

How to Enter Grades in Faculty Grade Entry



If at any point you have questions during the grading process, you are welcome to contact the Office of the Registrar: 417-836-5520 or registrar@missouristate.edu.

- [Step-by-step guide](#)
- [Additional Resources](#)

Related articles:

- [How to Add a User to Your Course](#)
- [How to Create a Grade Center Column](#)
- [How to Create a Discussion Board Forum](#)
- [How to Copy a Test](#)
- [How to Create a Group Assignment](#)

Step-by-step guide

1. Go to [My Missouri State](#) and enter your *BearPass Login* and *password* into the appropriate fields.

You will only have access to assign grades to students enrolled in the classes for which you are the instructor of record.

2. Along the top of the My Missouri State main menu click the **Teaching & Advising** tab.



3. From the Faculty Grade Entry channel click the **Submit Grades** link.

Faculty Grade Entry

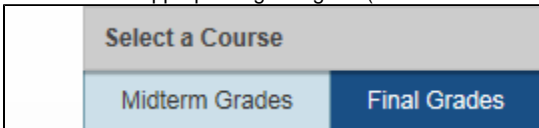
Beginning fall 2015, faculty can use the new Faculty Grade Entry system to enter mid-term and final grades.

- **Submit Grades**

Resources

- [Frequently Asked Questions](#)
- [How to Grade in Faculty Grade Entry](#)
- [How to Export/Import Grade Rosters](#)

4. Make sure the appropriate grading tab (Midterm Grades or Final Grades) is selected.



The Faculty Grade Entry system will default to the **Final Grades** tab. If this is a midterm grading cycle, you will need to click on the **Midterm Grades** tab in order to begin grading.

5. Click on the course to begin grading.

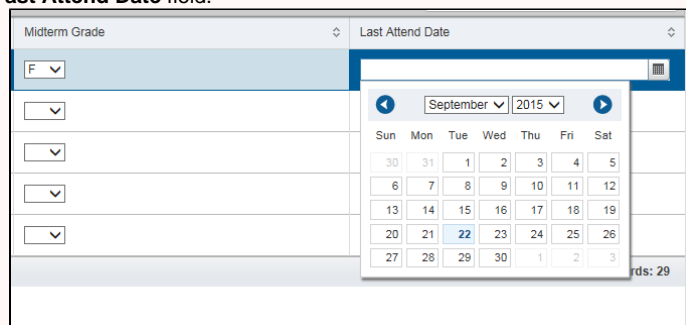
Select a Course								
Midterm Grades		Final Grades	Gradebook					
Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	General Studies (GEN) (GEN)	098	001	Enrollment Tracking	Spring 2015 (201520)	25300	
<input type="checkbox"/>	<input type="checkbox"/>	Criminology (CRM) (CRM)	425	898	Wrongful Convictions	Fall 2015 (201540)	49092	

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- To assign a grade for each student in the list, select the grade from the drop down menu or type in the grade.

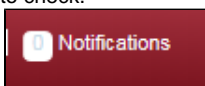
If you assign a grade of 'F' you MUST do one the following:

- If the student never attended class, enter the first day of the class by clicking on the **Last Attend Date** field and select the date from the calendar icon, then enter 0 in the **hours attended** field.
- If the student attended part of the semester then quit attending and has not returned, enter the date of last attendance in the **Last Attend Date** field. If you do not know the exact date, provide your best estimate. If the class is an online class, check to see when the student last submitted an assignment, used the discussion board, or emailed. If none of these records can be found, it can be assumed that the student never attended.
- If the student finished the class, enter the last date of your class in the **Last Attend Date** field.



The screenshot shows a form with two main sections: 'Midterm Grade' and 'Last Attend Date'. The 'Midterm Grade' section has a dropdown menu with 'F' selected. Below it are four empty dropdown menus. The 'Last Attend Date' section has a calendar icon and a date picker showing 'September 2015'. The calendar grid shows the following dates: Sun (30, 6, 13, 20, 27), Mon (31, 7, 14, 21, 28), Tue (1, 8, 15, 22, 29), Wed (2, 9, 16, 23, 30), Thu (3, 10, 17, 24, 1), Fri (4, 11, 18, 25, 2), and Sat (5, 12, 19, 26, 3). The date 22 is highlighted in blue. At the bottom right of the calendar, it says 'Days: 29'.

- When the grades have been entered, click **Save** at the bottom of the page. After saving, the notification window in the upper right-hand corner will warn you when there is an error to check.



- Please make sure you log out of the system.

Additional Resources

For questions or comments, contact the Computer Services Help Desk
HelpDesk@MissouriState.edu
417-836-5891