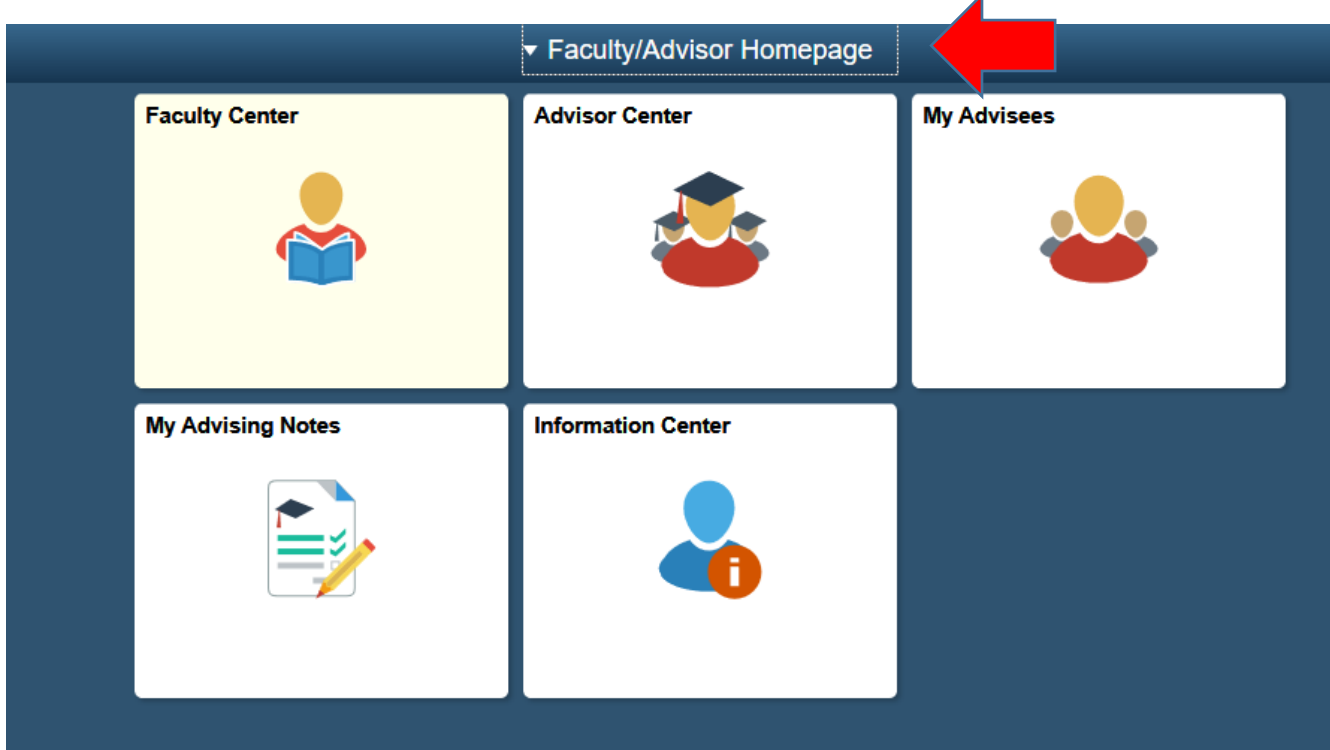
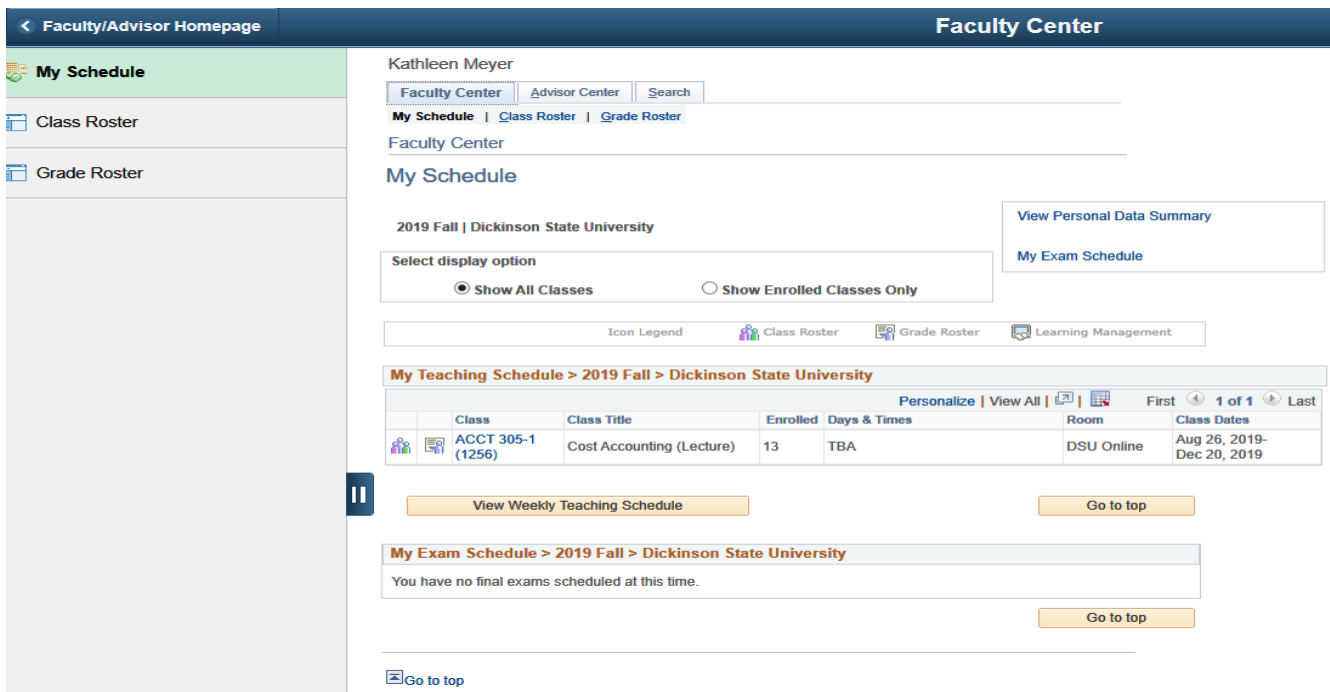


How to View Class Roster and Enter Final Grades

1. Go to 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.



Faculty Center

Kathleen Meyer

[Faculty Center](#) [Advisor Center](#) [Search](#)

[My Schedule](#) | [Class Roster](#) | [Grade Roster](#)

Faculty Center

My Schedule

2019 Fall | Dickinson State University

Select display option

☒ Show All Classes ☐ Show Enrolled Classes Only

[View Personal Data Summary](#)

[My Exam Schedule](#)

[Icon Legend](#) [Class Roster](#) [Grade Roster](#) [Learning Management](#)

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

[View Weekly Teaching Schedule](#) [Go to top](#)

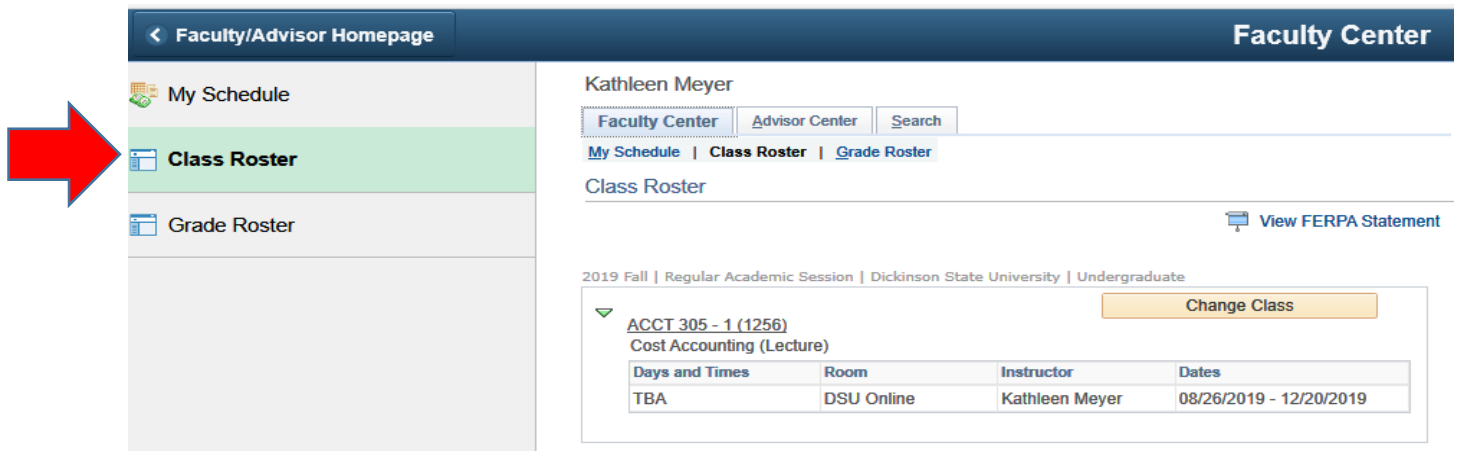
My Exam Schedule > 2019 Fall > Dickinson State University

You have no final exams scheduled at this time.

