

OFFICE OF THE REGISTRAR INSTRUCTOR SYSTEM ONLINE GRADES







From the Registrar's Office homepage <u>www.reg.msu.edu</u>, select Instructor Systems Menu under the Faculty/Staff heading.

Secure Login	
Office of the Registre	ar
RO Web Forms - Authorization Re	equired
The RO Web Forms are secure and confi ID) and password in the boxes b If you cannot remember your MSUNet I If you expe If you are still having problems, please NOTE: In	dential. In order to access the RO Web Forms, you need to enter your MSUNet ID (Pilot e-mail elow. Your MSUNet ID is all the characters before the "@" of your Pilot e-mail address. D and/or password, visit the <u>Pilot Account Request and Password Reset Information</u> page for information and instructions. erience login problems, please read about <u>common login problems</u> . contact the Administrative Information Services (AIS) Help Desk at (517) 353-4420 ext 311. order to use this application your browser must accept cookies.
	MSUNet ID: Password: Authenticator: MSUNet
	Please supply your MSUNet ID such as: <i>neufeld1</i>

Sign in With MSUNet ID & Password.

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



Selecting a Course to Grade

artan Instru	ictor		11/5/
		Instruct	or Access
emester: F	802		Check All Unche
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	
	1	Gr	ade
		Administra	ator Access

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

				M	ichiga Office Grade	n St of t Rej	ate he por	: Un Reç ting	jive jisti Fo	rsit rar rm	Y					
Subject Course Section				Semes		Course Title							Ins	structor		
No	CEM	Name	PID	Lvl	F502	F502 General/Desc					riptive Chemistry If 0.0, did student complete course? (NR = No Record)			If no, last attendance date1 (MM/DD/YY)		
1	Student, Ale	ex.	A11111118	UN	C C 4.0 3.5	C 3.0	C 2.5	C 2.0	C 1.5	C 1.0	C 0.0	O Yes	O No	O NR		
2	Student, En	iily	A11111122	UN	C C 4.0 3.5	C 3.0	C 2.5	C 2.0	C 1.5	C 1.0	C 0.0	O Yes	⊖ No	O NR		
3	Student, Joe		A1111111	UN	С С 4.0 3.5	C 3.0	C 2.5	C 2.0	C 1.5	C 1.0	C 0.0	O Yes	O No	O NR		
4	Student, Joh	n	A11111114	UN	C C	C 3.0	C 2.5	C 2.0	C 1.5	C 1.0	C 0.0	O Yes	O No	O NR		
5	Student, Ke	rry	A11111120	UN	C C	C 3.0	C 2.5	C 2.0	C 1.5	C 1.0	C 0.0	O Yes	O No	O NR		
6	Student, Lo	ri	A11111119	UN	С С 4.0 3.5	C 3.0	C 2.5	C 2.0	C 1.5	C 1.0	C 0.0	O Yes	O No	O NR		
7	Student, Ly	nn	A11111116	UN	с с 4.0 3.5	C 3.0	C 2.5	C 2.0	C 1.5	C 1.0	C 0.0	O Yes	O No	O NR		
8	Student, Ma	ry	A11111112	UN	C C	C 3.0	C 2.5	C 2.0	C 1.5	C 1.0	C 0.0	O Yes	O No	O NR		
9	Student, Me	gan	A11111123	UN	C C	C 3.0	C 2.5	C 2.0	C 1.5	C 1.0	C 0.0	O Yes	O No	O NR		
10	Student, Ro	bert	A11111115	UN	C C	C 3.0	C 2.5	C 2.0	C 1.5	C 1.0	C 0.0	O Yes	O No	O NR		
11	Student, Ry	an	A11111121	UN	С С 4.0 3.5	C 3.0	C 2.5	C 2.0	C 1.5	C 1.0	C 0.0	O Yes	O No	O NR		
12	Student, Sa	lly	A11111113	UN	C C	C 3.0	C 2.5	C 2.0	C 1.5	C 1.0	C 0.0	O Yes	O No	O NR		
13	Student, Sa	m	A11111117	UN	C C	C 3.0	C 2.5	C 2.0	C 1.5	C 1.0	C 0.0	O Yes	O No	O NR		
	Save for later Submit final grades to Office of the Registrar										l grad	es to Offi	ice of the	Registri	er]

- 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	f the G	Registrar				
	California de	MSU Ho	ome Site	e Map	Contact Us	Search
Grade Repor	ting Form					alan magazar a Sabakatan 🦷 a
Spartan Instructi	or					11/5/2002
	Thank you!	Grades for CEM 151-	005 have	been fi	nalized.	
	Below	is a print-friendly red	cord of the	e grade	s.	
				Return	To Grade Rep	orting Form
			_	R	leturn To Instr	uctor Menu
CEM 151 - 005	Grades					
Student, Alex	A1111118	3.0				
Student, Emily	A11111122	3.0				
Student, Joe	A11111111	3.0				
Student, John	A1111114	3.0				
Student, Kerry	A1111120	3.0		1		
Student, Lori	A1111119	3.0				
Student, Lynn	A11111116	4.0				
Student, Mary	A11111112	2.5				
Student, Megan	A1111123	0.0 Did not complete	10/15/02	1		
Student, Robert	A1111115	3.0				
Student, Ryan	A11111121	2.5				
Student, Sally	A1111113	4.0				
Student, Sam	A1111117	2.5		1		

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!