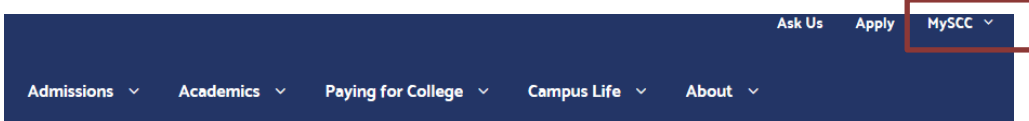


Web Grading Instructions

Revised June 28, 2018

1. Browse to <http://southcentral.edu>. Select **MySCC**, then **Employee Portal**.



2. Select **Grading/MinnState Act. Login** from the Academic Resources section on the left column.

Academic Resources

[Assessment](#)

[Catalog](#)

[Class Maximums](#)

[Faculty D2L Brightspace Login Guide](#)

[Faculty Knowledge Base](#)

[Faculty Prime Training](#)

[Grading Instructions](#)

[Grading/MinnState Act. Login](#)

[Grammarly Setup Instructions](#)

[Institutional Review Board](#)

[Learning Central](#)

[Library](#)

[MSCF prof. development funding form](#)

[Policies - Student](#)

3. Login

Please login to continue.

The "*" indicates a required field.

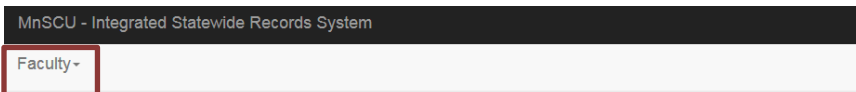
* **StarID:** [Need Login Help?](#) [Need an ID?](#) [Sign Up Now.](#)

* **Password:**

Institution: South Central College

Display Name: Display and print your name until next login. To protect your identity, you may wish to print only at secured locations.

4. On the Faculty homepage select the **Faculty** dropdown



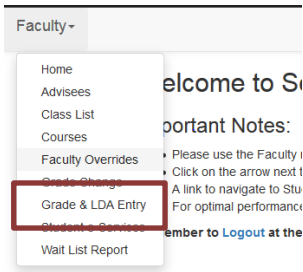
Welcome to South Central College Faculty Application

Important Notes:

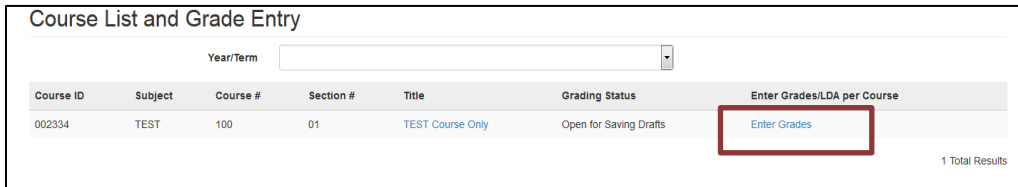
- Please use the Faculty menu options to the left to navigate through the site instead of your browser's back button.
- Click on the arrow next to Faculty to see the list of available Faculty Applications.
- A link to navigate to Student e_Services is available in the Faculty Applications menu.
- For optimal performance, use Firefox 25.0+. With other Browsers, some functionality will not be available.

Remember to [Logout](#) at the end of your session and quit your browser.

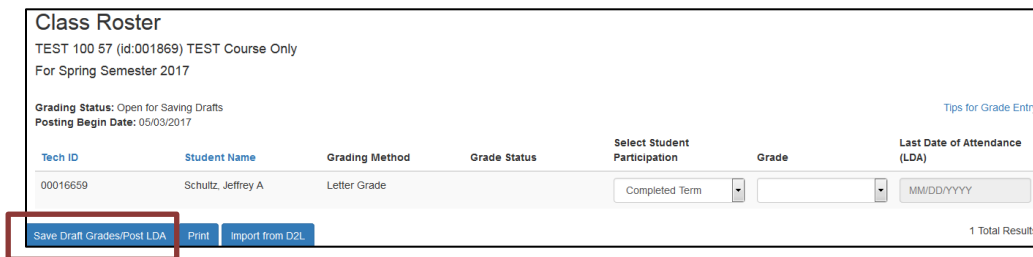
5. Select the **Grade & LDA Entry** dropdown



