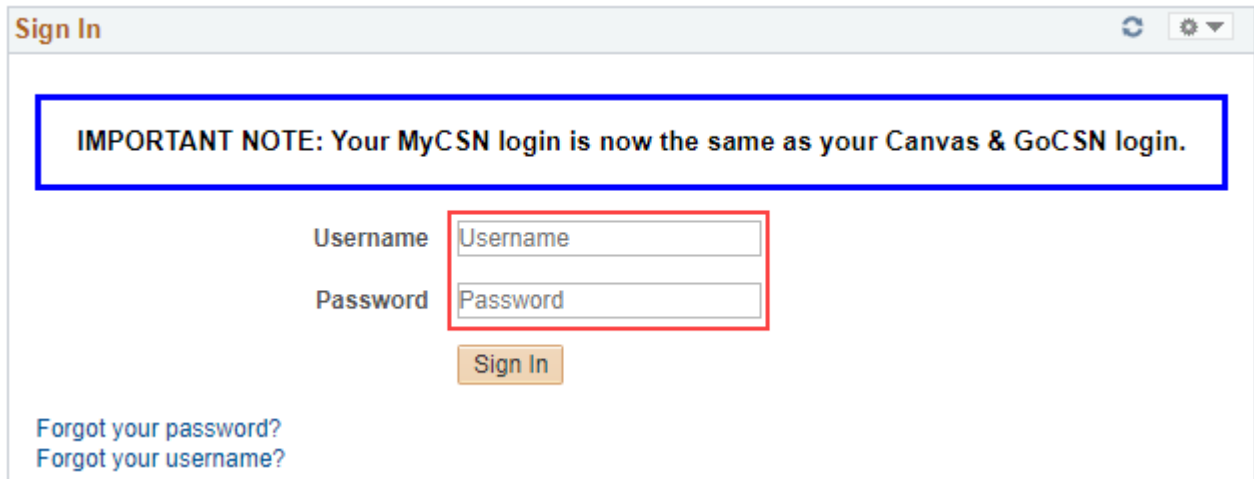


## Instructions for Entering Grades Using MyCSN

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



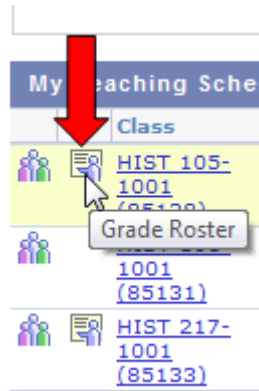
2. Log on to your MyCSN account using your NSHE ID and password.

A screenshot of a web browser window titled 'Sign In'. At the top, there is a blue-bordered box containing the text: 'IMPORTANT NOTE: Your MyCSN login is now the same as your Canvas & GoCSN login.' Below this, there are two input fields: 'Username' and 'Password'. Both fields are highlighted with a red border. Below the 'Password' field is a 'Sign In' button. At the bottom left, there are two links: 'Forgot your password?' and 'Forgot your username?'.

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.

2011 Fall | Dynamic Dated | College of Southern Nevada | Undergraduate

HIST 105 - 1001 (85128) [change class](#)

European Civilization to 1648 (Lecture)

Days and Times	Room	Instructor	Dates
TBA	Web-Online Course	Frances Campbell	08/29/2011 - 10/21/2011

Display Options: \*Grade Roster Type: Final Grade  Display Unassigned Roster Grade Only

Grade Roster Action: \*Approval Status: Not Reviewed [save](#)

ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
1	[Redacted]	▼			Degree/Certificate Seeking - STATE OF SCIENCE-AS	Sophomore
2	[Redacted]	▼		GRD	Degree/Certificate Seeking - ASSOC OF GEN STUDIES-AGS	Freshman
3	[Redacted]	▼		GRD	Degree/Certificate Seeking - JOUR/MEDIA COMM-AA	Sophomore
4	[Redacted]	W		GRD	Degree/Certificate Seeking - ASSOCIATE OF ARTS	Freshman

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.

