

Faculty Portal - Entering Grades in Anthology

Glossary of Terms:

Grade Corrections: If an error was made posting grades the instructor must email records@csi.edu from their CSI email address to request changes. Please provide the course name, number, and section, the student name, ID number, and correct grade in the message.

Last Date of Attendance (LDA): For on campus class, the last day the student physically attended classes. For online classes, the last day the student participated in online course work, which is often different than the last day they logged in.

Posted Grades: Grades that have been entered by the instructor and saved.

18 pages/ 25 Steps

Created by

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Creation Date

Mar 18, 2024

Last Updated

May 14, 2024

STEP 1

Types of Grades Available

Before starting the grading process, please familiarize yourself with the types of grades you may enter in Anthology. The remedial grades will only be used by very select classes such as MATH 023 and MATH 043 but will show up for all courses. Please refrain from using the remedial grades if they do not apply to your course.

Non – Pass/Fail Grades for Use	
A	Standard Grade
B	Standard Grade
C	Standard Grade
D	Standard Grade
F	Standard Grade
RA	Remedial A
RB	Remedial B
RC	Remedial C
RD	Remedial D
RF	Remedial F

Pass/Fail Grades for Use	
NG	Non-Graded - Zero credit labs
NP	No Pass
P	Pass
RNP	Remedial No Pass
RP	Remedial Pass

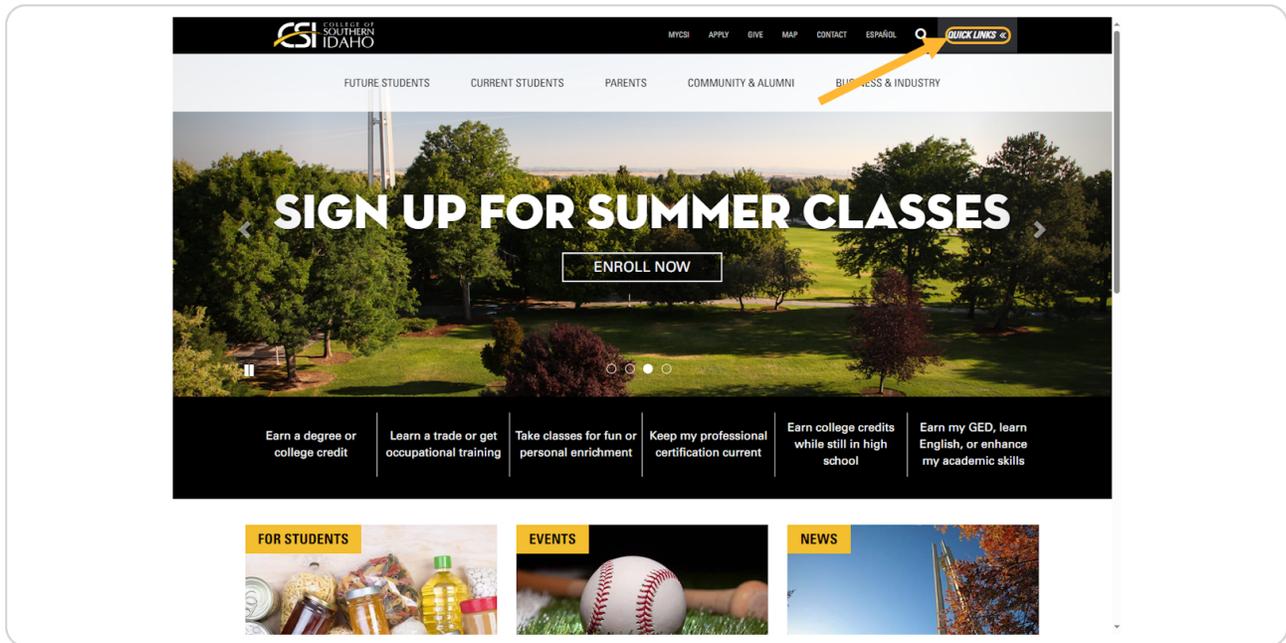
Restricted Use Grades		
Grading Type	Grade	Use
Non-Pass/Fail	I	Reserved for Registrar – Still done by Contract
Non-Pass/Fail	RI	Reserved for Registrar – Still done by Contract – Remedial Incomplete
Non-Pass/Fail	W	Reserved for Registrar
Non-Pass/Fail	RW	Reserved for Registrar – Remedial W
Non-Pass/Fail	LW	Reserved for Registrar – W after Last Day to Withdraw
Non-Pass/Fail	T Grades	Reserved for Registrar – All grades that begin with “T” are for Transfer Coursework
Non-Pass/Fail	NC	Discontinued
Non-Pass/Fail	RNC	Discontinued
Pass/Fail	LPFW	Reserved for Registrar – W after Last Day to Withdraw



