103 Parker Hall
300 West 13th Street
Rolla, MO 65409-0930
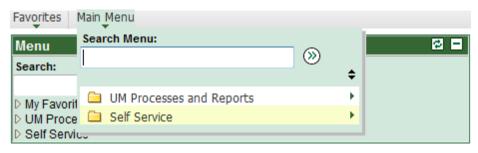Phone: (573) 341-4181
fax: (573) 341-4362
registrar@mst.edu
http://registrar.mst.edu/

Entering Grades in Joe'SS

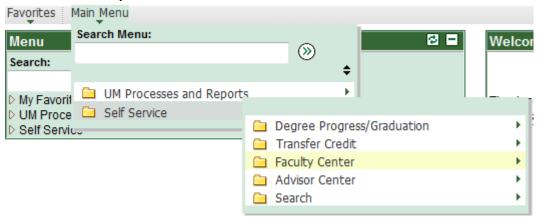Missouri University of Science and Technology
Office of the Registrar

Path: Self Service > Faculty Center > My Schedule

The following are step-by-step instructions on how an instructor enters mid-term and final grades for their courses. Note that you can either enter grades directly in Joe'SS or retrieve them from Canvas.
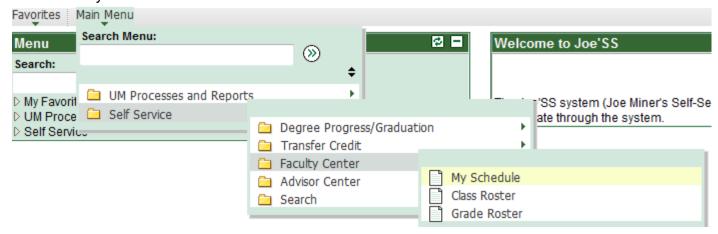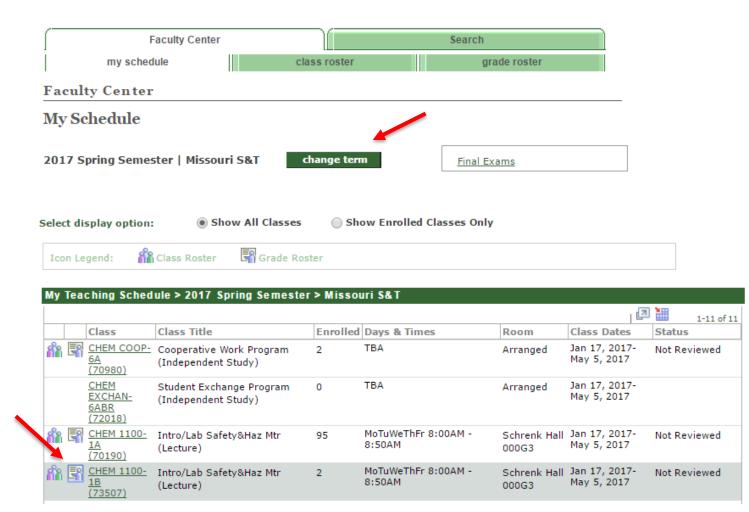
1. Click the Self Service link.

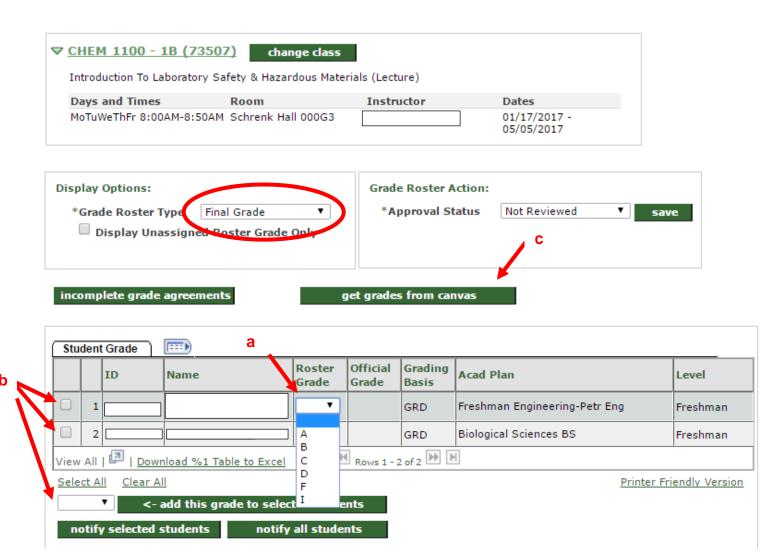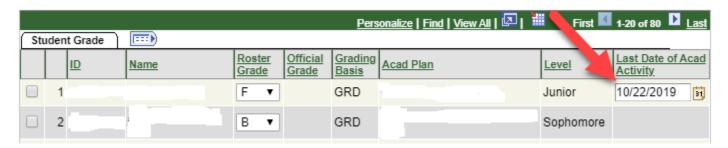2. Click the Faculty Center link.

3. Click the My Schedule link.

4. Verify the semester currently on your screen is the correct term for which you are entering grades. If not, click **Change Term** and select the correct term. Select from the list of courses the course you wish to grade by clicking on the ⬛ symbol next to the Class.

	Faculty Center			Search	
my schedule		class roster		grade roster	

Faculty Center

My Schedule

2017 Spring Semester | Missouri S&T   **change term**   Final Exams

Select display option: ◉ Show All Classes   ○ Show Enrolled Classes Only

Icon Legend: 👥 Class Roster   ⬛ Grade Roster

My Teaching Schedule > 2017 Spring Semester > Missouri S&T

1-11 of 11

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates	Status
👥 ⬛	CHEM COOP-6A (70980)	Cooperative Work Program (Independent Study)	2	TBA	Arranged	Jan 17, 2017-May 5, 2017	Not Reviewed
	CHEM EXCHAN-6ABR (72018)	Student Exchange Program (Independent Study)	0	TBA	Arranged	Jan 17, 2017-May 5, 2017	
👥 ⬛	CHEM 1100-1A (70190)	Intro/Lab Safety&Haz Mtr (Lecture)	95	MoTuWeThFr 8:00AM - 8:50AM	Schrenk Hall 000G3	Jan 17, 2017-May 5, 2017	Not Reviewed
👥 ⬛	CHEM 1100-1B (73507)	Intro/Lab Safety&Haz Mtr (Lecture)	2	MoTuWeThFr 8:00AM - 8:50AM	Schrenk Hall 000G3	Jan 17, 2017-May 5, 2017	Not Reviewed

5. Be sure the Grade Roster Type displays the correct type of roster, i.e. Mid-Term Grade or Final Grade. Enter grades by one of these three methods:

   a. Enter grades via the drop-down options next to the student's name to enter grades individually.

   b. Check the box next to multiple student numbers and select the grade from the drop-down box to `<- Add this grade to selected students` assign grades en mass.

   c. Select `Get Grades From Canvas` the button to pull grade roster from Canvas.

6. Due to Title IV reporting for federal financial aid, any students receiving a failing grade must have their Last Date of Academic Activity (LDA) recorded. Aside from meeting with you as their faculty member, there are a number of ways students can interact with the course in Canvas that count toward the Last Date of Academic Activity. These interactions will be automatically recorded in grade rosters, addressing many, though not all, cases.

7. Change Grade Roster Action to the appropriate Approval Status using the drop-down box and Save. Or just click Save to finish grade entry at a later time.