ID

Due to VA and Financial Aid regulations, the last day of attendance must be recorded for students receiving grades of W, I, F or U. If the student never attended, check the Never Attended checkbox and the day before the first day of class will display. For all other students, select the last date attended.

Fully Attended   
  Partially Attended   
  Never Attended

Last Date of Attendance: 10/21/2011

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.

ID

Due to VA and Financial Aid regulations, the last day of attendance must be recorded for students receiving grades of W, I, F or U. If the student never attended, check the Never Attended checkbox and the day before the first day of class will display. For all other students, select the last date attended.

Fully Attended   
 Partially Attended   
 Never Attended

Last Date of Attendance:

must be recorded for students receiving grades of W, I, F or U. If the student never attended, check the Never Attended checkbox and the day before the first day of class will display. For all other students, select the last date attended.

Fully Attended   
 Partially Attended   
 Never Attended

Last Date of Attendance: 10/05/2011

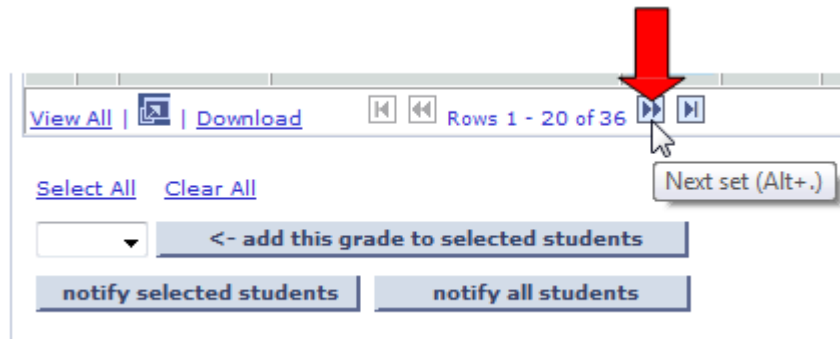
10/05/2011

October 2011

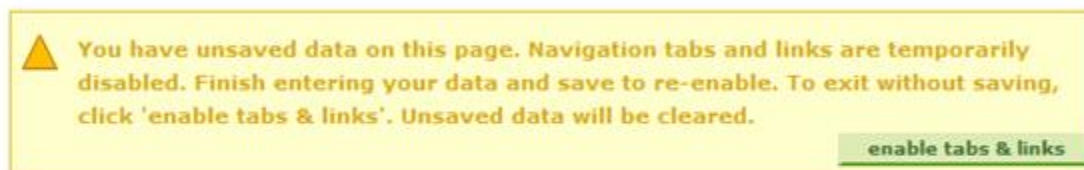
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Current Date

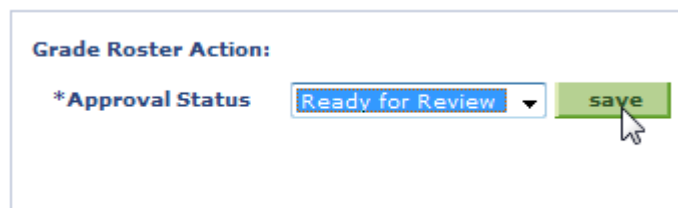
9. When you reach the last name, click on the **Next arrow** icon and the next page of names will show:



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.