6. Make sure that the proper **Year/Term** is listed. Click on **Enter Grades**

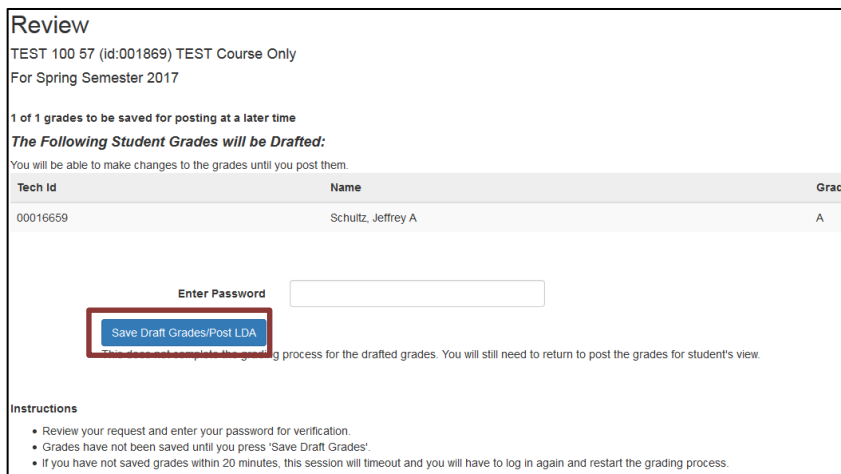


7. It should show the class roster. Select the correct participation level for each student, enter the grades and click **Save Draft Grades/Post LDA**.



****Refer to page 3 for grading instructions***

8. Enter **STAR ID Password** and click **Save Draft Grades/Post LDA**



Please remember the following when you assign grades:

| | |
|---|--|
| LDA | Last date of attendance |
| Last Date to Withdraw | Please check the online schedule for the correct last date to withdraw for your course. After the last date to withdraw passes you should post the grade the student earned not an FN or FW. |
| A+ | Please do not award this grade. It is not a valid grade at SCC. |
| W | Please do not award this grade. It is automatically assigned when a student withdraws. |
| FN | Award this grade to students who never attended your course. Select “Never Attended” and the default date (11/17/1858) will populate the LDA field. |
| FW | Award this grade to students who initially attended and then stopped attending prior to or on the last day to withdraw. Select “Partially attended” and assign the LDA. |
| F | Award this grade to students who were unsuccessful and attended after the last date to withdraw. |
| I | Incompletes are assigned to students who meet the criteria listed in the Incomplete Policy. Submit a signed Incomplete Form to your academic dean for approval. |
| <p>If you have questions about web grading or need assistance, please call 507-389-7220, select option 3 for Registration, or email registrar@southcentral.edu.</p> | |

Tips:

- Reporting students who never attended or stopped attending can occur at any point after the 1st week of the semester. Please report as soon as you are able.
- The LDA reported for online courses should be based on the last date the student substantively participated in the course. Just logging in for a couple of minutes should not count.
- The grading window opens at the beginning of finals week.
- Do not assign an A+ grade. It is not a valid grade at SCC.
- Make sure you select “Never Attended” before assigning the FN grade. Double check and make sure the default date posted, 11/17/1858. Fun fact: this is the date Minnesota became a state. 😊
- Make sure you select “Partially Attended” before assigning an FW grade. Never assign an FW with a last of attendance after the last date to withdraw for your course.
- If your course ends after the published semester end date please contact registration about posting IP grades.
- Double check that grades are assigned for all students.