

# Cambridge SUMMER 2009 Grade Deadlines

Grades must be entered via web. Please refer to the instructions below, or the following website:  
<http://www.anokaramsey.edu/faculty/>

**Grades must be posted online by Tuesday, August 11, 2009, except for those listed below.**

**Please include last date of attendance when assigning an "F" grade (or "NC" for developmental courses)**

**Grades are due by Monday, July 6th for the following courses:**

Cou ID	Subj	Cou #	Sec	Title
000032	HIST	2211	30	U.S. History I
000033	HIST	2221	30	U.S. History II
000014	HPER	1103	90	First Aid and CPR
000027	MATH	1110	01	Introductory Statistics I
000210	NURS	2584	01	Pharmacology for Nurses and Related Health Professionals
000023	PSYC	1110	30	General Psychology
000039	PSYC	2235	30	Lifespan Development
000201	SPAN	1111	30	Spanish and Latin American Culture: Pre-Columbian Civilizations
000024	SPCH	1110	01	Introduction to Speech Communication
000025	SPCH	2220	01	Interpersonal Communications

**Grades are due by midnight Monday, July 20th for the following courses:**

Cou ID	Subj	Cou #	Sec	Title
000029	BIOL	2113	01	Human Anatomy and Physiology I-LEC/LAB

**Grades are due by midnight Tuesday, July 28th for the following courses:**

Cou ID	Subj	Cou #	Sec	Title
000003	BIOL	1106	01	Principles of Biology I
000006	BUS	1112	30	Computer Concepts and Applications
000007	CHEM	1020	01	Interpretive Chemistry
000011	ENGL	1121	01	College Writing and Critical Reading
000012	ENGL	1121	30	College Writing and Critical Reading
000013	ENGL	2209	30	Children's Literature
000015	HSER	1100	01	Nursing Assistant Registered/Home Health Aide
000016	HSER	1100	90	Nursing Assistant Registered/Home Health Aide
000017	MATH	0210	01	Mathematics II
000018	MATH	1200	01	College Algebra I
000035	MATH	1401	01	Calculus II
000450	MATH	2299	01	Independent Study
000433	MUSC	1105	01	Applied Lesson-Guitar
000434	MUSC	1105	02	Applied Lesson-Piano
000019	NATS	1001	90	Astronomy
000020	NATS	1003	90	Geology
000211	NURS	1189	01	Topics: Nursing Foundations Review
000021	POLS	1111	30	American Politics and Government
000028	POLS	2202	30	Public Issues
000429	PSYC	1110	31	General Psychology

# Class Roster, Grade Reporting Information and Instructions

## Grading Requirement:

Grades for full-term courses are to be posted electronically no later than four calendar days (including weekends and holidays) following the last day of the term. For short courses that meet at least three weeks, but less than the full term, grades are to be no later than four calendar days after the last class day. Grades will be uploaded to the student records at 7:00 a.m. the following day.

## Grading Options:

- Grading options include **A, B, C, D, F, P, NC or I.** \* **Plus or minus grades are not recognized at Anoka-Ramsey. If you include a plus or minus, it will not appear in the student's record when they are loaded from your grading screen to the student database.**
- To report inadequate achievement, **F** grades may only be assigned to courses numbered 1000 or above; **NC** grades may only be assigned to courses numbered below 1000. If you inadvertently assign an **F** to a developmental course, the grade will revert to an **NC**.
- \*An **I** requires that an "Agreement of Incomplete Grade" form be submitted to the Records Office (without the required Agreement of Incomplete Grade, an **F** or **NC** will be recorded in place of the **I**). This form must be signed by both the instructor and the student.
- Letter grades of **AU** and **W** are initiated by the student and may not be reported by the instructor.

## Faculty Grading Website Address:

- [www.anokaramsey.edu/faculty](http://www.anokaramsey.edu/faculty)
- Enter your eight-digit **Tech ID** in the **Student ID** box and your six-digit **PIN** and click **Login Now**
- Confirm **Semester Term** located in the upper part of the screen; Click on the **Semester Term** to change to a different term
- Click on **Select** tab
- Select **View/Print Your Class Roster\*** or **Reporting Grades Online\*\*** and see below for specific instructions
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## Refer to the help video on the right-hand side of the screen to assist in viewing class rosters or entering grades.

### \*To "View/Print Your Class Roster" (Check above for general login instructions)

- Click on **Class Management** located on the left side of the screen
- Click on **Class List** for your classes
- View or print to verify class list and confirm withdrawals
- **Log out** to ensure data privacy

### \*\*To Report Your Grades (Check above for general login instructions)

- Click on **Class Management** located on the left side of the screen
- Click on **Grade Entry** to select the class you wish to grade. Please refer to instructions below for **Last Date of Attendance**.
- Click on **Enter Grades** for the selected class. Refer to Grading Options listed above.
- Registered students for the selected course will display on the Grade Date Entry Roster Web page
  - If a grade already exists for a student (a grade of **W**, for instances), the student's name may not appear on the roster
- Enter grades using the grading options defined above and click on the **Proceed to Next Step**, which will then ask you to enter your PIN number.
- Click on the **Process Grades** button. You will get a confirmation page that indicates your grades were submitted successfully. Print this for your records.
- View the next class by clicking on **Class List**.

## **IMPORTANT! LAST DATE OF ATTENDANCE IS NEEDED when assigning F or NC grades:**

- **Please include last date of attendance when assigning all "F" grade (or "NC" for developmental courses).**  
When you enter LDA, the grade will default to F. (If F grades are assigned, the Records office will change the F to an NC for all developmental courses.)
  - If the student NEVER attended click on the "**Never Attended**" box. The date will default to 11/17/1858. Do not attempt to change this date.
  - If the student attended class the entire term, please enter the last meeting date of the course.
  - \* If the student stopped attending during the term/class, please record the last date you have on record of attendance or class participation.
- For other class roster viewing or grade reporting assistance, please contact [Janine.Forrer@anokaramsey.edu](mailto:Janine.Forrer@anokaramsey.edu) or call 763.433.1216.