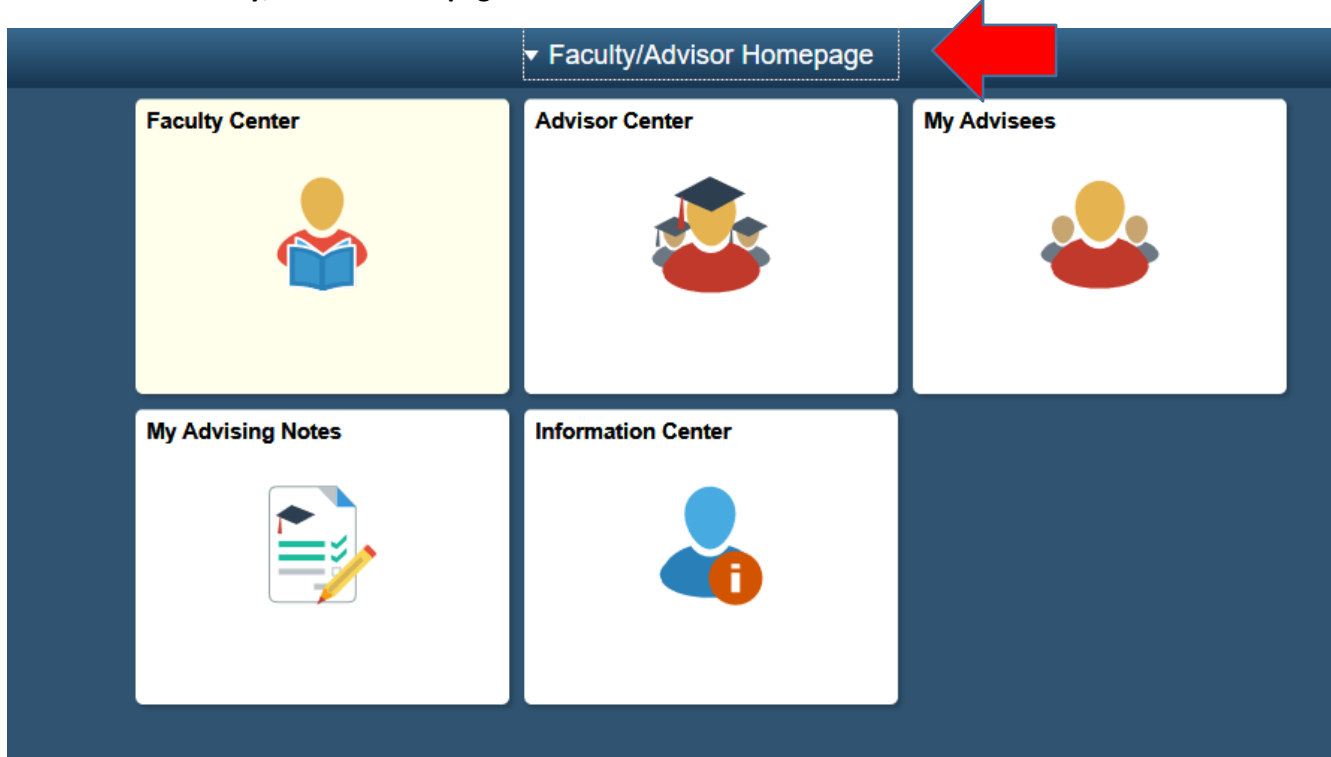
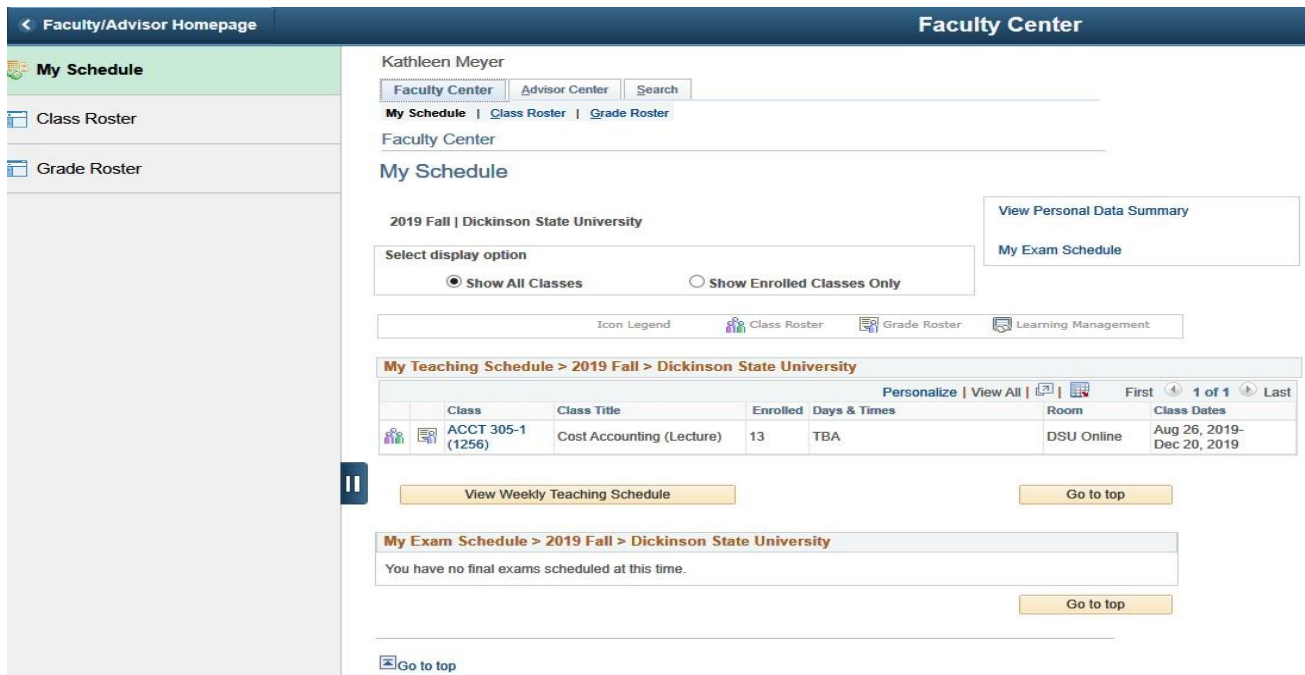


## How to View Class Roster and Enter Mid-term Grades

1. Go to [www.dickinsonstate.edu](http://www.dickinsonstate.edu)
2. Click on **Campus Connection**
3. Enter User ID & Password
4. Click **Log In**
5. Go to **Faculty/Advisor Homepage**



6. Click on **Faculty Center** tile.
7. **My Schedule** will appear.



**My Teaching Schedule > 2019 Fall > Dickinson State University**

| Class             | Class Title               | Enrolled | Days & Times | Room       | Class Dates                |
|-------------------|---------------------------|----------|--------------|------------|----------------------------|
| ACCT 305-1 (1256) | Cost Accounting (Lecture) | 13       | TBA          | DSU Online | Aug 26, 2019- Dec 20, 2019 |

**My Exam Schedule > 2019 Fall > Dickinson State University**

You have no final exams scheduled at this time.

8. Access the class roster by clicking on **Class Roster** on the navigation bar on the left side of screen.



Faculty/Advisor Homepage Faculty Center

My Schedule

**Class Roster**

Grade Roster

Kathleen Meyer

Faculty Center | Advisor Center | Search

My Schedule | **Class Roster** | Grade Roster

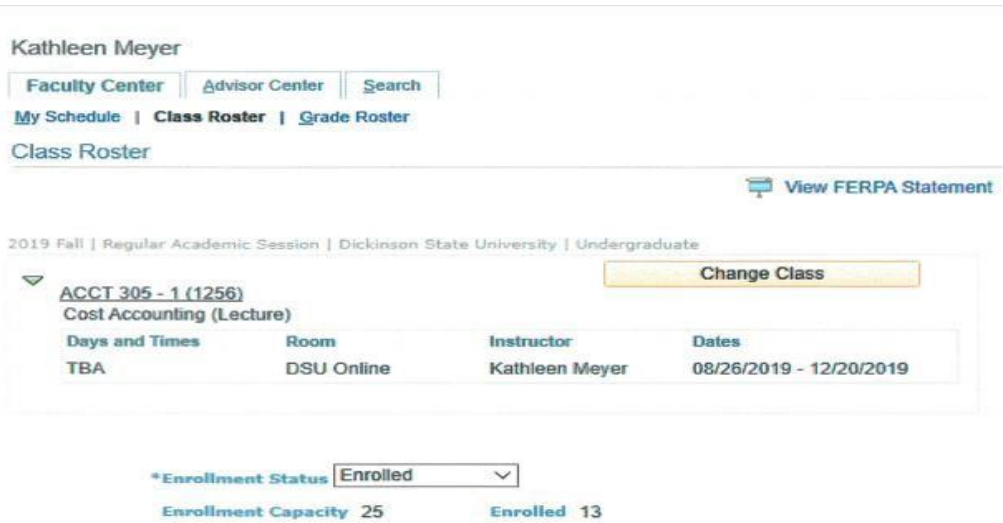
Class Roster View FERPA Statement

2019 Fall | Regular Academic Session | Dickinson State University | Undergraduate

ACCT 305 - 1 (1256) Change Class  
 Cost Accounting (Lecture)

| Days and Times | Room       | Instructor     | Dates                   |
|----------------|------------|----------------|-------------------------|
| TBA            | DSU Online | Kathleen Meyer | 08/26/2019 - 12/20/2019 |

9. Your class roster will appear:



Kathleen Meyer

Faculty Center | Advisor Center | Search

My Schedule | **Class Roster** | Grade Roster

Class Roster View FERPA Statement

2019 Fall | Regular Academic Session | Dickinson State University | Undergraduate

ACCT 305 - 1 (1256) Change Class  
 Cost Accounting (Lecture)

| Days and Times | Room       | Instructor     | Dates                   |
|----------------|------------|----------------|-------------------------|
| TBA            | DSU Online | Kathleen Meyer | 08/26/2019 - 12/20/2019 |