Students will lose access to Canvas shortly after grades are posted. Please download any grades you need prior to saving final grades.

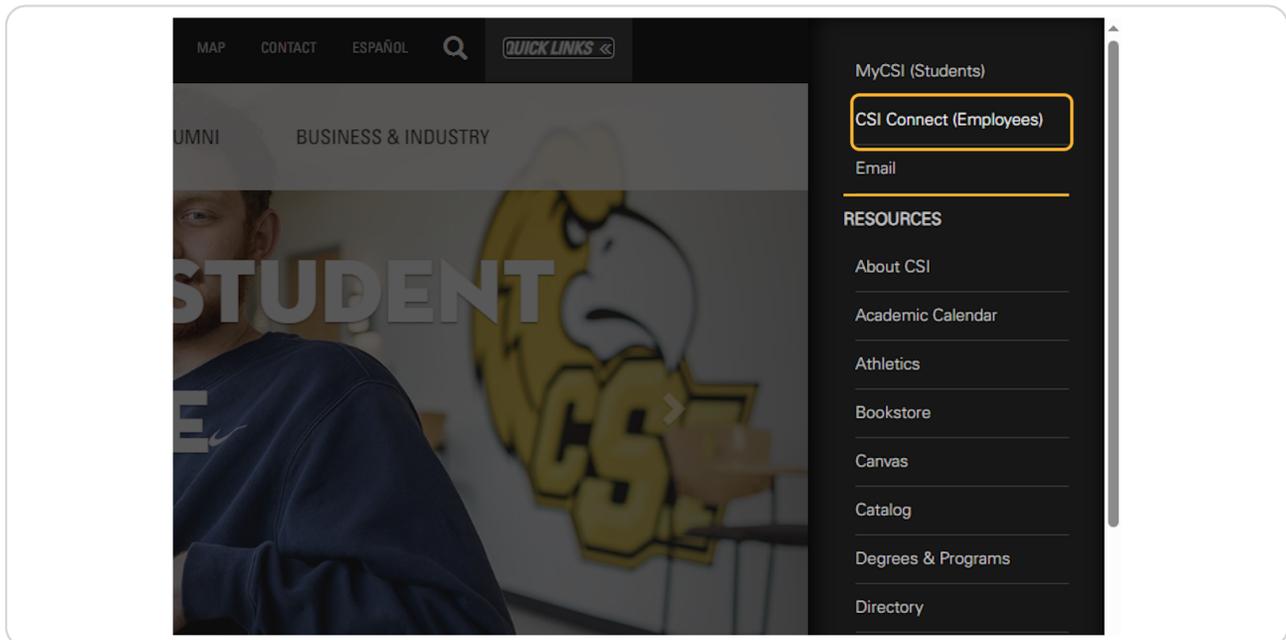
STEP 2

Navigate to www.csi.edu and click on the Quick Links button in the upper right hand corner.



