SVSU SAGINAW VALLEY STATE UNIVERSITY

Instructions for Grading Online Using *mySVSU*. Please Read Thoroughly

1. Log into mySVSU (Cardinal Direct) and locate the Self Service section (left-hand side of screen drop-down menu). Click on the drop-down menu: **Faculty**, **then Faculty Information**, and then **Grading/Attendance**.

2. Screen 1 → Select a Term (If no term is present, grading is not permitted). Only the current term will be available for grading. Select the term and click *Submit*.

3. Screen 2 → Select a Course (Courses you are teaching will be listed). Select a course for grading and click *Submit*. If you are teaching a section that does not appear, you are not listed as the instructor of record. Contact the Office of the Registrar during regular business hours or send an email (registrar@svsu.edu).

4. Screen 3 → Final Grading

> **IMPORTANT: Use the TAB key or mouse to access the Grade Field for a student. Do not click ENTER until you are ready to submit grades.**

a) Enter a valid grade. If the final grade is "F", you must enter a *Last Date of Attendance* (mm/dd/yy) or check the *Never Attended box* (federal requirement). If the finale grade is "I" (Incomplete), you must also submit an Incomplete Contract, which can be downloaded from the Office of the Registrar's website under Services/Forms. The INC contract requirements are due to the instructor from the student on **September 22, 2017** and instructors are to report these final grades to the Office of the Registrar by **September 25, 2017.** Incomplete deadlines are university policy and are not subject to change.

b) If you teach a course that is graded "P/N", you must enter a valid grade that will be converted by the system to a "P" or "N" when final grades are verified. If the student earned a "P", please enter an "A". If the student earned a "N", enter an "F". If you enter an "F", you must enter a *Last Date of Attendance* (mm/dd/yy) or check the *Never Attended Box*. The final grade you enter will be retained in the system but will not be seen by the student.

c) Click *Submit* when you want to transmit final grades to the Office of the Registrar. You may submit some grades without completing the entire list and return to finish final grading before the deadline. You may return to grading after you have submitted finale grades and make changes as long as finale grades have not been verified by the Office of the Registrar (this will happen periodically during the grading period).

d) Once grades have been verified, you cannot make changes online; however, you can request grade changes prior to the noon deadline on **Wednesday, August 16, 2017** by emailing Karen Avila at kavila@svsu.edu. Once the grade deadline passes, you must submit a Grade Change form to change a verified grade. All grading must be completed by the grading period deadline; access to Grading Online will be withdrawn at that time.

e) As indicated on the Grading Screen, if you require more than 20 minutes to enter grades for a class, please click submit to save your entries before the 20 minutes are up. If you do not, you will need to access the Grading Screen again and re-enter the grades. You may submit partial grades for the class and return later to enter the rest before the deadline.

*You should print a copy of your submitted grades from your browser for your records.

Summer 2017
Grading Deadline:

12:00 PM on Wednesday, August 16, 2017

Please note the following:

The grading system will be activated at **8:30 AM on Monday, August 7, 2017** and will close at noon on **Wednesday, August 16, 2017.**

Grades entered in Canvas do not transfer to *mySVSU*/Cardinal Direct.

Grading in *mySVSU* is unavailable on Sundays from 12:00 AM to 1:00 PM for system maintenance.

During the grading period, grading will be unavailable each weekday from 8:00 AM to 8:30 AM for *grade verification*.

For questions or comments contact:

Office of the Registrar
(989) 964-4085 or 4089
registrar@svsu.edu

Hours:

Monday, Tuesday, Thursday, and Friday:
8:00 AM – 4:30 PM
Wednesday:
8:00 AM – 6:00 PM*****
*Reduced hours when classes are not in session

Remember Final Grades are due at Noon on Wednesday, August 16, 2017. Thank you!