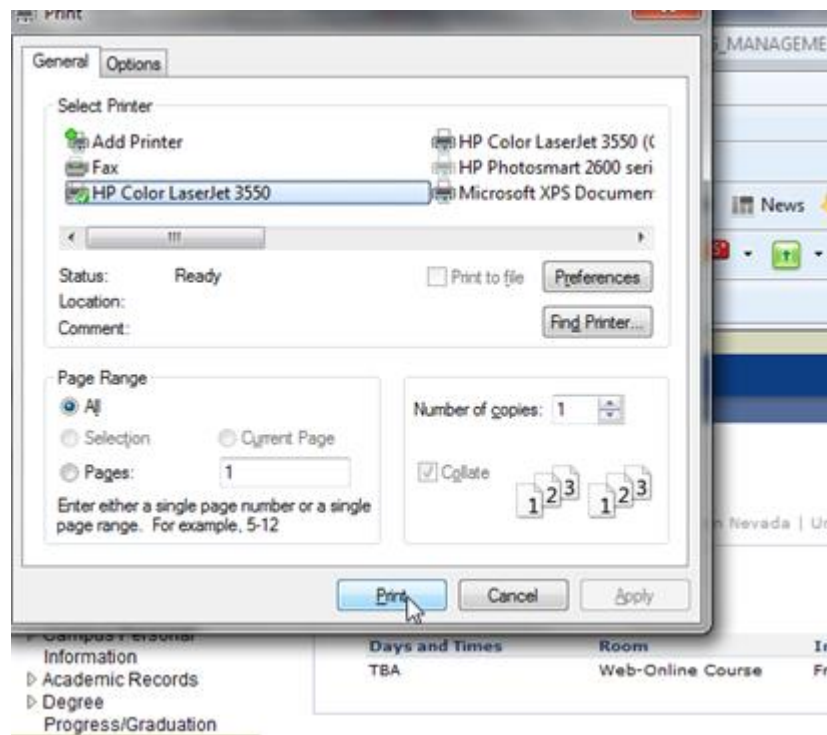
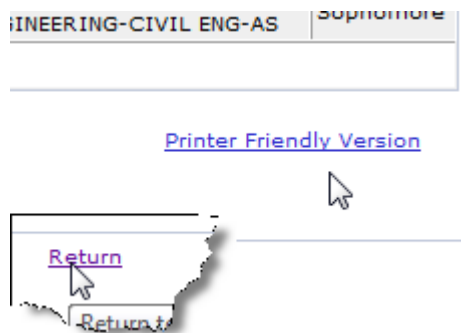
11. After all grades have been entered, scroll to the top of the page and select the drop down arrow and select **Ready for Review**, click **save**. All grades will be locked in but not submitted.



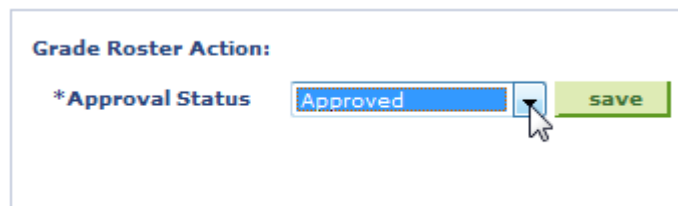
12. If you want to change a grade after you have locked them in, select **Not Reviewed** in the same drop down as in # 13 above and click **save**. All grades will be unlocked and available for editing.



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.

2011 Fall | Dynamic Dated | College of Southern Nevada | Under

▼ **HIST 105 - 1001 (85128)** **change class**

European Civilization to 1648 (Lecture)

My Teaching Schedule

Class
<a href="#">HIST 105-1001 (85128)</a>
<a href="#">HIST 106-1001 (85131)</a>
<a href="#">HIST 217-1001 (85133)</a>

[Grade Roster](#)  
[View Weekly Teaching](#)

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.

Display Options: \*Grade Roster Type: Final Grade  Display Unassigned Roster Grade Only

Grade Roster Action: \*Approval Status: Approved **Posted** [Request Grade Change](#)

ID	Name	Grade	Official Grade	Grade Basis	Program and Plan	Level	Status
1		I	I	GRD	Degree/Certificate Seeking - ASSOCIATE OF SCIENCE-AS	Sophomore	Posted
2		A	A	GRD	Degree/Certificate Seeking - ASSOC OF GEN STUDIES-AGS	Freshman	Posted
3		F	F	GRD	Degree/Certificate Seeking - JOU/MEDIA CONV-AA	Sophomore	Posted
4			W	GRD	Degree/Certificate Seeking - ASSOCIATE OF ARTS	Freshman	Graded

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**

