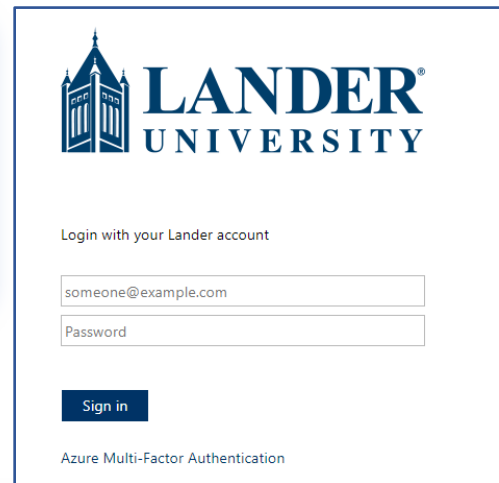


## Grade Entry

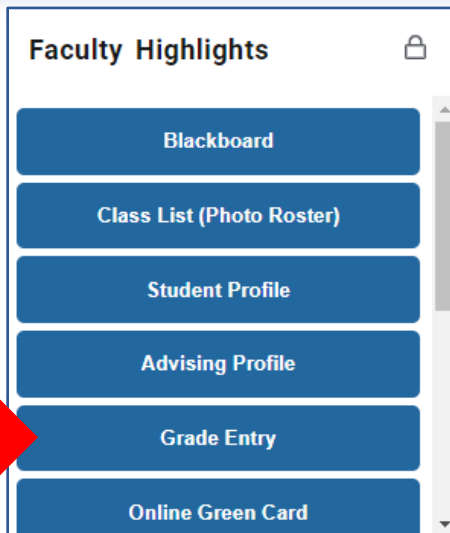
The Registrar's Office has the sole responsibility for setting the dates and times for final grade entry through MyLander. Please refer to the Registrar's Calendar and communications received from the Office of the Registrar when determining the grade entry period.

### Logging into MyLander

1. Point your browser to <http://mylander.lander.edu> or click on the MyLander link on the Lander home page.
2. Enter your Lander username (e-mail prefix) and password. (Use the same username and password that you log onto your computer with.)



The login page features the Lander University logo at the top. Below it, the text "Login with your Lander account" is displayed. There are two input fields: one for the username (pre-filled with "someone@example.com") and one for the password. A "Sign in" button is located below the password field. At the bottom, it says "Azure Multi-Factor Authentication".



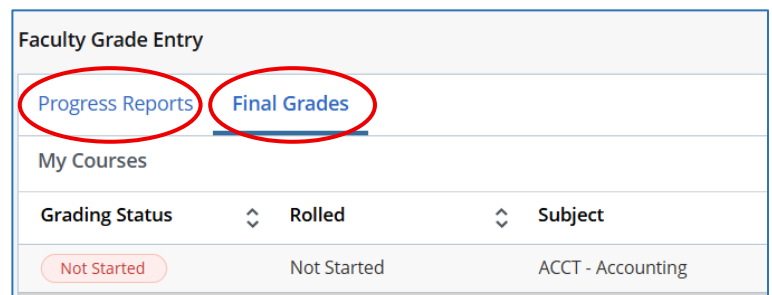
The "Faculty Highlights" card is a vertical list of blue buttons. The buttons are labeled: "Blackboard", "Class List (Photo Roster)", "Student Profile", "Advising Profile", "Grade Entry", and "Online Green Card". A red arrow points to the "Grade Entry" button.

### Faculty Highlights

On the MyLander homepage, there will be a Faculty Highlights card. Click on the Grade Entry tab of this card.

### Select Progress Reports or Final Grades

Select the tab at the top that either reads "Progress Reports" or "Final Grades," depending on the grades you are entering.



The "Faculty Grade Entry" interface has two tabs at the top: "Progress Reports" and "Final Grades". Both tabs are circled in red. Below the tabs is a section titled "My Courses". It contains a table with columns for "Grading Status", "Rolled", and "Subject". The "Grading Status" column has a dropdown arrow and a "Not Started" button. The "Rolled" column has a dropdown arrow and the text "Not Started". The "Subject" column has a dropdown arrow and the text "ACCT - Accounting".

**NOTE:** If you cannot enter grades in the grading portal, the Office of the Registrar has not yet opened the grading period – Refer to the dates posted by the Registrar's Office to make sure that the grading period has officially opened.

## Select the Course

Select the course for which you wish to enter grades and click on the course. **Note that you will have access only to the courses for which you are the Primary Instructor.** Courses that have not been graded will say “Not Started” in the Grading Status section.

Faculty Grade Entry

Midterm Grades

Final Grades

My Courses

| Grading Status | ⌵ | Rolled      | ⌵ | Subject        | ⌵ | Course | ⌵ | Section | ⌵ | Title              |
|----------------|---|-------------|---|----------------|---|--------|---|---------|---|--------------------|
| Not Started    |   | Not Started |   | FINA - Finance |   | 490    |   | 76      |   | Finance Internship |
| Not Started    |   | Not Started |   | ART - Art      |   | 490    |   | 73      |   | Internship         |

Records Found: 2

## Grade Worksheet

When you have selected the course, the Grade Worksheet will appear at the bottom of the screen. The course you have selected will be darkened at the top of the screen. The Grading Status will show what point in the grading process you are in for that course. Courses can either be “Not Started,” “In Progress,” or “Completed.” The Rolled heading indicated whether a course’s grades have been rolled (Completed) or not rolled (Not Started.)

| My Courses     |   |             |   |                   |
|----------------|---|-------------|---|-------------------|
| Grading Status | ⌵ | Rolled      | ⌵ | Subject           |
| Not Started    |   | Not Started |   | ACCT - Accounting |
| In Progress    |   | Not Started |   | ART - Art         |
| Completed      |   | Not Started |   | FINA - Finance    |
| Completed      |   | Completed   |   | ART - Art         |

Scroll down the page to see your class list. Students will appear on the list in alphabetical order. You will see each student listed along with a drop-down menu that allows you to choose the appropriate grade. 25 students will display on each page. Large classes will display on additional pages.

If you are entering Final Grades, standard graded courses will allow you to choose None, A, B, C, D, F, FA, or I. If you are entering Midterm grades, standard graded courses will allow you to choose None, A, B, C, D, or F. Pass/Fail courses will allow you to choose P, F, FA, or I. If you feel that the grading options offered are not appropriate for your class, please contact the Office of the Registrar at (864)388-8503. Students who are auditing a course will appear on the class list but will have no grade options in the grade drop-down.

If the student has withdrawn from a class, the Final Grade column will reflect the withdrawal. The grade will already be rolled to academic history (as indicated by the checkmark in the Rolled column,) and you will not be able to enter a grade for the student. You cannot enter a grade for a student who shows as “Not Gradable” on the Grade Worksheet.

| Final Grade | Rolled |
|-------------|--------|
| W           | ✓      |

|              |              |
|--------------|--------------|
| Not Gradable | Not Gradable |
|--------------|--------------|

## Record Grades

Record grades for each student. You are encouraged to save the grades for each page as you enter grades in case the Grade Entry Portal reaches its time limit. Students auditing a course will appear on the class list; however, grading options will not be available in the grade drop-down menu during midterm grading. Midterm grades are not required for these students. Note: If you are assigning a student a grade of FA, please remember to enter a Last Attend Date on the worksheet. The Last Attend Date must be in MM/DD/YYYY (for example November 5th, 2023 should be entered as 11/05/2023.) If you do not enter this date, you will receive an error.

**! A last attend date is required for this grade.**

## Submit Final Grades

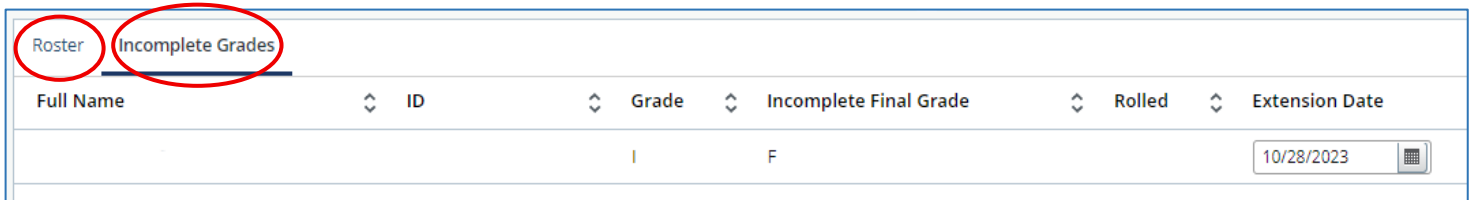
When you are finished entering grades, click the Save button at the bottom of the page.

If the grades have not been saved, the Reset button will remove all grades entered.

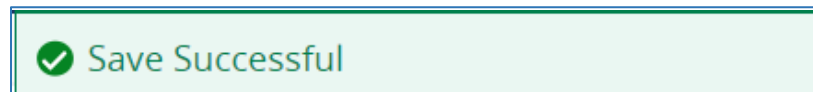
< < Page 1 of 1 > > Per Page 25

Save Reset

Note: If a grade of “I” is assigned to a student, you will immediately be taken to the Incomplete Grade Summary page. No changing of information is allowed, but you must once again hit Save to save the information. Once you have saved the Incomplete grade, you can access the other grades by going back to the “roster” tab.



When you successfully save your grades, a green box that says “Save Successful” will appear.



Note: Grades can be changed until they are rolled to academic history by the Office of the Registrar. Once a grade has been rolled to academic history, the student will be able to see their grade. A suggested strategy is to enter your grades only when they are final. After the grade has been rolled to academic history, grade changes must be submitted to the Office of the Registrar.

## Print (optional)

You can print a copy of your grade sheet after the final grades have been submitted by clicking the settings icon in the top right corner of the screen. Click “export template.”

Note: You will need to be in the course that you are trying to print to access the export template option.

After clicking on Export Template, choose Excel Spreadsheet(.xlsx) and click Export. This will download the Final Grade information you have entered as an Excel file. You can then print the Excel file that contains the grades. This will download the Final Grade information you have entered as an Excel file. You can then print the Excel file that contains the grades.