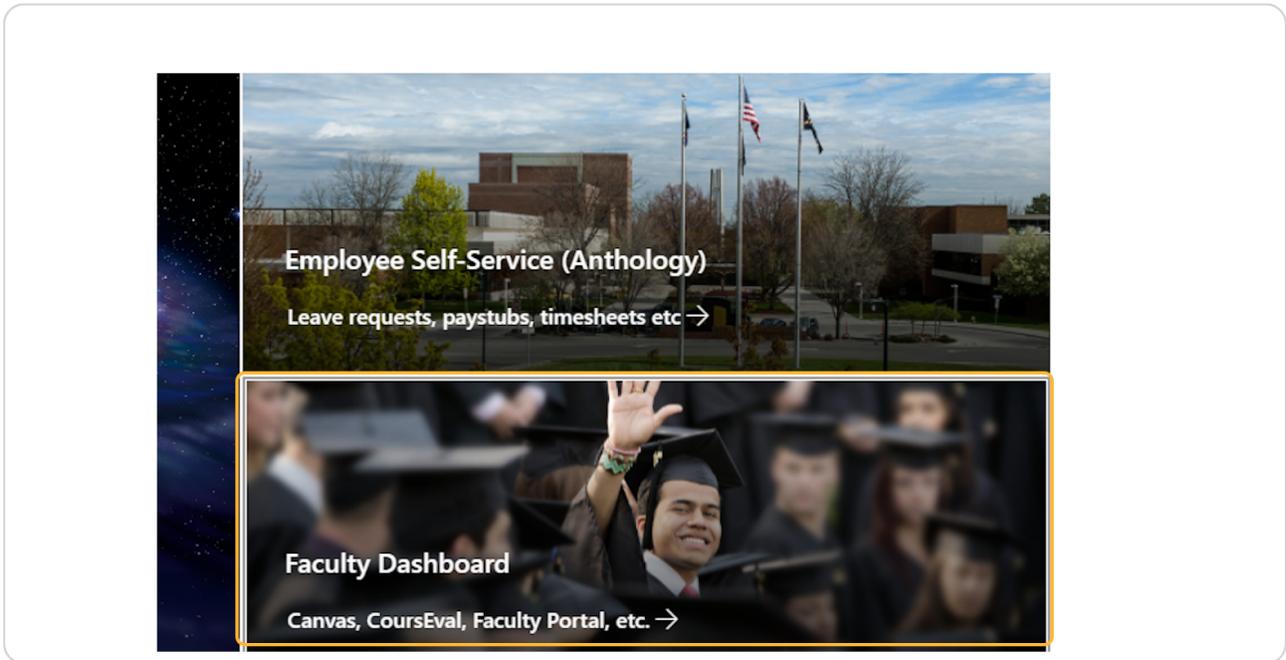
STEP 3

Click on CSI Connect (Employees)