[Go to top](#)

[Go to top](#)

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

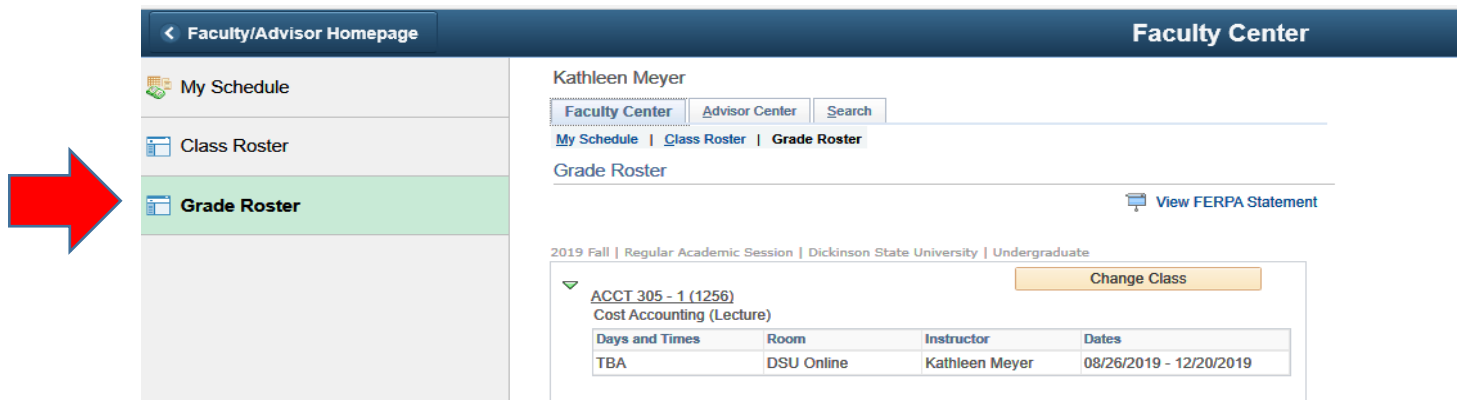
☒ Link to Photos

☐ 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. To access the grade roster click on **Grade Roster** on the navigation bar on the left side of screen.

Note: Faculty may enter final grades after grade rosters are created each term. However, students cannot view final grades until grades are posted by Academic Records at the close of the grading period. Academic Records will notify faculty via email when grade rosters are available.



Faculty Center

Kathleen Meyer

[Faculty Center](#) [Advisor Center](#) [Search](#)

[My Schedule](#) | [Class Roster](#) | [Grade Roster](#)

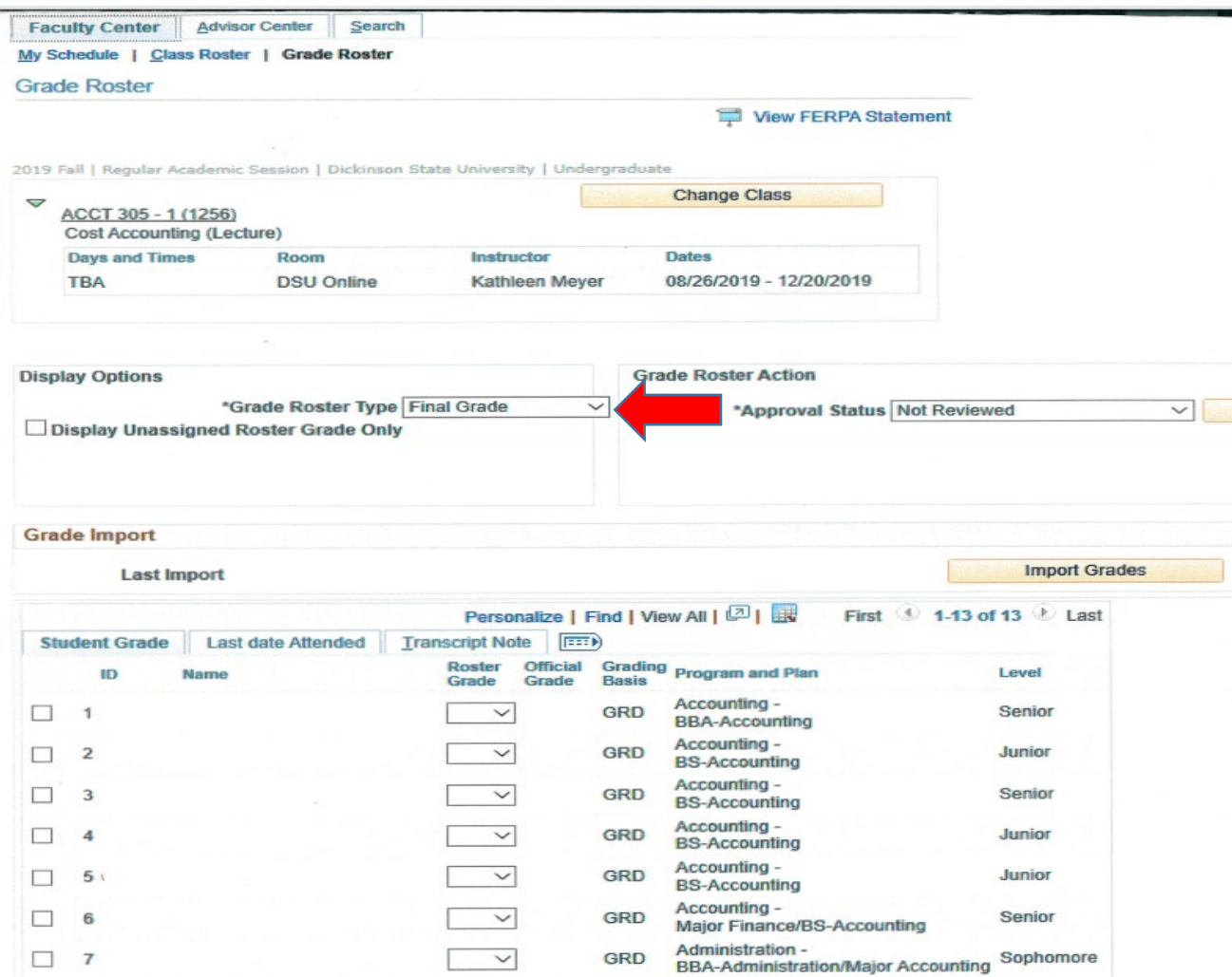
Grade Roster [View FERPA Statement](#)

