

## GRADE ENTRY

1. Link to my.stetson.edu. This can be through several ways, from the Registrar web site <http://www.stetson.edu/offices/registrar/>. Or if you link from off-campus you will get Stetson's public site click on "Academics" and then Registrar's Office. Or, if on campus click on "Faculty" and you will see the link for my.stetson.edu
2. Your login user ID is your SS# or your new 800 number.
3. Your password is either your birthdate, last 6 digits on your SS#, or whatever you changed it to when you logged on the first time. **IT IS IMPERATIVE THAT YOU NOT LEAVE THE PASSWORD AS YOUR BIRTHDATE. PLEASE CHANGE IT AS SOON AS YOU LOG IN UNDER "Personal Information".** It must be a six digit numeric number. Perhaps the birthdate of a loved one.
4. If you have forgotten your PIN you can enter your USER ID and then click on "Forgot PIN". The system will provide you with your security question. If you provide it with the right answer it will allow you to reset your PIN.
5. Three strikes and you are out. If you try to log in three times and don't get in, your access will be disabled. You will have to call the Registrar's Office (7140, 7141, 7142, or 7143) to regain access.
6. Once in you are ready to enter your grades.
7. Click on Faculty Services.
8. Click on either Mid-Terms or Finals (which ever one you are entering).
9. You will be asked to select a term in which you want to enter the grades. Do not worry, if you choose the wrong term, the system will not allow you to enter grades for any term but the current term. Click on Submit Term.
10. All of the courses you have access to enter grades for are listed in a box. Click on the down arrow to select the CRN you want to enter grades for.
11. When you select a CRN the roster will come up with all the student names. You only need to enter a grade in the box marked for grades. A drop down box is available all you need is select the proper grade. The number of students registered for the class will show at the top of the page. If there are more students than what the screen can show, you will have to go to the next screen to enter those grades.

12. If a student has withdrawn, dropped a course, or been given permission to receive an Incomplete there may already be a grade there. The grade may have already been rolled to history, which means you cannot change the grade. If the grade has not been rolled to history. **DO NOT CHANGE THIS GRADE!!!!**
13. Click on submit changes when you are finished.
14. When you click on "submit changes" on the second screen it may tell you that you have no changes to save. Do not be alarmed as anything you have entered will be saved.
15. Click on Submit Changes for the system to accept your grades.
16. When you are entering final grades and you get an error pop-up that you have not entered all of your grades, it is possible you might have overlooked giving a student a grade. Re-check your listings to make sure that all students have grades. If you are aware that you did not give a student then you can just exit out. The grades you entered will be recorded.
17. You can go to your next course for grade entry by clicking on "CRN Selection" at the bottom of the screen. Select the next course by CRN and submit. Click on Mid-Term or Final Grades and continue until all grades have been entered.