

## Job Aid Faculty Instructions for Academic Engagement

### Step 1.

Log into <https://my.ctstate.edu/> with your credentials.

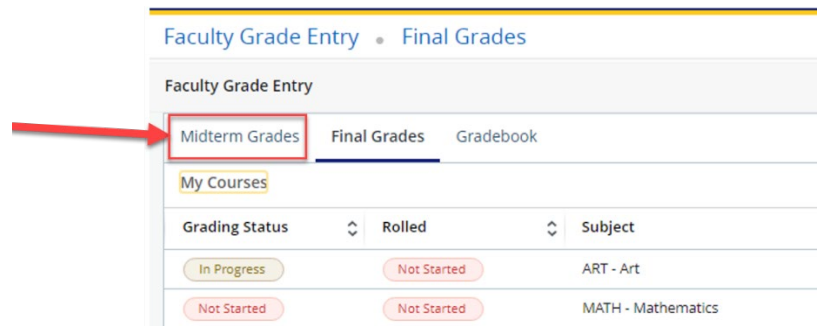
### Step 2.

Under Faculty Self Service, select “Enter Grades”



### Step 3.

Select “Midterm Grades.”

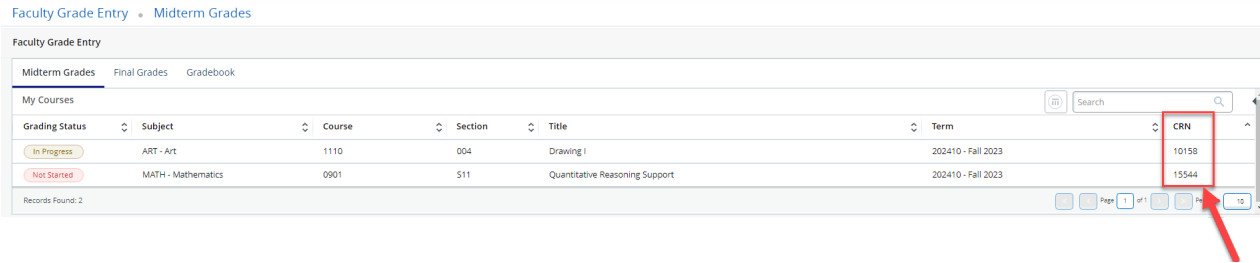


Click “In Progress” or “Not Started” to access the grade roster.

- **In Progress** = the instructor has started to enter grades, save the roster, left the page and now returning to continue entering grades.
- **Not Started** = the instructor has not begun to enter the midterm grades in the grade roster.

#### Step 4.

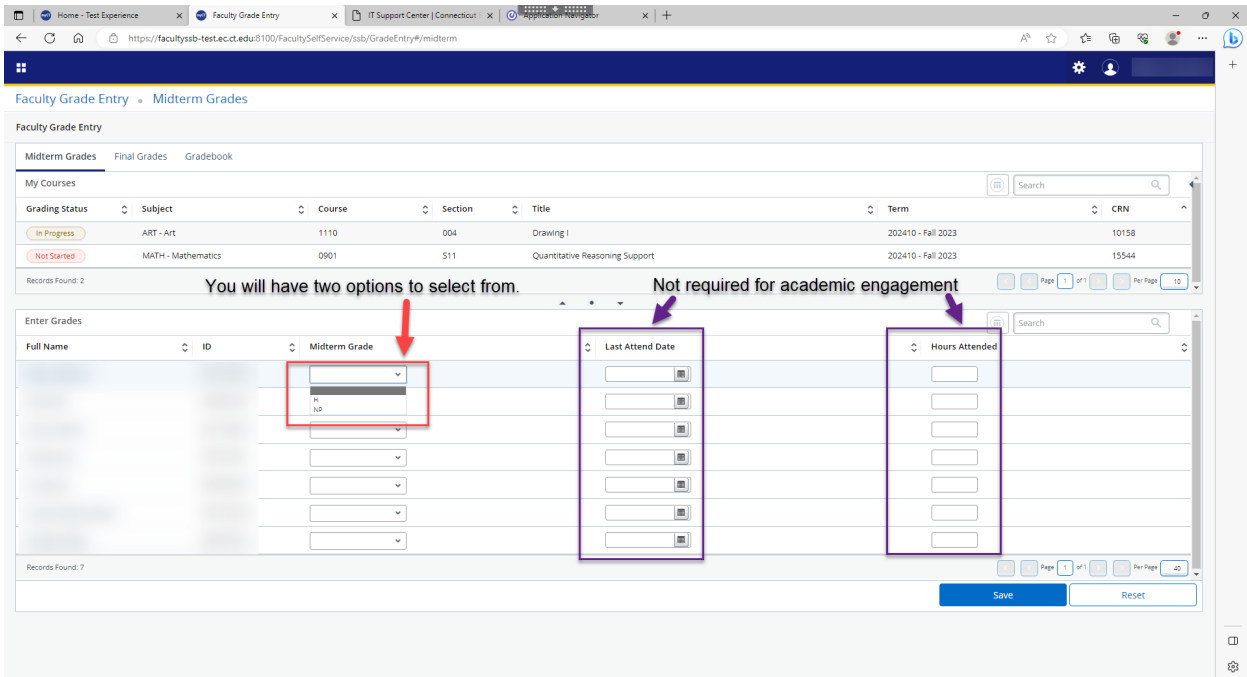
Select the CRN you wish to access.



#### Step 5.

To report student engagement, you will select the drop-down menu next to the student's name in the column titled "Midterm Grade."

The "Last Attended Date" and "Hours Attended" columns are not required to be completed for academic engagement for credit courses. These columns will remain empty.



## Step 6.

Select one of the notations listed below for every student on your roster:

- H – The student meets the criteria required and engaged in class. You have documentation recording the student’s engagement.

Faculty Grade Entry - Midterm Grades

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Subject	Course	Section	Title	Term	CRN
Not Started	ART - Art	1110	004	Drawing I	202410 - Fall 2023	10158
Not Started	MATH - Mathematics	0901	S11	Quantitative Reasoning Support	202410 - Fall 2023	15544

Records Found: 2

Example of "H" entered.

Leave blank

Enter Grades

Full Name	ID	Midterm Grade	Last Attend Date	Hours Attended
		H		

- NP - The student did not engage and is not participating in class activities as listed in the criteria above.

Faculty Grade Entry - Midterm Grades

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Subject	Course	Section	Title	Term	CRN
Not Started	ART - Art	1110	004	Drawing I	202410 - Fall 2023	10158
Not Started	MATH - Mathematics	0901	S11	Quantitative Reasoning Support	202410 - Fall 2023	15544

Records Found: 2

Example of "NP" entered.

Leave blank

Enter Grades

Full Name	ID	Midterm Grade	Last Attend Date	Hours Attended
		NP		

- Do not leave the grade notation listed as None.

## Step 7.

Once you have completed the worksheet click “Save” and look for the notification, “Save Successful.”

Faculty Grade Entry - Final Grades

Save Successful

Grades Gradebook

After you click save, go to the top of the page, select a new course, repeat the same steps to record academic engagement.