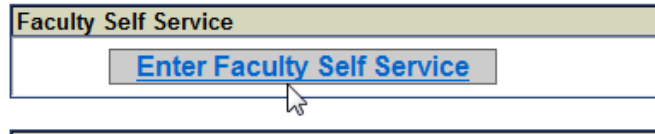


ENTERING GRADES USING MYCSN

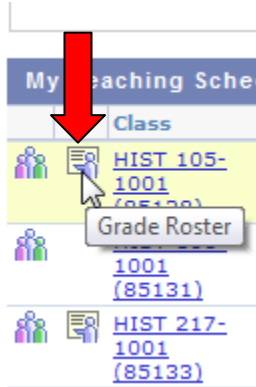
1. In your web browser, enter the url www.csn.edu/mycsn and navigate to the faculty login page.

Enter your information, press the **ENTER** key or click **Sign in** button:

2. Click on **Enter Faculty Self Service**:



3. This icon indicates Grade Roster is available. Click on it:



4. You will see this screen. Click the **down** arrow in the Roster Grade column and select the final grade.

2011 Fall | Dynamic Dated | College of Southern Nevada | Undergraduate

HIST 105 - 1001 (85128) change class

European Civilization to 1648 (Lecture)

Days and Times	Room	Instructor	Dates
TBA	Web-Online Course	Frances Campbell	08/29/2011 - 10/21/2011

Display Options:

*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status: Not Reviewed save

Student Grade							
ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level	
1	[Redacted]	▼			Degree/Certificate Seeking - ASSOCIATE OF SCIENCE-AS	Sophomore	
2	[Redacted]	▼		GRD	Degree/Certificate Seeking - ASSOC OF GEN STUDIES-AGS	Freshman	
3	[Redacted]	▼		GRD	Degree/Certificate Seeking - JCU/MEDIA CONV-AA	Sophomore	
4	[Redacted]	▼		GRD	Degree/Certificate Seeking - ASSOCIATE OF ARTS	Freshman	

5. This icon shows in the upper right corner. It indicates the grade is being recorded. When it disappears, the roster is ready to accept the next grade.



6. If the student receives an I, W, F, or U this screen pops up. The example below is for an **Incomplete**. Select **Fully Attended** and the date automatically is displayed. Click the **OK** button.

Aja, Michael ID

Due to VA and Financial Aid regulations, the last day of attendance must be recorded for students receiving grades of W, I, F or U. If the student never attended, check the Never Attended checkbox and the day before the first day of class will display. For all other students, select the last date attended.

Fully Attended Partially Attended Never Attended

Last Date of Attendance 10/21/2011

OK Cancel

7. If you issue the student a “W” because they never attended, select the “W” in the drop down grade column and this screen will pop up. Select **Never Attended**, the date will automatically appear. Click OK button:

Christensen, Matthew Tinglee ID

Due to VA and Financial Aid regulations, the last day of attendance must be recorded for students receiving grades of W, I, F or U. If the student never attended, check the Never Attended checkbox and the day before the first day of class will display. For all other students, select the last date attended.

Fully Attended Partially Attended Never Attended

Last Date of Attendance 08/28/2011


OK Cancel

8. If you issue the student a “**W or F**” and they attended the class, select the grade in the drop down grade column and this screen will pop up. Select **Partially Attended**, a small calendar icon will automatically appear. Click on it, and select the month and day of last log-in or recorded attendance. Select **Fully Attended** if student was present for the entire class session. Click OK button.

De Santiago, Arthur ID


Due to VA and Financial Aid regulations, the last day of attendance must be recorded for students receiving grades of W, I, F or U. If the student never attended, check the Never Attended checkbox and the day before the first day of class will display. For all other students, select the last date attended.

Fully Attended
 Partially Attended
 Never Attended

Last Date of Attendance 

Choose a date (Alt+5)

Never Attended


10/05/2011 

October 2011

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Current Date

Fully Attended
 Partially Attended
 Never Attended

Last Date of Attendance 10/05/2011 

OK Cancel

9. When you reach the last name, click on the **Next arrow** icon and the next page of names will show:

View All | Download | Rows 1 - 20 of 36

Next set (Alt+.)