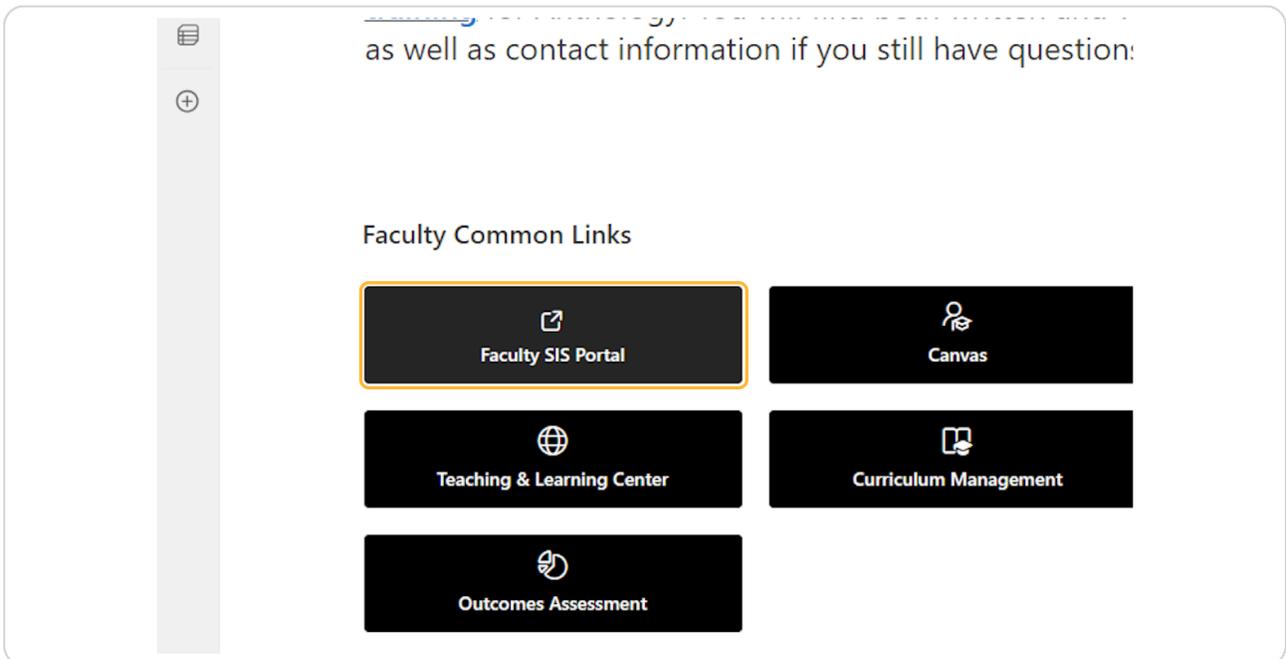
STEP 4

Click on Faculty Dashboard.



STEP 5

Click on Faculty SIS Portal.



STEP 6

Once you enter Anthology click on My Classes

The screenshot shows the user interface of the Anthology system. On the left is a navigation menu with items: Campus Info, My Profile, Contact Manager, My Students, and My Classes. The 'My Classes' item is highlighted with a blue bar and an orange arrow. The main content area is titled 'RECENT STUDENTS' and contains several widgets: 'Next Class' (3/18/2024 10:00:00 AM, GNE101.1 C40A), 'MY CALENDAR', 'News Description 1...' (with a 'more' link), 'NEWS CENTER', 'Term: 202320C1', 'Course: [GNE101.1](#)', 'Section: TLC11', 'Post/Assign/Exam: 0' (with a calendar icon), 'Attendance due: 9' (with a group icon), 'Print Roster: [icon]', and 'TASK' (with the text 'There are no tasks to display.'). The footer includes 'Version: 24.03.14' and 'Home | Logout | Help | Site Index |'.

STEP 7

Click on Gradebook

This screenshot is a close-up of the 'My Classes' dropdown menu. The menu items are: My Profile, Contact Manager, My Students, My Classes (highlighted with a dark grey background), Class Schedule, and Gradebook (highlighted with a blue border and an orange arrow). To the right of the menu, the 'Next Class' information is visible: 'Next Class 3/18/2024 10:00:00 AM GNE101.1 C40A'. Below the menu, the 'MY CALENDAR' widget is partially visible, showing course details: 'Term: 202320C1', 'Course: [GNE101.1](#)', 'Section: TLC11', 'Post/Assign/Exam: 0' (with a calendar icon), 'Attendance due: 9' (with a group icon), and 'Print Roster: [icon]'.

STEP 8

Select the appropriate term for your course. Your options will be 16, 12, 8 or 4 week.

Course List for Term Fall 2023 16-Wk

Primary Course List

View all courses to which you are assigned as the Primary Instructor

1 to 5 of 5 entries

	Course Title	Section	Course Start/End Date	Day/Time
9.2	QuickBooks Accounting	TLC20W 	1/16/2024 to 5/9/2024	
L.1	Introductory Microbiology Lab	TLC02	1/16/2024 to 5/9/2024	W 11:00AM-1:50P..
1.1	Courage to Learn	C40A	1/16/2024 to 5/9/2024	MW 10:00AM-10:50..
1.1	Hand Lettering & Calligraphy	TLC11 	1/16/2024 to 5/9/2024	F

 Information for Posting Grades in a Letter Grade Courses

STEP 9

Select the course you would like to post grades for. The names of the courses are hyperlinked.

Note: by default, the checkbox "Only show active students" is checked. Please do not uncheck this box.

Below are all courses to which you are assigned as the Primary

Showing 1 to 5 of 5 entries

Course	Course Title	Section	Cou
ACCB229.2	QuickBooks Accounting	TLC20W	1/1
BIOL221L.1	Introductory Microbiology Lab	TLC02	1/1
GNED101.1	Courage to Learn	C40A	1/1
GNED101.1	Hand Lettering & Calligraphy	TLC11	1/1

STEP 10

Click on Final Grades

CSI COLLEGE OF SOUTHERN IDAHO

Start Date: 1/16/2024
End Date: 5/9/2024
Assignments & Exams: 0 ungraded

Last Posted Attendance: Not Available
Attendance Due: 0 days

Attendance | **Final Grades**

Class Attendance

Time* Length*

◀ Previous Month Next Month ▶

Click on a day within the calendar to view complete attendance details

March 2024							April 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
25	26	27	28	29	1	2	31	1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30	1	2	3	4
31	1	2	3	4	5	6	5	6	7	8	9	10	11

STEP 11

Enter the appropriate grade for the student using the dropdown box. Please refer to Step 1 if you have questions about which grades you should be using. If the grade is an F, please refer to the next step.

