

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 Click on "Employee Home"
- Enter your eight-digit **Username** (your Tech ID) in the Username box and your six-digit Password/**PIN**, and click on Login. Click in the "display your name" box if you prefer to have your name displayed.
- Click on Class Management on the left, under Employee e-Services.
- Make sure you are in the correct grading term. If not, click on "change semester" to switch to a different term.
- Click on the Grade Entry link.
- Select the class and enter your grades.

Refer to the Helpful Links and Help Videos on the right-hand side of the "Welcome to Anoka-Ramsey Community College e-Services" screen for assistance 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 students' 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:

- **Include a last date of attendance when assigning all "F" grades (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 or call 763.433.1216.