Select All Clear All

<- add this grade to selected students

notify selected students notify all students

10. This message will appear at the top of the second set of names to remind you that you must save your entries before logging out.

▲ You have unsaved data on this page. Navigation tabs and links are temporarily disabled. Finish entering your data and save to re-enable. To exit without saving, click 'enable tabs & links'. Unsaved data will be cleared.

[enable tabs & links](#)

11. After all grades have been entered, scroll to the top of the page and select the drop down arrow and select **Ready for Review**, click **save**. All grades will be locked in but not submitted.

10/21/2011

▼

Only

Grade Roster Action:

*Approval Status Ready for Review ▼ save



12. If you want to change a grade after you have locked them in, select **Not Reviewed** in the same drop down as in # 11 above and click **save**. All grades will be unlocked and available for editing.

10/21/2011

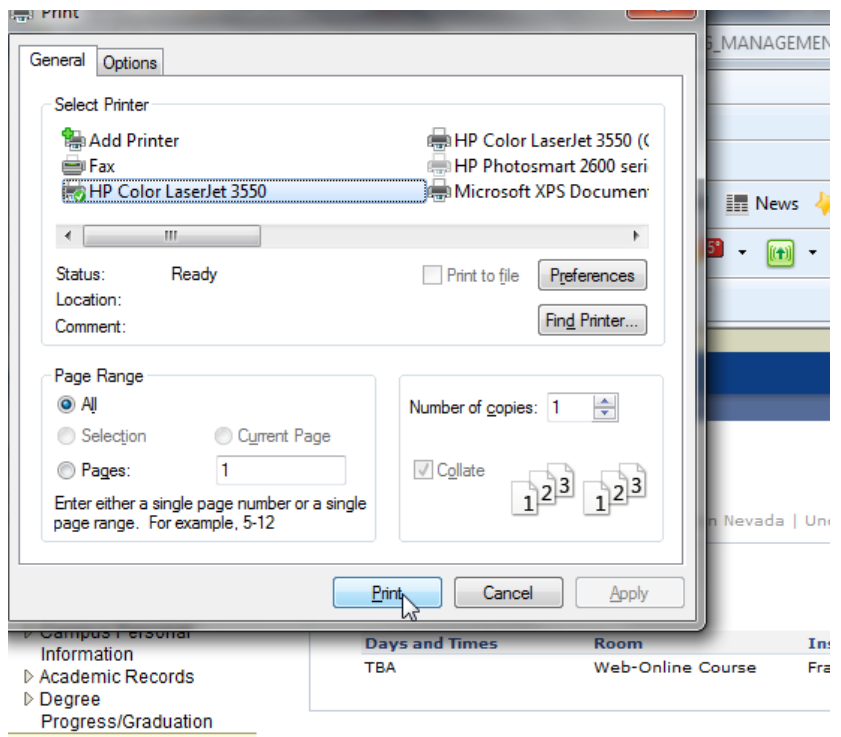
▼

Grade Roster Action:

*Approval Status
 Not Reviewed
 Approved
Not Reviewed
 Ready for Review
 save

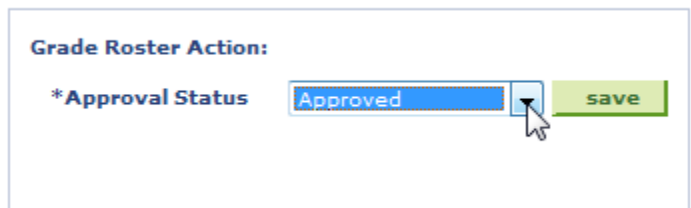
Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
A ▼		GRD	Degree/Certificate Seeking - POLITICAL SCIENCE-AA	Sopl
A- ▼		GRD	Degree/Certificate Seeking - EET TELECOMMUNICATIONS-AAS	Fres
F ▼		GRD	Degree Seeking-Non FA Eligible - MED LAB OCCUP TRCK-AAS	Fres

13. To print the Roster, click on **Printer Friendly Version** link located on the bottom right corner. The finished grade roster will appear. Press CTRL P to print. When finished, click **Return** located at the very bottom of the screen.