Final Grades

Only show active students

The following provides information for grades processing for 202320C1 - Spring 2024 16-Wk.
Enter grades for enrolled students by published grades processing deadlines.

Term	Term Start Date	Final Grade Posting Begins	Final Grade Posting
202320C1 - Spring 2024 16-Wk	01/16/2024	01/16/2024	05/09/2024

Student	Total % Absent	Letter Grade	LDA	Expiration Date	Comments
STUDENT SG. TEST	%	A	<input type="text"/>	<input type="text"/>	

STEP 12

If the student grade is an F, you must also enter the Last Day of Attendance. Please see glossary of terms for additional information.

Please note: If you do not provide the Last Date of Attendance someone from the registrar's office will contact you for this information.

	Term Start Date	Final Grade Posting Begins	Fi
4 16-Wk	01/16/2024	01/16/2024	0

Total % Absent	Letter Grade	LDA	Expiration Date
%	F	<input type="text"/>	<input type="text"/>

STEP 13

Select the appropriate last date of attendance on the calendar.

sing for 202320	«	March 2024	»						
processing de	Su	Mo	Tu	We	Th	Fr	Sa		
	25	26	27	28	29	1	2		
Term Start	3	4	5	6	7	8	9	begins	Final Grade Posti
01/16/202	10	11	12	13	14	15	16		05/09/2024
	17	18	19	20	21	22	23		
	24	25	26	27	28	29	30		
de	31	1	2	3	4	5	6	on Date	Comments

STEP 14

Click on **SAVE FINAL GRADES**

Please note the following:

It's a good idea to capture a digital copy of your grades prior to submission. Simply click Control + P to print a hard copy or a PDF copy.

Once you save final grades you will be unable to edit them. You will need to send a message to records@csi.edu to make changes. Please provide these details in your email:

- Course Name
- Course Number
- Course Section
- Student Name
- Student ID
- Correct Grade
- Any other questions you may have.

Also, your students will lose access to Canvas shortly after you post grades.

Mo	Tu	We	Th	Fr	Sa
26	27	28	29	1	2
4	5	6	7	8	9
11	12	13	14	15	16
18	19	20	21	22	23
25	26	27	28	29	30
1	2	3	4	5	6

Start Date	Comments

SAVE FINAL GRADES

Home | Logout | Help | Site Index | Privacy Policy | Feedback Form



Please note: If you are posting grades in an ONLINE COURSE and one of your students has a failing grade, you will see an additional blue pop-up box appear on your screen. See the next step for information on what to enter.

STEP 15

When the box below appears, please enter 60 minutes in the box.

Attendance Final Grades

Final Grades

i The class section is configured as Various Days/Times without Student Specific Meeting minutes. How many minutes of attendance do you want to post for the LDA entered for [] ?

Minutes *
60

Please confirm the LDA Dates entered and continue Saving Final Grades below.

CONFIRM LDA DATES

STEP 16

Then click on **CONFIRM LDA DATES**

i The class section is configured as y Meeting minutes. How many minutes of entered for Flota Crystal Lee, Lindquist

Minutes *
60

Please confirm the LDA Dates entered

CONFIRM LDA DATES

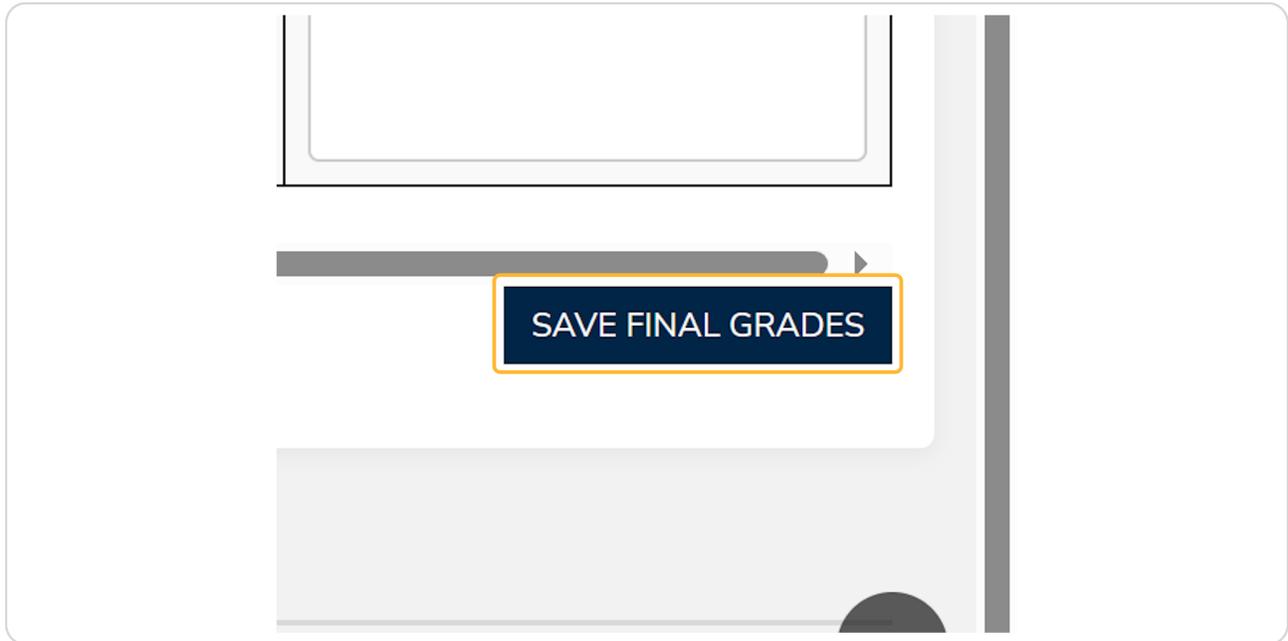
Only show active students

The following provides information for grades processing
Enter grades for enrolled students by published grades pro

