



Grade Entry Instructions

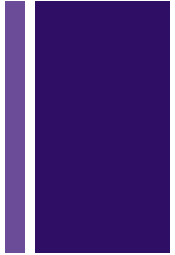
Records Office

+ **Important Notice**

In compliance with federal requirements, attendance verification and grades must be submitted in a timely manner. If attendance and grades are not submitted on time, severe implications for students and the University could result.



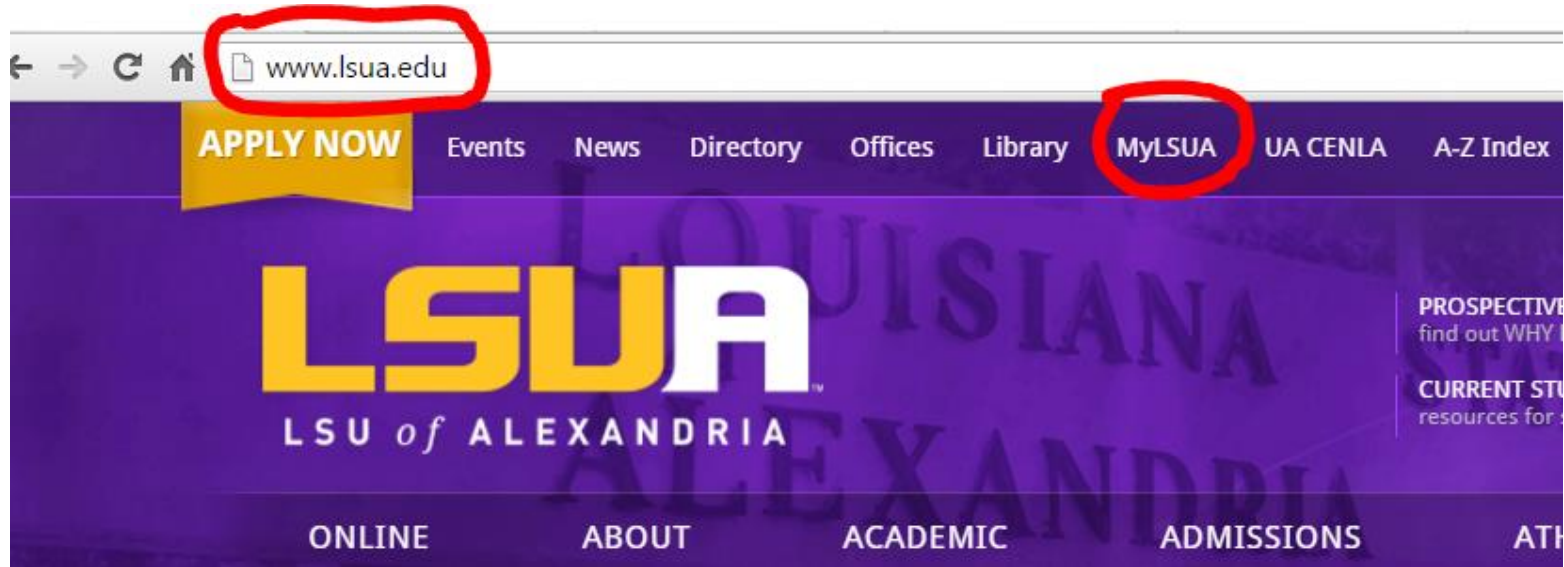
Grade Entry Short Instructions



1. Click on MyLSUA from the university's homepage: www.lsua.edu
2. Log in with LSUA username and password
3. Click on Self Service
4. Click Continue to Self Service Button at the bottom of Splash Page
5. Select Classes tab and then the Grading menu
6. Click Overall Grades. Then, click the appropriate semester and course you wish to grade
7. Use drop down menu to enter grades in the Mid-Term or Final Grade (My Grade) column.
Note: If a student receives a final grade of F (failing), click the Attendance link on the left column and then click Overall Attendance. In the Overall Attendance drop down menu, select Never Attended, Took Final, or Stopped Attending. Last Date of Attendance is only required if the student stopped attending and received an F in the course.
8. To save grades and complete submission later, click Save at the bottom of the page. **To submit grades to the Records Office, click Submit Mid-Term or Submit Final.**

Continue for screenshots...

- + 1. Click on MyLSUA from the university's homepage: www.lsua.edu



+ 2. Log in with LSUA username and password

MY | LSUA

LOG IN GET USERNAME


LOG INTO MYLSUA

Username

Password

Quick Login [\(What's This?\)](#)

Forgot Your Password?
[Reset It!](#)



+ 3. Click on Self Service

The screenshot displays the my.LSUA web portal for Louisiana State University of Alexandria. The interface includes a top navigation bar with the university name and a user profile section containing 'admin', 'Staff', and a home icon. The main content area is divided into several sections:

- my Info:** Includes links for Update User Info, Change Settings, Change Password, and Emergency Text Messaging.
- my Mail:** Includes links for View Mailbox, View Calendar, View Contacts, and Create Alias.
- my Accounts:** Includes links for Moodle, Self Service (highlighted with a red arrow), Register for Classes, Payment Plan Options, Purchase Course TextBooks, and Net Partner.
- LSUA Poll:** Lists 'SGA Student Satisfaction November 2015' and 'Magnolia Cafe Survey', with a note that no polls are available at this time.
- my Impersonate:** Features a 'User to Impersonate:' input field and an 'Impersonate' button.
- my Balance:** Includes a 'View My Current Balance' link.
- my OaKard!:** Includes a 'Prints' link.
- my Announcements:** States that no announcements are available at this time.
- Today:** Shows the date 'Wednesday, Nov 18' and 'On this day...'. It also displays 'LSUA: 57.9 F / 14.4 C' with a weather icon.
- Campus News:** A section for news updates.

