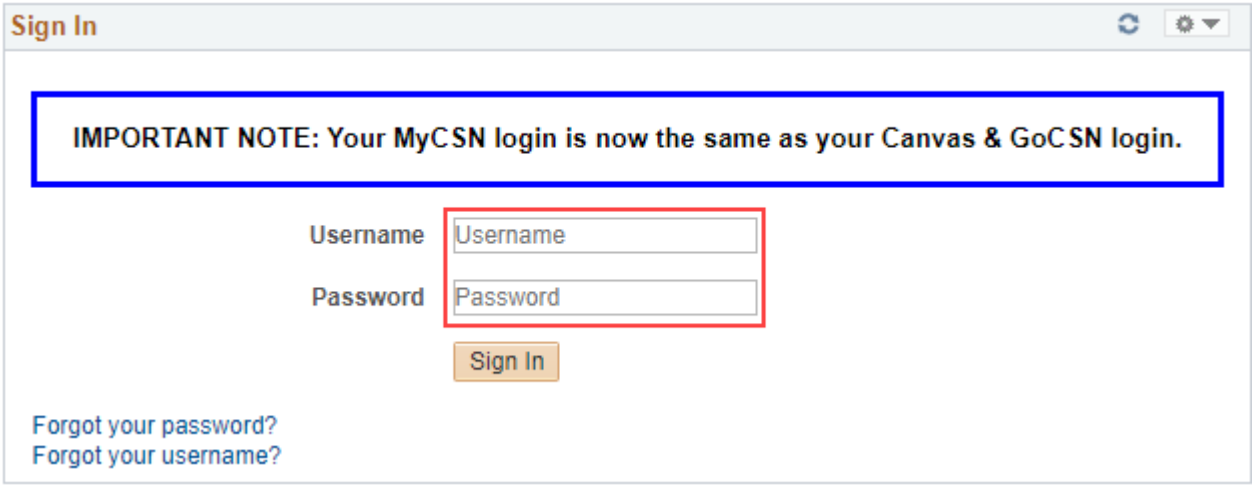
Instructions for Entering Grades Using MyCSN

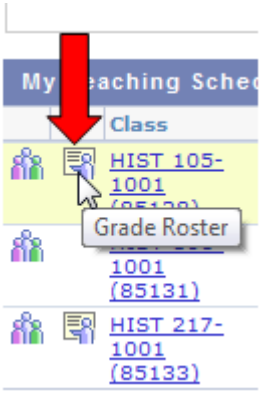
1. Log on to your GoCSN account at https://www.csn.edu/gocsnlogin and click on the MyCSN tile.

2. Log on to your MyCSN account using your NSHE ID and password.

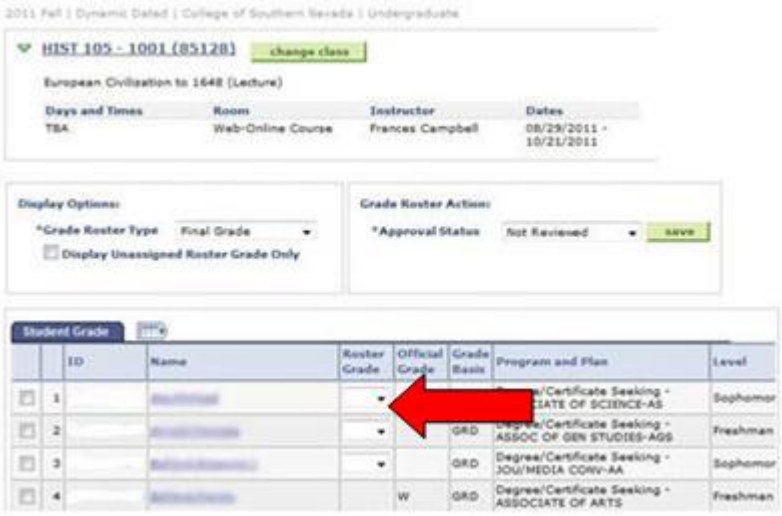


3. Click on **Enter Faculty Self Service** link (if you are taking classes, you will see two tabs. Make sure you have clicked on the **Faculty** tab.)