Term	Term Start

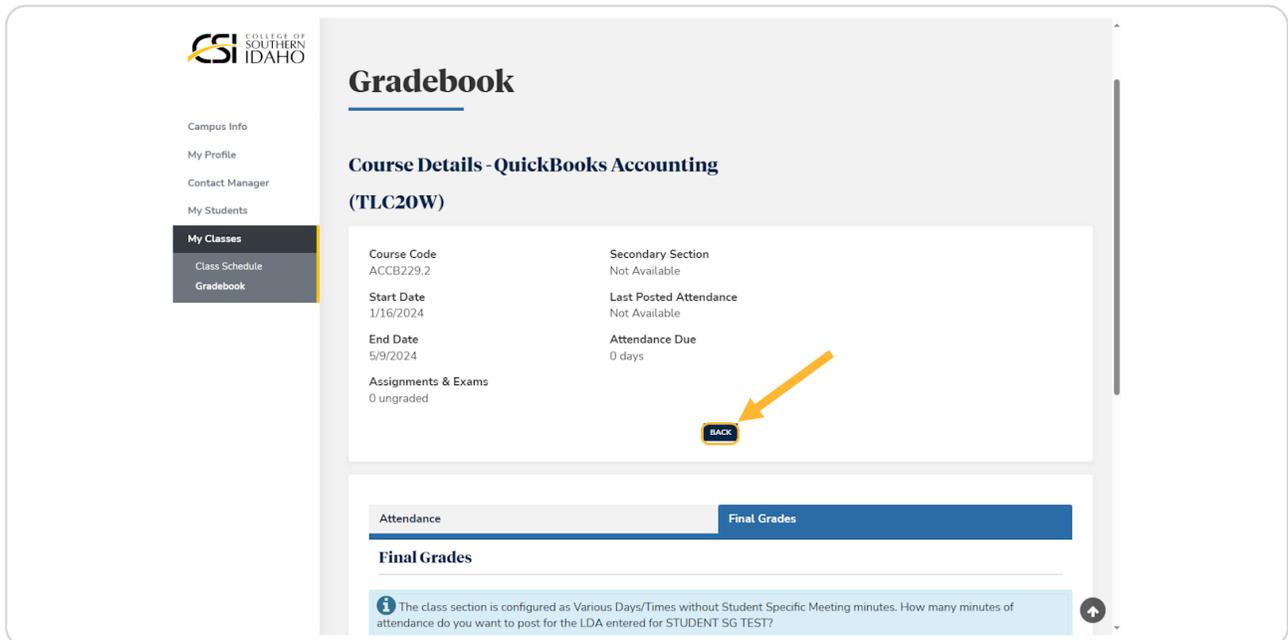
STEP 17

Then, scroll all the way to the bottom and click **SAVE FINAL GRADES** one more time.



STEP 18

To navigate back to your class list select the back button.



i Information for Posting Grades in Pass/No Pass Courses and No Grade Courses

STEP 19

Click on the Course

Below are all courses to which you are assigned as the primary instructor.

Showing 1 to 5 of 5 entries

Course ▲	Course Title ◆	Section ◆	Course Start
ACCB229.2	QuickBooks Accounting	TLC20W 	1/16/2024
BIOL221L.1	Introductory Microbiology Lab	TLC02 	1/16/2024
GNED101.1	Courage to Learn	C40A	1/16/2024
GNED101.1	Hand Lettering & Calligraphy	TLC11 	1/16/2024
SPAN101.1	Elementary Spanish 1	TLC01A 	1/16/2024

STEP 20

Click on Final Grades...

Please note: The information in the yellow box indicates you are in a Pass/No Pass course.

Attendance Final Grades

Final Grades

i The grading scale for this class/section is Pass/Fail.

Only show active students

The following provides information for grades processing for 202320C1 - Spring 2024 16-Wk.
Enter grades for enrolled students by published grades processing deadlines.

Term	Term Start Date	Final Grade Posting Begins	Final Grade Posting Ends
202320C1 - Spring 2024 16-Wk	01/16/2024	01/16/2024	05/09/2024

Student	Total % Absent	Letter Grade	LDA	Expiration Date	Comments
STUDENT SG, TEST	0.00%	--			

SAVE FINAL GRADES

STEP 21

Enter the appropriate grade for the student using the drop down box. Please refer to Step 1 if you have questions about which grades you should be using. If the grade is an NP, please refer to the next step.

Term	Term Start Date	Final Grade Posting
02320C1 - Spring 2024 16-Wk	01/16/2024	01/16/2024

Student	Total % Absent	Letter Grade	LDA	Expiration
TUDENT SG, TEST	0.00%	P	<input type="text"/>	<input type="text"/>

STEP 22

If the student received a non-passing grade, Select NP

Grades posted successfully!

Student	Total % Absent	Letter Grade	LDA	Expiration
TUDENT SG, TEST	0.00%	NP	<input type="text"/>	<input type="text"/>

STEP 23

If the student received a NP grade, you are also required to enter the Last Date of Attendance (LDA)

Please note: If you do not provide the Last Date of Attendance someone from the registrar's office will contact you for this information.

ted successfully!

Total % Absent	Letter Grade	LDA	Expiration Date
0.00%	NP ▼	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

STEP 24

Click on the appropriate last day of attendance for the student.

The last day of attendance in face-to-face courses is the last day the student physically attended class. For online classes, the last day the student participated in online course work, which is often different than the last day the logged in.

...sing for 202320C1 - Spring 2024 16-Wk.
...processing deadlines.

Term Start	Final Grade Posting Begins	Final Grade Posting Ends
01/16/2024	05/09/2024	05/09/2024

« March 2024 »

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	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	1	2	3	4	5	6

[de](#) [on Date](#) [Comments](#)

STEP 25

Click on Save Final Grades

Final Grade Posting Begins	Final Grade Posting Ends
01/16/2024	05/09/2024

Expiration Date	Comments
<input type="text"/>	<input type="text"/>

SAVE FINAL GRADES

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