\*Enrollment Status

Enrollment Capacity 25      Enrolled 13

Select display option  
 Link to Photos

Include photos in list

Enrolled Students Personalize | Find | |  First 1-13 of 13 Last

| Notify | Photo ID                 | Name | Grade Basis | Units | Program and Plan            | Level  | Status Date |
|--------|--------------------------|------|-------------|-------|-----------------------------|--------|-------------|
| 1      | <input type="checkbox"/> |      | Graded      | 3.00  | Accounting - BBA-Accounting | Senior | 04/10/2019  |
| 2      | <input type="checkbox"/> |      | Graded      | 3.00  | Accounting - BS-Accounting  | Junior | 04/01/2019  |
| 3      | <input type="checkbox"/> |      | Graded      | 3.00  | Accounting - BS-Accounting  | Senior | 04/04/2019  |
| 4      | <input type="checkbox"/> |      | Graded      | 3.00  | Accounting - BS-Accounting  | Junior | 04/06/2019  |
| 5      | <input type="checkbox"/> |      | Graded      | 3.00  | Accounting - BS-Accounting  | Junior | 04/01/2019  |

10. Access the class roster by clicking on **Class Roster** on the navigation bar on the left side of screen.

The screenshot shows the Faculty Center navigation bar. On the left, there is a vertical menu with options: My Schedule, Class Roster, and Grade Roster. The 'Grade Roster' option is highlighted in green, and a red arrow points to it from the left. The main content area shows the user's name, Kathleen Meyer, and navigation tabs for Faculty Center, Advisor Center, and Search. Below these are links for My Schedule, Class Roster, and Grade Roster. The 'Grade Roster' link is active. A 'View FERPA Statement' link is also visible.

11. Grade roster will appear:

The screenshot shows the Grade Roster page. At the top, there is a 'Faculty Center' button and the title 'Grade Roster'. Below this, there are tabs for 'Grade Roster Type' and 'Grade Roster'. The main content area displays the following information:

- Term: 2019 Fall
- Session: Regular
- Instructor: Meyer, Kathleen Kay
- Class Nbr: 1256
- Cost Accounting: ACCT
- Section: 1
- Catalog: 305
- Seq Nbr: 1

Below this information, there are two 'Mid-Term Grade' fields. The first field is labeled 'Mid-Term Grade' and the second is labeled 'Mid-Term Grade'. A red arrow points to the second 'Mid-Term Grade' field. Below these fields, there is an 'Approval Status' field with the value 'Not Reviewed'. A blue arrow points to the 'Approval Status' field. To the right of these fields, there is a checkbox labeled 'Display Unassigned Roster Grade Only' which is currently unchecked.

| ID | Name | Roster Grade         | Official Grade | Career    | Grading Basis | Detail | Note |
|----|------|----------------------|----------------|-----------|---------------|--------|------|
| 1  |      | <input type="text"/> |                | Undergrad | Graded        | Detail | Note |
| 2  |      | <input type="text"/> |                | Undergrad | Graded        | Detail | Note |
| 3  |      | <input type="text"/> |                | Undergrad | Graded        | Detail | Note |
| 4  |      | <input type="text"/> |                | Undergrad | Graded        | Detail | Note |
| 5  |      | <input type="text"/> |                | Undergrad | Graded        | Detail | Note |
| 6  |      | <input type="text"/> |                | Undergrad | Graded        | Detail | Note |
| 7  |      | <input type="text"/> |                | Undergrad | Graded        | Detail | Note |

12. Approval status will be defaulted to **'Not Reviewed'** prior to entering mid-term grades.

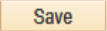
13. Enter **ALL** mid-term grades in the **'Roster Grade'** field. The following options will appear:

**GRADED COURSES**

- A - Excellent
- B - Good
- C - Average
- D - Passing
- F - Failure
- FN - Failure-Stopped Attending
- FNN Failure-Never Attended

**Satisfactory/Unsatisfactory Courses**

- A - Satisfactory
- B - Satisfactory
- C - Satisfactory
- D - Unsatisfactory
- F - Unsatisfactory
- S – Satisfactory
- U – Unsatisfactory
- UN – Unsatisfactory – Stopped Attending
- UNN – Unsatisfactory – Never Attended

14. Click  at bottom of grade roster.
15. Go to **'Grade Roster Type'** tab at top of screen and change Approval Status to **'Ready to Review'**. Click **'Save'** again.

**DO NOT change status to 'Approved' as students will not be able to see their grades; 'Approved' status is used for final grading only.**

16. You must change your grade roster to 'Ready to Review' even if no grades have been entered for a course or it will appear that you have not reviewed the grade roster.

**Notes:**

1. **Mid-term grading is available for full semester length courses.**
2. **Once mid-term grades are entered into Campus Connection, they are available for view by students and advisors. Mid-term grades are not considered official grades.**
3. **While mid-term grades appear in Campus Connection, they DO NOT appear on academic transcripts.**