

CT STATE COMMUNITY COLLEGE

Faculty Grade Entry

There are two ways for faculty to complete final grading in myCTState. This job aid will review both options, faculty may choose the option that best works for them.

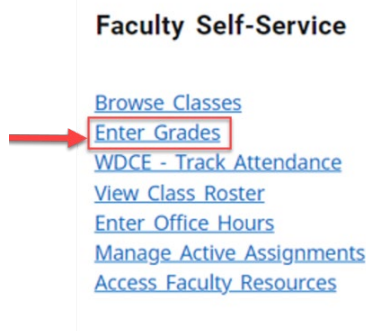
Manually Add Grades into “Faculty Grade Entry”

Step 1.

- Log into <https://my.ctstate.edu/> with your credentials, which are your NetID and password.

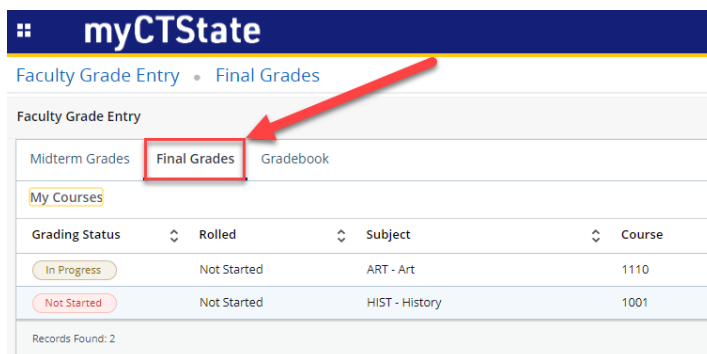
Step 2.

- Under Faculty Self Service, select “Enter Grades.”



Step 3.

- On the Grade Entry landing page, select the “Final Grades” tab.



- The appearance of the green notification “Save Successful” (upper right corner) and the word “Completed” in the “Grade Status” column mean all students in the roster have been assigned a grade.

The screenshot shows the myCTState Faculty Grade Entry interface. A green notification in the top right corner states: "Save Successful, grading for CRN 10158 is completed". Below the notification, a table lists courses with their respective grading statuses. The first row shows a course with a "Completed" status, while others are "Not Started". A red arrow points from the "Completed" status in the table to the notification.

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Completed	In Progress	ART - Art	1110	004	Drawing I	202410 - Fall 2023	10158
Not Started	Not Started	HIST - History	1001	026	Western History to the 1500s	202410 - Fall 2023	10605
Not Started	Not Started	HIST - History	2025	0	Constitution in Amer Society	202410 - Fall 2023	17758
Not Started	Not Started	CIS - Computer Information Systems	1001	0	Introduction to Computers	202403 - Concurrent Enrollment 2023-24	30088
Not Started	Not Started	ENG - English	0960	0	Intro College English	202403 - Concurrent Enrollment 2023-24	30089

The “In Progress” message will display, after clicking the save button, if you leave and return to the roster at a later point in time or enter final grades for some student but not all students. The grades will still be recorded in Banner; however, the grade entry page will not display “Completed” or “Save Successful.”

In some instances, the grade entry page will need to be left in an “In-Progress” status, if you have questions regarding when this may be the case, please follow up with your dean or contact the Director of Registration and Academic History.

The screenshot shows the myCTState Faculty Grade Entry interface. A table lists courses with their respective grading statuses. The third row shows a course with an "In Progress" status, which is highlighted with a red box and a red arrow pointing to it.

Grading Status	Rolled	Subject	Course
Completed	In Progress	ART - Art	1110
Completed	Not Started	HIST - History	1001
In Progress	In Progress	HIST - History	2025
Not Started	Not Started	CIS - Computer Information Systems	1001
Not Started	Not Started	ENG - English	0960

- If you are teaching more than one class, navigate to the top of the page, select a new CRN, or subject and repeat the above steps to enter final grades for additional classes.