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

3. Login

4. After login, click the Faculty dropdown menu
5. Select **Grade & LDA Entry**

![Image of Grade & LDA Entry]

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

![Course List and Grade Entry](image)

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**

![Image of Password Entry]
Please remember the following when you assign grades:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LDA</strong></td>
<td>Last date of attendance</td>
</tr>
<tr>
<td><strong>A+</strong></td>
<td>Please do not award this grade. It is not a valid grade at SCC.</td>
</tr>
<tr>
<td><strong>FN</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>FW</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>I</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>

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: