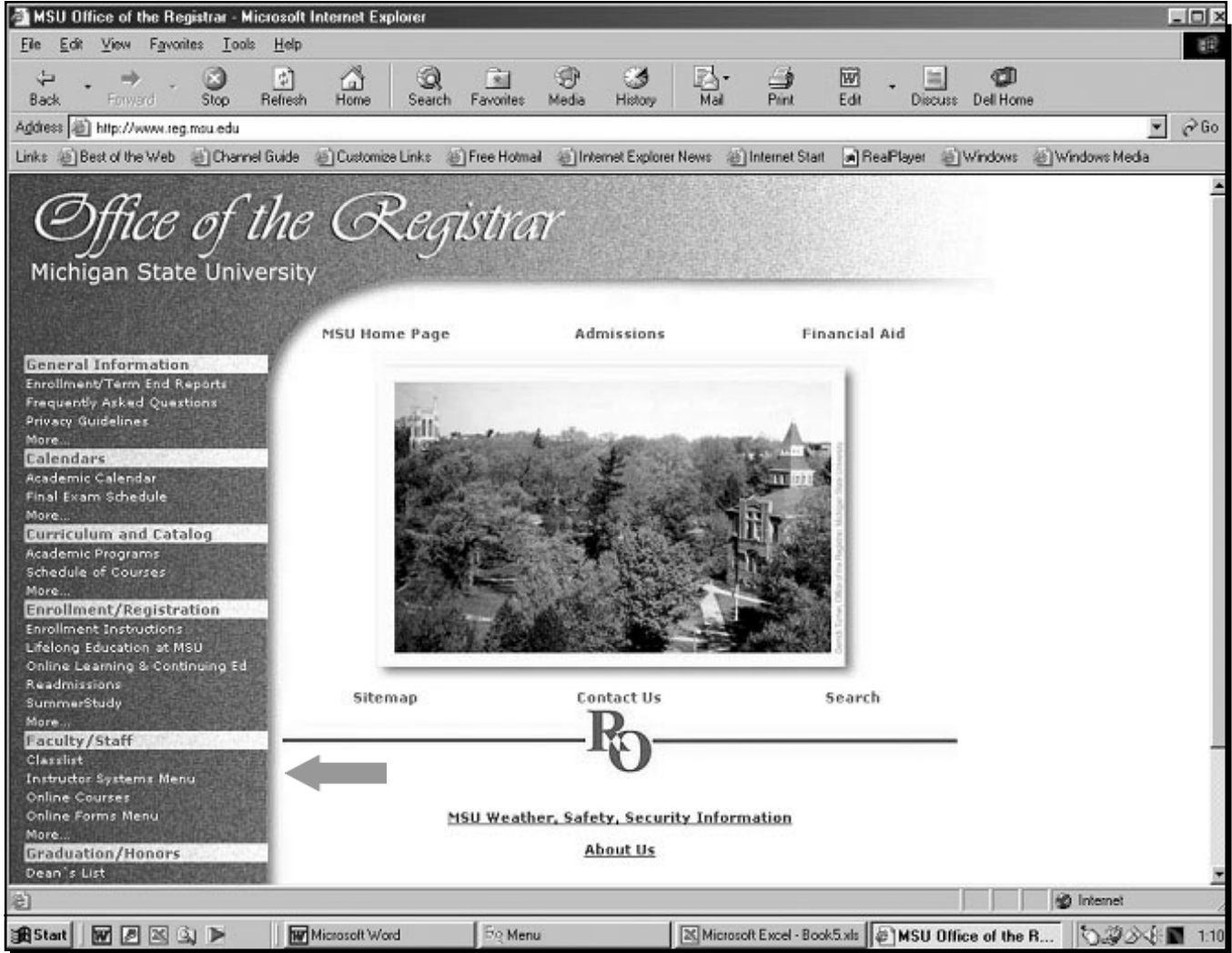# OFFICE OF THE REGISTRAR
INSTRUCTOR SYSTEM
ONLINE GRADES

MICHIGAN STATE
U N I V E R S I T Y

From the Registrar's Office homepage _www.reg.msu.edu_, select Instructor Systems Menu under the Faculty/Staff heading.

Secure Login

Office of the Registrar

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RO Web Forms - Authorization Required

The RO Web Forms are secure and confidential. In order to access the RO Web Forms, you need to enter your MSUNet ID (Pilot e-mail ID) and password in the boxes below. Your MSUNet ID is all the characters before the "@" of your Pilot e-mail address.

If you cannot remember your MSUNet ID and/or password, visit the Pilot Account Request and Password Reset Information page for information and instructions.

If you experience login problems, please read about common login problems.
If you are still having problems, please contact the Administrative Information Services (AIS) Help Desk at (517) 353-4420 ext 311.

NOTE: In order to use this application your browser must accept cookies.

MSUNet ID: [   ]

Password: [   ]

Authenticator: [MSUNet ▼]

Please supply your MSUNet ID such as: *neufeld1*

[Submit]

Sign in With MSUNet ID & Password.

COURSE ACCESS

FAQs

GRADES

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Instructor Menu

Welcome to the RO Instructor Systems Menu   Log Out

Spartan Instructor   Tuesday, 11/19/2002.

INSTRUCTOR ACCESS
You are listed as an instructor for the following:

FS02: CEM 151-001; CEM 151-002; CEM 151-003; CEM 151-004; CEM 151-005; CEM 151-006; CEM 151-007;
CEM 151-008; CEM 151-009; CEM 151-010; CEM 151-013

View access for all terms

If the classes listed above are not correct, please contact the department offering the course.