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

11. Grade roster will appear:



Faculty Center [Advisor Center](#) [Search](#)

[My Schedule](#) | [Class Roster](#) | [Grade Roster](#)

Grade 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

Display Options

*Grade Roster Type [Final Grade](#) ▼

☐ Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status [Not Reviewed](#) ▼

Grade Import

Last Import [Import Grades](#)

Personalize | Find | View All | [Print](#) | [Export](#) | First 1-13 of 13 Last

Student Grade	Last date Attended	Transcript Note	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1						GRD	Accounting - BBA-Accounting	Senior
<input type="checkbox"/>	2						GRD	Accounting - BS-Accounting	Junior
<input type="checkbox"/>	3						GRD	Accounting - BS-Accounting	Senior
<input type="checkbox"/>	4						GRD	Accounting - BS-Accounting	Junior
<input type="checkbox"/>	5						GRD	Accounting - BS-Accounting	Junior
<input type="checkbox"/>	6						GRD	Accounting - Major Finance/BS-Accounting	Senior
<input type="checkbox"/>	7						GRD	Administration - BBA-Administration/Major Accounting	Sophomore

12. Make sure “Final Grade” Roster type appears in the drop-down field above in Display Options.
13. You may import grades from Blackboard by clicking the **Import Grades** button or you may enter grades manually in the roster grade field (use drop down or tab).

The following options are available for failing/unsatisfactory grades:

- F – Attended/participated through end of session/term
- FN – Stopped attending at some point during the session/term.
- FNN – Never attended course
- U – Attended/participated through end of session/term
- UN – Stopped attending at some point during the session/term.
- UNN – Never attended course

Student Grade	Last date Attended	Transcript Note	Roster Grade	Converted Roster Grade	Official Grade	Last Date of Attendance
<input type="checkbox"/>	1		FN			09/18/2019

14. If you have entered FN – Failure, stopped attending or UN – Unsatisfactory, stopped attending, on the grade roster, click the Last date Attended tab to enter Last Date of Attendance.

15. After Last date Attended is complete for all students, click **Save** button.

16. If you receive the message below, you have not entered all grades or last date of attendance.

You have unsaved data on this page. Navigation tabs and links are temporarily disabled. Finish entering your data and save to re-enable. To exit without saving, click 'enable tabs & links'. Unsaved data will be cleared.

17. Finish entering grades and last day of attendance. Click **Save** again and the above message should have disappeared.

18. Change Grade Roster Action Approval Status above to Approved. Click save.

<p>Display Options:</p> <p>*Grade Roster Type Final Grade ▼</p> <p><input type="checkbox"/> Display Unassigned Roster Grade Only</p>	<p>Grade Roster Action:</p> <p>*Approval Status Approved ▼ save</p>
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Note: If you are assigning an “I” – incomplete grade for a student, you must complete the “Course Completion Agreement” with the student and submit the completed form to Academic Records prior to the end of the grading period.

The “I” – incomplete option will not be available on the grade roster. Therefore, please enter all grades for remaining students and click “Save” on the grade roster. Academic Records staff will enter the “I” upon receipt of the “Course Completion Agreement” and then will mark the grade roster to “Approved”.