4. This icon indicates Grade Roster is available. Click on it:

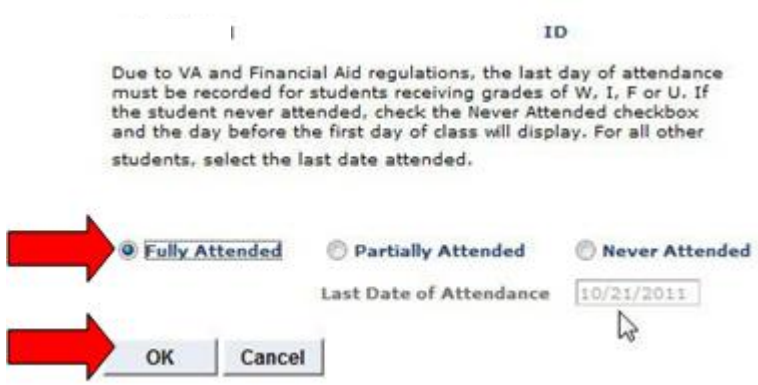


5. You will see this screen. Click the **down** arrow in the Roster Grade column and select the final grade.

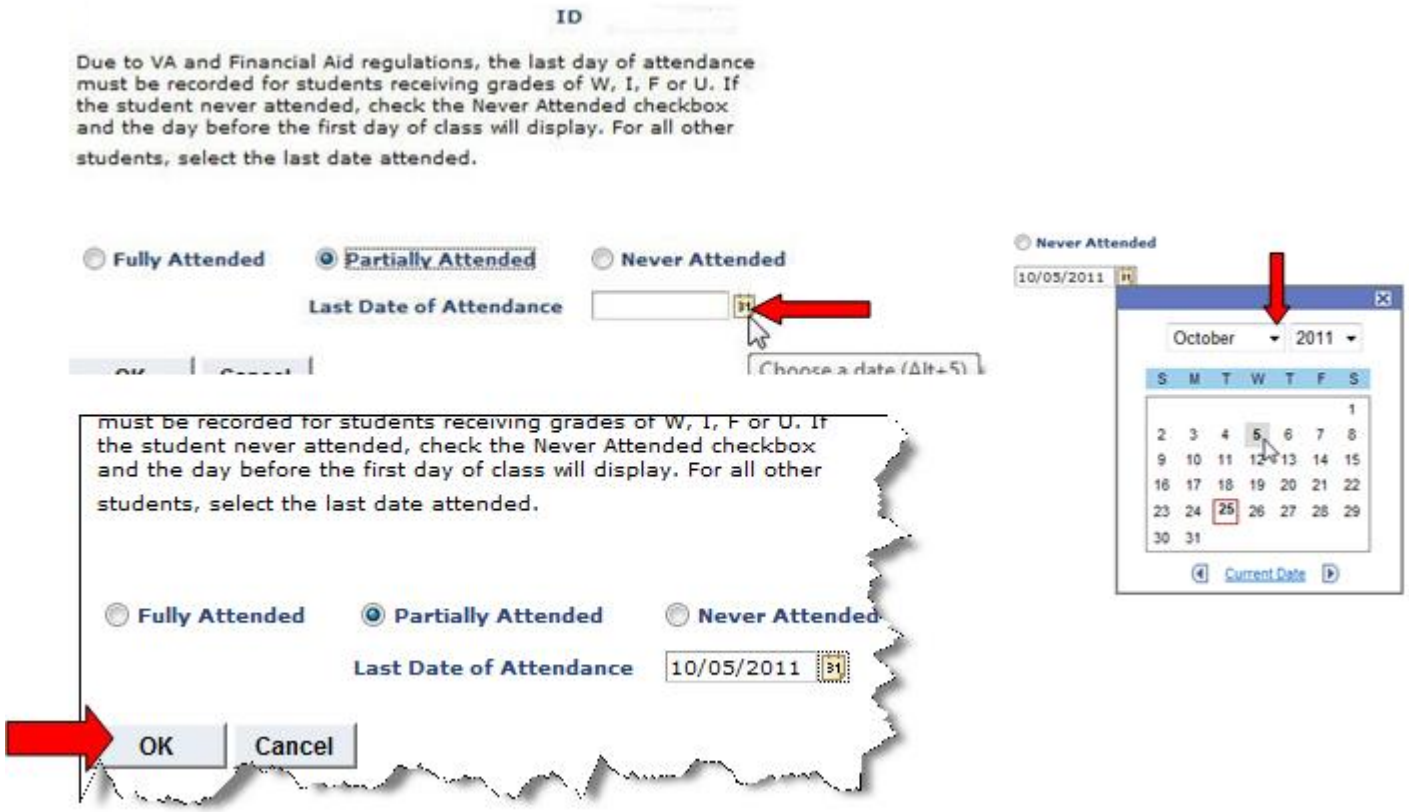


6. This icon shows in the upper right corner. It indicates the grade is being recorded. When it disappears, the roster is ready to accept the next grade.

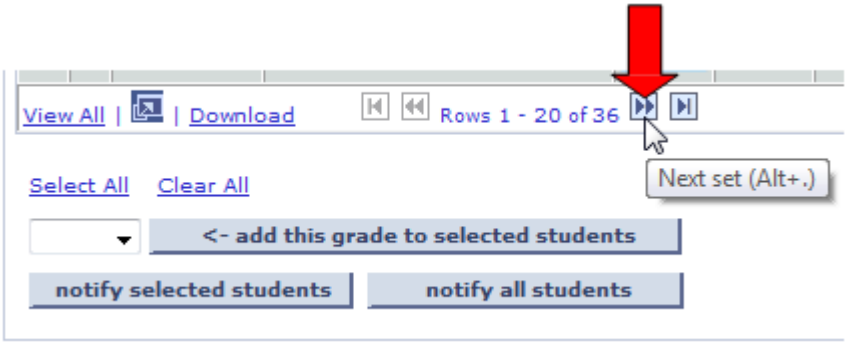
7. If the student receives an **I**, **F**, or **U** this screen pops up. The example below is for an **Incomplete**. Select **Fully Attended** and the date automatically is displayed. Click the **OK** button.



8. If you issue the student an **F** and they attended the class, select the grade in the drop down grade column and this screen will pop up. Select **Partially Attended**, a small calendar icon will automatically appear. Click on it, and select the month and day of last log-in or recorded attendance. Select **Fully Attended** if student was present for the entire class session. Click OK button.

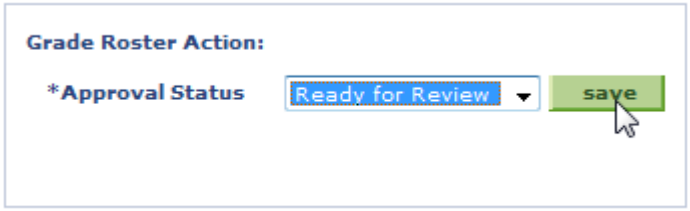


9. When you reach the last name, click on the **Next arrow** icon and the next page of names will show:

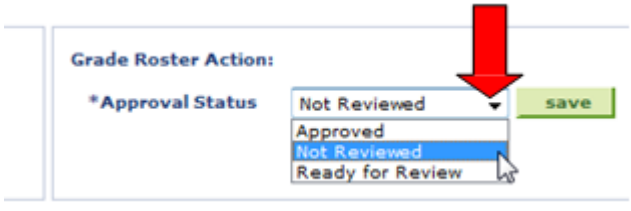


10. This message will appear at the top of the second set of names to remind you that you must save your entries before logging out.

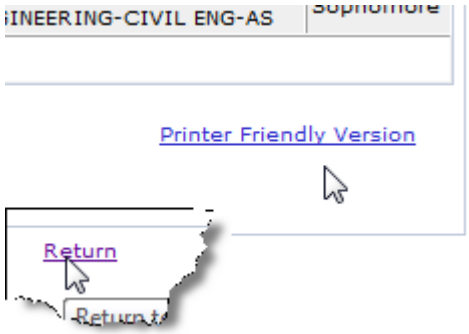
11. After all grades have been entered, scroll to the top of the page and select the drop down arrow and select **Ready for Review**, click **save**. All grades will be locked in but not submitted.

