

Web Grading FAQs

When are midterm grades due? When are final grades due?

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

Since we have a new computer system, 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 Blackboard automatically 'feed' to myGate?

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

When can I start entering grades?

Midterm 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 (midterm or final) in the 'Faculty Grade Assignment' channel and click on the 'GO' button. 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. Submitting grades without a 'Last Attend Date' for any student with federal aid receiving all failing or incomplete grades for that semester will require the Student Loan Accounting Office to contact the instructor to determine the student's last attendance/participation for that course. ('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. Remember – Midterm 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. Midterm 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 catalogs for grade change deadlines and policy.

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. **Midterm 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 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 midterm grades?

At this time, there isn't anywhere in myGate for an advisor to see midterm grades. The Registrar's Office will work with those advisors or departments that need midterm grade information.

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

Final grades are required for all students. Midterm grades are required for all 000, 100, and 200 level courses. Entering midterm 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?

Midterms 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. Midterm 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. The Registration Office contacts the instructor regarding the approaching deadline. Prior to locking in grades, the Registration Office will again contact the instructor, with follow-up to the chair and dean. *This is an ABSOLUTE deadline. Missing grades count as failing grades and can affect students needing a job, certification, graduation, insurance, financial aid, scholarships etc.*