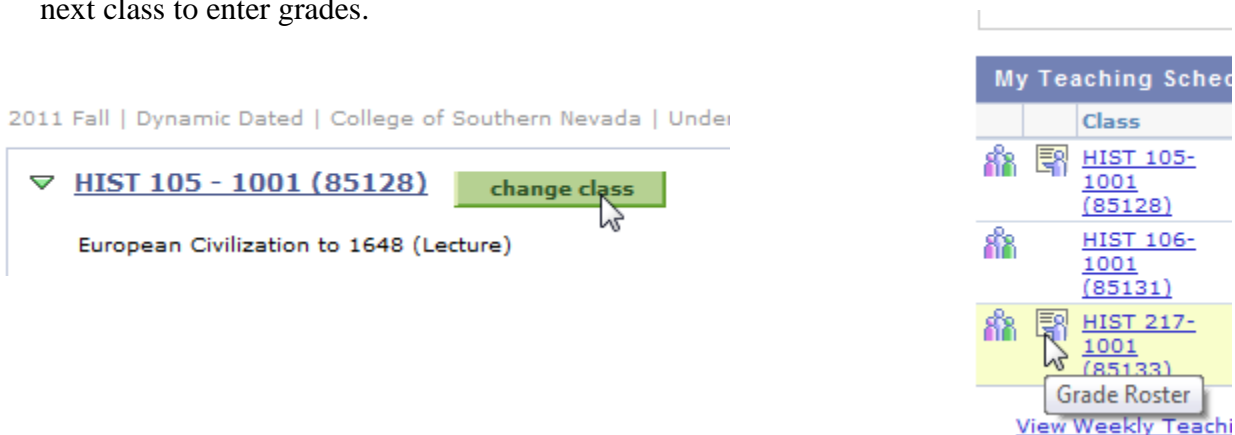


Note: IF you want to download the grade roster to EXCEL you need to use Firefox (browser).
Firefox is a FREE download at:
<http://www.mozilla.org/en-US/firefox/new/>

14. To submit a finished roster, scroll to the top and select **Approved** on the drop down and click **save**.



15. To open another class grade roster, click **change class** button. Click the grade roster for the next class to enter grades.



16. It takes about 24 hours before the “**Posted**” notification appears. You are no longer able to click on the down arrow to edit or change a grade. Grades can be changed only by submitting the paper *Grade Change Request Form*. Students will see their grades after the same 24 hour period.

Display Options:

*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status: Approved **Posted**

[Request Grade Change](#)

	Student Grade	Last Date of Attendance		ID	Name	GR	Official Grade	Grade Basis	Program and Plan	Level	Status
<input type="checkbox"/>	1					I	I	GRD	Degree/Certificate Seeking - ASSOCIATE OF SCIENCE-AS	Sophomore	Posted
<input type="checkbox"/>	2					A	A	GRD	Degree/Certificate Seeking - ASSOC OF GEN STUDIES-AGS	Freshman	Posted
<input type="checkbox"/>	3					F	F	GRD	Degree/Certificate Seeking - JOU/MEDIA CONV-AA	Sophomore	Posted
<input type="checkbox"/>	4						W	GRD	Degree/Certificate Seeking - ASSOCIATE OF ARTS	Freshman	Graded

17. If you want to send an e-mail about the grade, click on the student indicator box. Scroll down to the bottom of the screen and click on **notify selected student**. An e-mail content box will pop up. If the student has **not** submitted an e-mail address to the system, the indicator box next to the student name will **not** be available.







18. Type your message and click **SEND NOTIFICATION** button.

19. To log off, click **Sign out**

