

Web Grading FAQs

When are mid-term grades due? When are final grades due?

Grade submission due dates and times are posted on the Teaching/Advising tab and the University event calendar.

How do I submit grades?

All grades are submitted through the Faculty Grade Assignment channel on the Teaching/Advising tab of *myGate*. Refer to the *Web Grading Instructions* document.

Will grades I enter in Canvas automatically 'feed' to myGate?

Grades will NOT feed from Canvas to *myGate*. New software releases may make this possible in the future.

When can I start entering grades?

Mid-term and final grade submission is turned on approximately 1 – 1 ½ weeks prior to the submission deadline. Watch for an announcement on the Teaching/Advising tab.

I am a Department Assistant, Program Coordinator, Chair, Dean, or Site Representative. May I submit grades for a course if I am not the PRIMARY instructor?

Only the primary instructor is able to submit grades.

I am the primary instructor for a course but I don't see a drop-down box next to students' names to submit grades.

Make sure you selected the appropriate TYPE of grade submission (mid-term or final) in the Faculty Grade Assignment channel and click the Status icon or the title of the class. Another possible reason is you are looking at the class roster through the Faculty Dashboard channel instead of using the Faculty Grade Assignment channel.

Why is it required that I enter a 'Last Attend Date' for each grade of E, I, X, or WE?

Federal regulations require universities receiving federal funds to accurately track course attendance/participation for all students receiving financial aid. Approximately 78% of all MSU students have some form of federal financial aid. ('Last Attend Date' is the last time a student did one of the following - attended the class or study group, took an exam or quiz, submitted an assignment, or was tutored/advised for the class - whichever occurred latest.) You do NOT have to enter information into the Attend Hours block on the grade submission form.

What if I get interrupted while submitting grades?

There is a 45-minute time limit per page to submit grades. It is highly recommended that you save your work often. To save your work, click on the Submit button.

If I click on the Submit button, will that prevent me from changing a grade?

Clicking on the Submit button saves your data entry to that point. You can still change a grade online until the submission deadline. NOTE: Mid-term grades are viewable by the student as soon as you click on the Submit button.

How can I change a grade once it has been submitted?

All grades submitted can be changed by the primary instructor through the Faculty Grade Assignment channel until the submission deadline. Mid-term grades cannot be changed after the deadline. After the submission deadline, all FINAL grade changes are done manually by the instructor in the Registration Office. Refer to the catalog for the complete Grade Change policy.

Is there a deadline for an instructor to make a grade change after grades are recorded?

If there was an error in the initial reporting of the grade, yes. Instructors may make the necessary change in the Registration Office within the first 20 days of the semester following the recording of the grade.

NOTE: Students may not submit missed work, make changes to already submitted work, nor complete additional assignments in order to change a grade of A, B, C, D or E once the grade has been recorded.

Can I give an Incomplete grade?

Yes, it is an instructor's prerogative to submit an incomplete grade for a student if the student is unable to complete a small portion of all class assignments for reasons beyond the student's control and the reasons are satisfactory to the instructor. Incomplete grades received in the fall and winter must have all work completed and the instructor must submit the new grade by March 15 of

the following spring term; spring and summer / grades are due by October 15 of the following fall term. NOTE: If a student is pending a degree, incomplete grades must be changed **within five (5) weeks** after the semester ends; otherwise graduation will be delayed until the next semester, with completing work by the applicable March or October 15th deadline.

When and where will students see the grades I have submitted?

Students can view their grades on the Student Grades channel found on the Academics tab. **Mid-term grades** are viewable as soon as the instructor clicks on the Submit button during grade submission. **Final grades** can be viewed AFTER the submission deadline and the grades have been rolled to Academic History. This allows instructors to make grade changes online prior to the submission deadline. After the submission deadline, changing a FINAL grade requires the instructor to make a formal grade change in the Registration Office.

Can advisors see mid-term grades?

At this time, there is not a location in *myGate* for an advisor to see mid-term grades. The Office of the Registrar will work with those advisors or departments that need mid-term grade information.

Can I submit grades for just part of a class or just some of my classes without submitting them all?

Final grades can be entered and saved as soon as final grades are determined for each student. The roster will not show Complete status until ALL final grades have been submitted for each roster. Final grades are required for all students by the grade submission deadline. Mid-term grades are required for all 000, 100, and 200 level courses. Entering mid-term grades for 300 and above level courses are optional but could greatly help those students to see how well they are doing.

What happens if I miss the deadline to submit grades?

Mid-terms are used by students to determine if they need to drop the course before the deadline and/or enroll in a second-half semester course. They are also used by different campus units to identify those students at risk for failure, need tutoring, or not attending. Mid-term grades cannot be submitted after the deadline.

Entering final grades is **required by the submission deadline**. Prior to the deadline, reports are generated showing which course grades are missing. An automated email is sent from the Registration Office notifying instructors of missing grades and the approaching deadline. The Registration Office notifies the Chair and the Dean of grade rosters not submitted by the deadline. NOTE: Missing grades can affect students needing a job, certification, graduation, insurance, financial aid, scholarships etc.