~ Online Grading Instructions ~

Office of The Registrar
(406) 994-6650

Grading Timeframe

• Grading begins during the final week of regular classes.
• Grading ends at noon on Monday after finals week.
• Grades should be entered within 48 hours of the final class meeting or the final exam.
• Once grading ends, or a course’s grades roll; rolled grades may only be changed by submitting a completed grade change form.
• Instructors who do not enter their grades during the grading period will have to submit a completed grade change form for each ungraded student.

Grading in MyInfo

1. To find MyInfo, start at the MSU Faculty & Staff page: www.montana.edu/facultystaff/.
   • Grading must be done via a secure internet connection.
2. On the top of the faculty page, click the MyInfo link.
3. From the MyInfo front page, click “Enter Secure Area.”
4. Enter your Banner ID (a.k.a. GID) with a preceding dash, or enter your Social Security Number without any dashes.
5. Enter your PIN and click on the “Login” button or, if the PIN does not work, enter your ID and click on the “Forgot PIN?” button then answer the security questions.
   • If the security questions do not work, call the Registrar’s Office.
   • If permission to access MyInfo is denied, call the Registrar’s Office.
   • If the log-in does not work, call the Registrar’s Office.
6. Once in MyInfo, click on “Faculty Services.”
7. In Faculty Services, click on “Final Grades.”
8. From the drop-down menu, select the current term and click “Submit.”
9. Select the course to be graded.
   • If the course is missing from the list, and you are the assigned instructor for the course, call the Registrar's Office.
   • If “You Have No Assigned Sections for This Term” displays, and you are an assigned instructor for a course, call the Registrar’s Office.
   • If the final grade worksheet is unavailable, and you are accessing final grades during the last two weeks of the semester, call the Registrar’s Office.
   • If the course has multiple instructors but no primary instructor who will enter the grades, contact the Registrar’s Office for a printed grade roster.
Entering Grades

1. Once in the final grade worksheet, there is a 30 minute time limit to enter grades; the timer is restarted every time “Submit” is clicked, which also saves the entered grades.
2. Use the drop-down menu next to each student’s name and select the appropriate grade.
   - N grades are only for below college level—below 100—math courses.
   - An asterisked grade is only for below college level—below 100—courses.
   - P may not be used to grade non-Pass/Fail courses.
   - Pass/Fail courses may only be graded with Ps and Fs.
   - W and AU grades may not be changed.
   - When grading with an F, enter a last date of attendance.
   - If a student never attended the course, grade with an F and use the first day of the course as the last day of attendance.
   - When grading with an I, an incomplete final grade and extension date must be entered.
     - After an I grade is entered, and "Submit" is clicked, a new window will open.
     - From the drop-down menu, select the grade the I should convert to if the incomplete work does not become completed.
     - If the work is completed, a change of grade form must be submitted to the Registrar's Office.
     - In the extension date box, enter the date by which all incomplete work must be completed or leave the default date provided.
     - An I grade form must be submitted to the Registrar's Office.
3. Enter grades on each “Record Set” or page of students.
4. Save grades often, and restart the timer, by clicking on “Submit.”

After Entering Grades

1. Once all grades on a grade sheet have been entered, click “Submit” again to save the work a final time; submitted grades are saved and stored in Banner.
2. Review the grades that have been entered and make any corrections before grades are rolled to students’ permanent academic records.
3. Once grades have been rolled, indicated by a “Y” next to the grade box on the worksheet, grades may only be changed by submitting a grade change form to the Registrar's Office.
4. If an F grade has been entered without a last date of attendance, instructors will be contacted in order to determine what the last date of attendance was.

---------------------------------------------------- Helpful Contacts ----------------------------------------------------

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