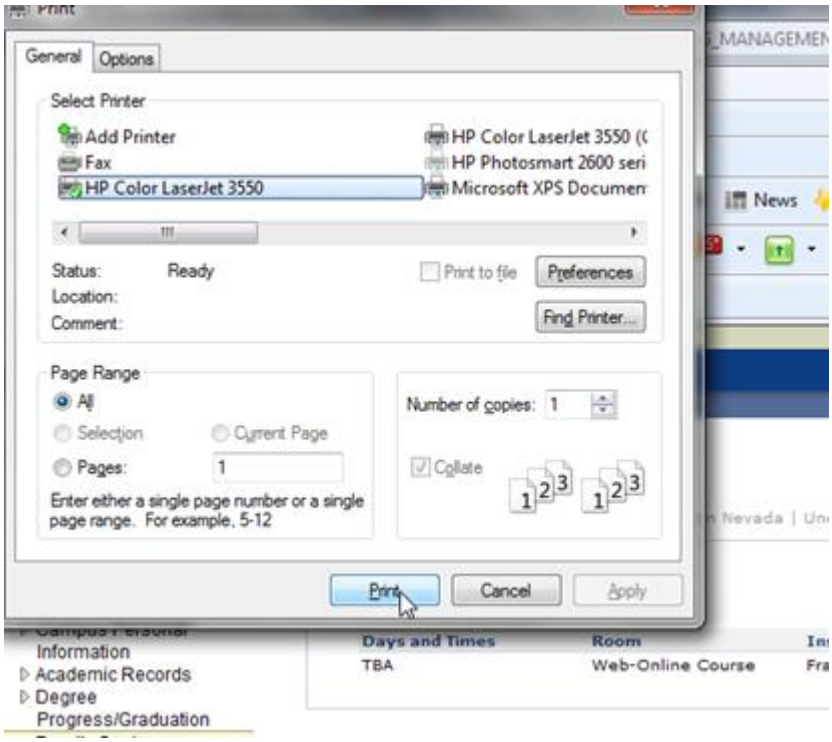


12. If you want to change a grade after you have locked them in, select **Not Reviewed** in the same drop down as in # 13 above and click **save**. All grades will be unlocked and available for editing.

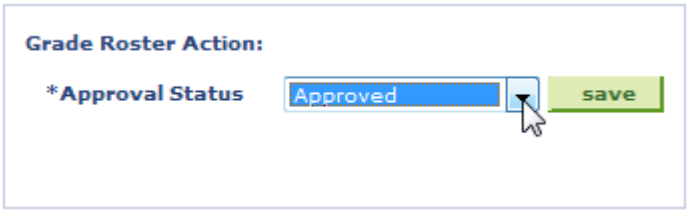


13. To print the Roster, click on **Printer Friendly Version** link located on the bottom right corner. The finished grade roster will appear. Press CTRL P to print. When finished, click **Return** located at the very bottom of the screen.