+ 4. Click Continue to Self Service Button at the bottom of Splash Page

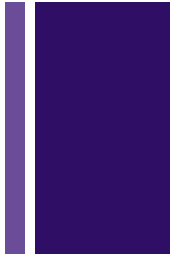
Further information about FERPA may be found online at www.ed.gov.

IMPORTANT: By clicking the "Continue to Self-Service" button below, students acknowledge that they have received this notification. Updates to this policy will be outlined in the Student Handbook and LSUA Policy Statements found at www.lsua.edu.

Continue to SelfService Below:

Continue to Self-Service -->

- + 5. Select Classes tab and then the Grading menu



+ 6. Click Overall Grades. Then, click the appropriate semester and course you wish to grade

LSU-Alexandria
SELF-SERVICE PORTAL

Home Register Advising **Classes** Finances Grades Search My Profile

Schedule Permission Requests Enrollment Setup **Grading** Manage Assistants

Activity Grades
Overall Grades
Violations
Attendance
Options
Recent Courses

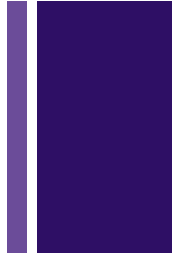
1. 2015/Fall/Full Session
KINS 2600/Lecture and
Lab/071L
2. 2015/Fall/A Session KINS
2501/Lecture/A71I

Grading - Overall Grades

▼ Select Course
Or... browse the courses below:

Year	Fall	FALL 3
2016	A Session ▶ KINS 2501/Lecture/A71I	Full Session ▶ KINS 3660/Lecture/371I
2015	3rd Session ▶ KINS 3660/Lecture/371I Full Session ▶ KINS 1135/Laboratory/001X ▶ KINS 2600/Lecture and Lab/071L ▶ KINS 3502/Lecture and Lab/071J	

+ 7. Use drop down menu to enter grades in the Mid-Term or Final Grade (My Grade) column.

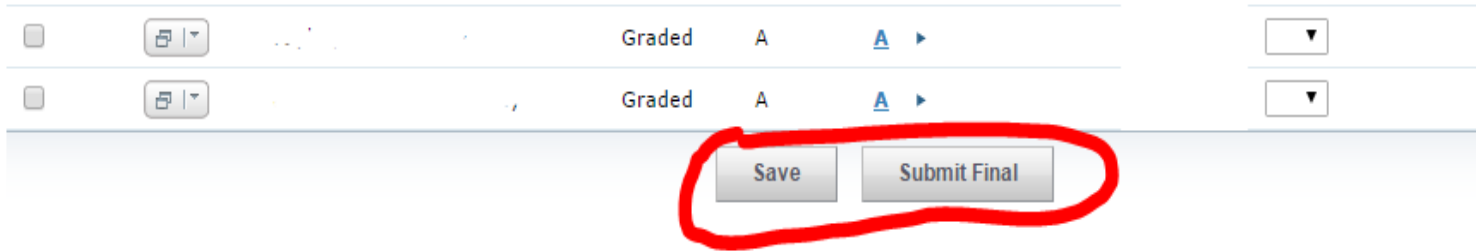


Grading - Overall Grades

The screenshot shows a web interface for grading. On the left is a sidebar with navigation options: Activity Grades, Overall Grades, Violations, Attendance, Options, Course Statistics, E-mail Selected, Download Grades, Download Activity Grades, and Recent Courses. The main area is titled 'Grading - Overall Grades' and contains a table with columns for Name, Credit Type, MIDTERM (My Grade, Actual Grade), and FINAL (My Grade, Actual Grade). A red arrow points to the 'My Grade' dropdown menu in the first row of the table.

	Name	Credit Type	MIDTERM		FINAL	
			My Grade	Actual Grade	My Grade	Actual Grade
<input type="checkbox"/>	<input type="text" value=""/>	Graded	A	<input type="text" value="A"/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="checkbox"/>	<input type="text" value=""/>	Graded	A	<input type="text" value="A"/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="checkbox"/>	<input type="text" value=""/>	Graded	A	<input type="text" value="A"/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="checkbox"/>	<input type="text" value=""/>	Graded	A	<input type="text" value="A"/>	<input type="text" value=""/>	<input type="text" value=""/>

- + 8. To save grades and complete submission later, click Save at the bottom of the page. To submit final grades to the Records Office, click Submit Mid-term or Final



Questions?

Once grades are submitted, the grades will appear in the Actual Grade column. Grades may be edited up until the grade deadline.

For questions, please email registrar@lsua.edu or call 318-473-6412