, Section #, Title, Grading Status, and Enter Grades/LDA per Course. The first row of data shows Course ID 002334, Subject TEST, Course # 100, Section # 01, Title TEST Course Only, and Grading Status Open for Saving Drafts. The 'Enter Grades/LDA per Course' column for this row contains a button labeled 'Enter Grades', which is highlighted with a red rectangular box. The text '1 Total Results' is visible at the bottom right of the table.

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. Find the student and **Select Student Participation** from the drop-down menu. If you select Never Attended, the FN grade will populate and you will not be able to enter a last date of attendance. If you select Partially Attended, the FW grade will populate and you will need to enter a last date of attendance. Click **Post Final Grades**.



**Refer to page 3 for grading tips*

8. Enter your STAR ID Password and click Post Final Grades

A screenshot of a password entry screen. At the top, there is a label 'Enter Password' followed by a yellow input field containing ten dots. Below the input field is a blue button labeled 'Post Final Grades', which is highlighted with a red rectangular box. Underneath the button, there is a section titled 'Instructions' with a bulleted list of three items.

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.

Please remember the following when you assign grades:

LDA	Last date of attendance
A+	Please do not award this grade. It is not a valid grade at SCC.
FN	Award this grade to students who never attended your course. Select “Never Attended” and the FN grade will be assigned. You will not be able to enter an LDA.
FW	Award this grade to students who initially attended and then stopped attending . Select “Partially Attended” and the FW grade will be assigned. You will need to enter the LDA.
I	Incompletes are assigned to students who meet the criteria listed in the Incomplete Policy. Submit a signed Incomplete Form to your academic dean for approval.

If you have questions about web grading or need assistance, please call 507-389-7220, select option 3 for Registration, or email registrar@southcentral.edu.

Tips:

- Reporting students who never attended or stopped attending can occur at any point after the 1st week of the semester. Please report as soon as you are able.
- The LDA reported for **online courses** should be based on the last date the student substantively participated in the course. Just logging in for a couple of minutes should not count.
- The **grading window** opens to post final grades at the beginning of final exam week. Please make sure your grades are posted for Fall and Spring no later than the Friday of final exam week by 11:59pm.
- If your course ends after the published semester end date please contact registration about posting **IP grades**.
- **Double check** that grades are assigned for all students.
- If you accidentally assign the wrong grade to a student or need to change a grade, select **Grade Change** from the Faculty drop down menu and submit the change:

