

Final Grade Reporting

Before going to MyNortheast to report your grades, please have all the grades for a particular course already computed. This page will only remain active for 30 minutes at a time and is not intended for you to compute and enter grades one at a time with the screen left open.

- 1) Begin at www.northeaststate.edu
- 2) Click on MyNortheast



- 3) Log in using your username and password.

Secure Access Login
Use lowercase letters only.

User Name:

Password:

[My.Northeast Login Issues](#)

Need to Know Your Student ID# or Username?

[Click Here](#)

Have you forgotten your password?

[Click Here](#)

If you have forgotten either or both of them, use the links below for assistance.

- 4) Make sure you are on the “Home” tab. Locate Norstar in the middle of your screen. Click on Banner Self-Service.

My Account | Welcome Ms. Dawn R. Dabney
Content Layout | You are currently logged in.

Home | Employee | My Courses | Teach/Advise | **NORSTAR** | Financial Aid | Student Life

August 27, 2013

Personal Announcements: There are no announcements.

Campus Announcements: There are no announcements.

My Favorites: JA-SIG Homepage, SunGard Higher Education Homepage.

Webmail Channel: To attach documents with webmail (student e-mail), you need to access webmail outside of My.Northeast. You can do so by clicking Here! You would use same username as my.northeast and password will be your date of birth (mmddyy) format. Please let me know if you have any questions at msnickols@northeaststate.edu.

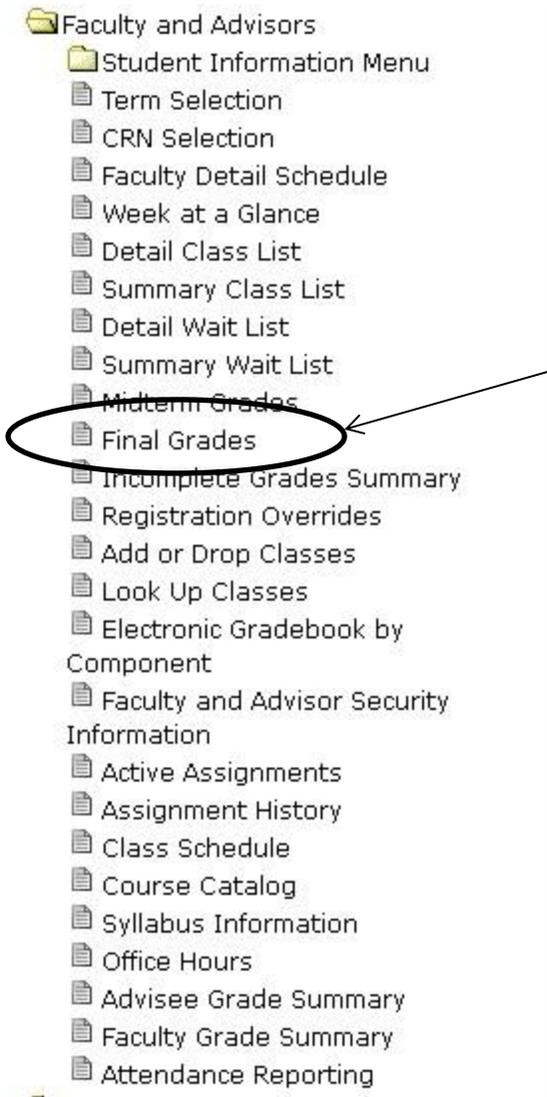
Registration Information: Register NOW for fall semester classes! Fees are not due until August 16th! Register for your classes NOW! Do not delay! Need help? Contact the Student Success Center in C2407 of the General Studies Building on the main campus or call 423-323-0214.

Library: Search the Library Catalog, View Your Library Account, Find Database Articles, Interlibrary Loan, Ask-A-Librarian.

NORSTAR (Banner self service)

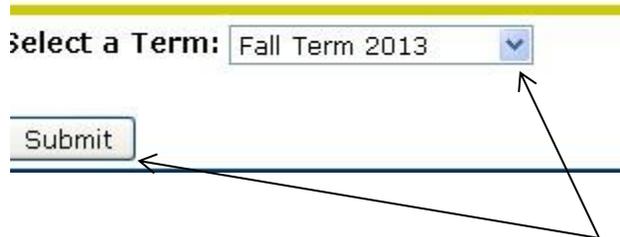
Banner Self-Service

5) You get this box. Then click on Faculty and Advisors.



6) Scroll down about half-way to "Final Grades"

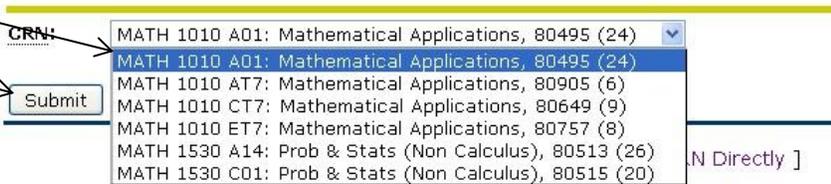
Select Term



7) Choose the current term from the drop-down box and click submit.

8) Then choose the course, and click submit.

Select a CRN



RELEASE: 8.3

9) You see your current class roster for that course. For each student that is still registered in your course, choose the grade that was earned from the drop-down box.

The screenshot shows a class roster with three rows of student information. Each row contains a student ID (blacked out), a course number (blacked out), and a credit value of 3.000. The first row shows a status of "**Web Registered**" and a date of "May 20, 2013". The second row shows a status of "Withdrawn" and a date of "Oct 31, 2013". The third row shows a status of "**Web Registered**" and a date of "Apr 02, 2013". A dropdown menu is open on the right, showing options: "None", "None", "A", "B", "C", "D", "F", and "I". Arrows point from the text in the first paragraph to the "Registered" status in the first row and the "Withdrawn" status in the second row.

If that grade is an A, B, C, D, or I, you are finished reporting for that student. Report nothing for any student that has withdrawn from your class.

10) If a student earned an F in your course, after you report the grade, you must also report that student's last date of attendance. On the screen, you are prompted to give the date in MM/DD/YYYY format.

The screenshot shows a form for reporting a grade. It includes a student ID (blacked out), a course number (blacked out), and a credit value of 3.000. The status is "**Web Registered**" and the date is "Aug 25, 2013". There is a dropdown menu for the grade, currently showing "F". To the right of the grade dropdown is a "Yes" checkbox. Further right is a date field containing "12/05/2013", which is circled in red. An arrow points from the text in the previous paragraph to this date field.

If you fail to enter a date, or you fail to enter it correctly, you will receive an Error message when you "Submit" the grade screen. Just as important: **Only** enter a last date of attendance for the students who earn an F in your course. Remember, your grades will only be accepted when all information is entered correctly.

11) When you have entered all information correctly on a page, "Submit" your grades and repeat the process—on the next page if you have more than one page of students on a roster, or in the next course.