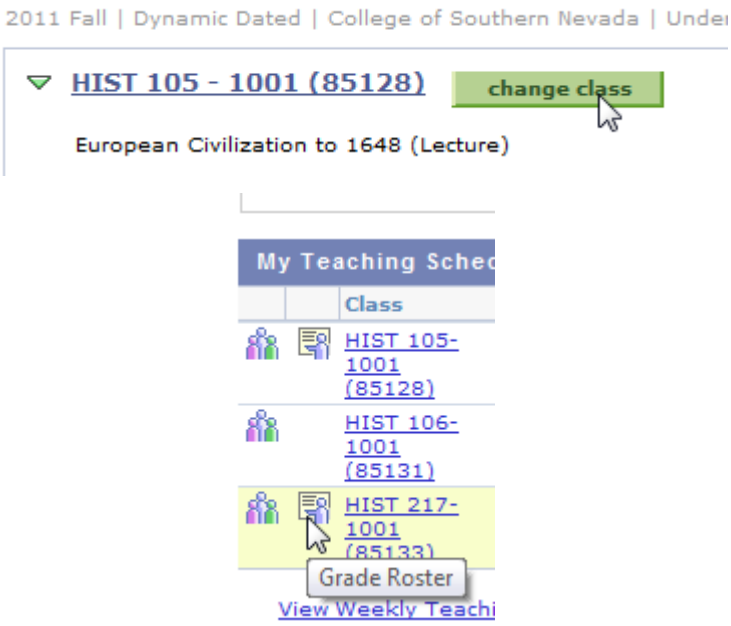




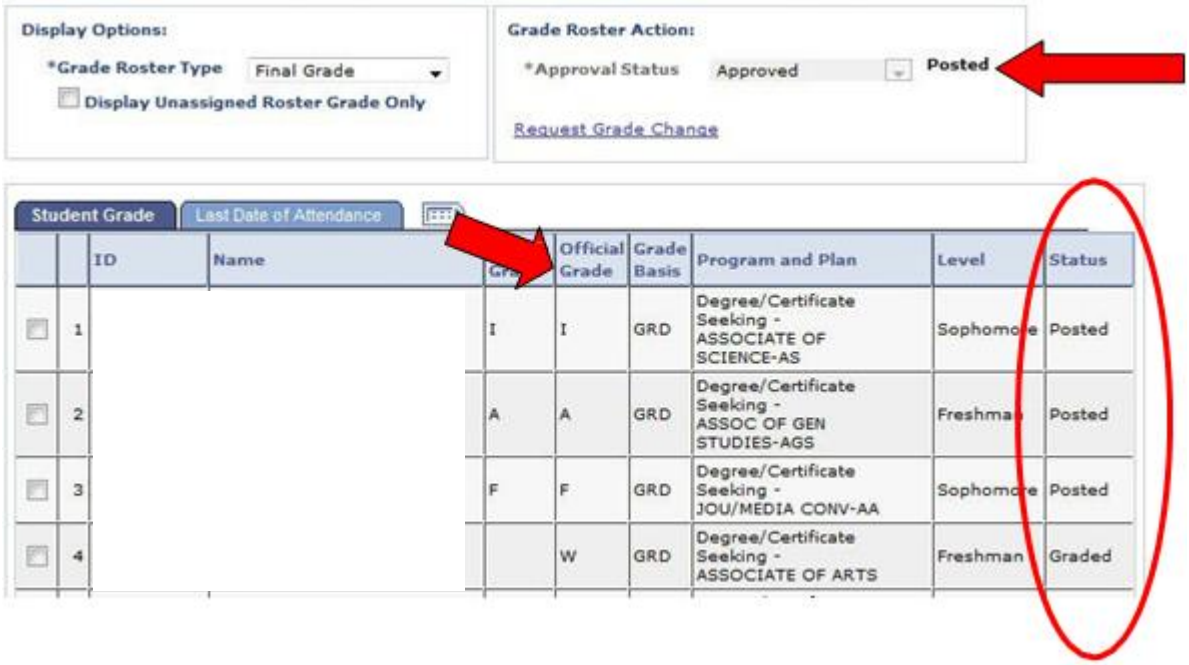
14. To submit a finished grade roster, scroll to the top and select **Approved** on the drop down and click **save**.



15. To open another class grade roster, click **change class** button. Click the grade roster for the next class to enter grades.



16. It takes about 24 hours before the "**Posted**" notification appears. You are no longer able to click on the down arrow to edit or change a grade. Grades can be changed only by submitting the paper *Grade Change Request Form*. Students will see their grades after the same 24 hour period.



17. If you want to send an e-mail about the grade, click on the student indicator box. Scroll down to the bottom of the screen and click on **notify selected student**. An e-mail content box will pop up. If the student has **not** submitted an e-mail address to the system, the indicator box next to the student name will **not** be available.

18. Type your message and click **SEND NOTIFICATION** button.

19. To log off, click **Sign out**