ADMINISTRATOR ACCESS

Your authorization college is: RO
You have access to the following departments: All
You have access to enter grades.

If you are an administrator and need access to this system contact your college security administrator.

This information is released to you in compliance with the RIGHTS AND PRIVACY ACT OF 1974.
Hereafter, you are solely responsible for the maintenance of the confidentiality of said
information.

Frequently Asked Questions

Instructions for Online Grades

Academic Progress Report Forms – Instructors Only

Academic Progress Report Results – Support Staff Only

Class Lists and Graded Class Lists

Class Lists with Student Images

Email Students in a Class

Fall 2002 Grades
11AM on Saturday, December 7, 2002 to 11AM on Tuesday, December 17, 2002
GRADES ARE DUE 36 HOURS AFTER THE FINAL EXAMINATION

Grade Reporting Form

Grade Upload

Grade Submission Summary – administrators only

Questions/Comments

Online Forms Menu

To enter grades online, select Grade Reporting Form from the menu.

Selecting a Course to Grade

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Grade Reporting Form - Class Selection

Spartan Instructor			11/5/2002

Instructor Access

Semester: FS02   [Check All] [Uncheck All]

Subject	Course	Section	Check section(s)
CEM	151	001	Grades have been submitted
CEM	151	002	Grades have been submitted
CEM	151	003	☐
CEM	151	004	☐
CEM	151	005	☐
CEM	151	006	☐
CEM	151	007	☐
CEM	151	008	☐
CEM	151	009	☐
CEM	151	010	☐
CEM	151	013	☐

[Grade]

Administrator Access

You do not have access as an administrator.

Return To Instructor Menu

Check section(s) of the course to grade. Press Grade.

* Suggestion *

**Close all other programs on your PC
while you are entering grades.**

Grade Reporting Form

Michigan State University
Office of the Registrar
Grade Reporting Form

Subject	Course	Section	Semester	Course Title	Instructor
CEM	151	005	FS02	General/Descriptive Chemistry	

No	Name	PID	Lvl	Grade (4.0 3.5 3.0 2.5 2.0 1.5 1.0 0.0)	If 0.0, did student complete course? (NR = No Record) (Yes No NR)	If no, last attendance date? (MM/DD/YY)
1	Student, Alex	A11111118	UN	○ ○ ○ ○ ○ ○ ○ ○	○ ○ ○	
2	Student, Emily	A11111122	UN	○ ○ ○ ○ ○ ○ ○ ○	○ ○ ○	
3	Student, Joe	A11111111	UN	○ ○ ○ ○ ○ ○ ○ ○	○ ○ ○	
4	Student, John	A11111114	UN	○ ○ ○ ○ ○ ○ ○ ○	○ ○ ○	
5	Student, Kerry	A11111120	UN	○ ○ ○ ○ ○ ○ ○ ○	○ ○ ○	
6	Student, Lori	A11111119	UN	○ ○ ○ ○ ○ ○ ○ ○	○ ○ ○	
7	Student, Lynn	A11111116	UN	○ ○ ○ ○ ○ ○ ○ ○	○ ○ ○	
8	Student, Mary	A11111112	UN	○ ○ ○ ○ ○ ○ ○ ○	○ ○ ○	
9	Student, Megan	A11111123	UN	○ ○ ○ ○ ○ ○ ○ ○	○ ○ ○	
10	Student, Robert	A11111115	UN	○ ○ ○ ○ ○ ○ ○ ○	○ ○ ○	
11	Student, Ryan	A11111121	UN	○ ○ ○ ○ ○ ○ ○ ○	○ ○ ○	
12	Student, Sally	A11111113	UN	○ ○ ○ ○ ○ ○ ○ ○	○ ○ ○	
13	Student, Sam	A11111117	UN	○ ○ ○ ○ ○ ○ ○ ○	○ ○ ○	

Save for later	Submit final grades to Office of the Registrar

- Select a grade for each student.
- If 0.0 grade is given: Indicate if the student completed the course - Yes, No or No Record?
  If No, enter last attendance date (MM / DD / YY).
- You have the option to enter some of the grades and 'Save for later' for re-accessing at a later date to finalize. Saving for later does not submit the grades to the Office of the Registrar!
- Double check your grades to be sure they were entered correctly. Select 'Submit final grades to Office of the Registrar'.
- If you receive an error message, correct the problem & resubmit.
- Once grades have been submitted successfully, no other changes are possible.

Wait for the thank you message!

Grade Submission Results

Office of the Registrar

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Grade Reporting Form

Spartan Instructor		11/5/2002

Thank you! Grades for CEM 151-005 have been finalized.

Below is a print-friendly record of the grades.

Return To Grade Reporting Form
Return To Instructor Menu

CEM 151 - 005 Grades				
Student, Alex	A11111118	3.0		
Student, Emily	A11111122	3.0		
Student, Joe	A11111111	3.0		
Student, John	A11111114	3.0		
Student, Kerry	A11111120	3.0		
Student, Lori	A11111119	3.0		
Student, Lynn	A11111116	4.0		
Student, Mary	A11111112	2.5		
Student, Megan	A11111123	0.0	Did not complete	10/15/02
Student, Robert	A11111115	3.0		
Student, Ryan	A11111121	2.5		
Student, Sally	A11111113	4.0		
Student, Sam	A11111117	2.5		

A confirmation email message will be sent to the person who submitted the grades upon final submission.

Grades can be viewed in the 'Graded Class Lists' within 1-2 business days.

To log out, return to the main menu and press the Log Out button.   As an added security measure, especially for users working in a public setting, please close all browser windows.

Don't wait till the last minute!
Questions? Read FAQs!