Entering Grades in Lionet

**Lionet Access:**
The access to enter grades in Lionet will be enabled beginning on the first day of finals week of the full term. You may enter grades from any location that you can access the Lionet system, including your home. If you attempt to enter grades prior to this date, you will receive an error message.

**Grading Deadline through Lionet:**
The University policy requires grades to be submitted within 24 hours of the final exam. The deadline to have all grades entered in the system is not later than the Monday following finals week at 10:00 AM. Change of Grades forms will need to be completed for grades not received by the due date.

**Corrections to Grades:**
You will be allowed to make corrections to grades at any time while the system is enabled for grade processing except for part-of-term classes for which grades have already been submitted. Once the system is disabled, no alterations can be made to grades electronically. You will need to use a Change of Grade form.

**Instructions:**
Step #1 From the MSSU Web page (www.mssu.edu), log in to Lionet using the icon seen below.

The Lionet icon will take you to the Web page below. Provide your User Name and Password. If you do not have this information, contact the ITS department Help Desk.

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Step #2
From the Quick Links Channel
Faculty
- Faculty Menu

Step #3
From the Faculty and Advisors menu, select
- Final Grades

Step #4
Select the appropriate term from the pull down arrow and hit the Submit button.

Step #5
Select your course by CRN
to open up the grade roster in Lionet. This is where you will enter course grades and last date of attendance for each student.

Only CRNs for which you have been assigned as the primary instructor will appear in the pull-down menu. If any of your classes do not appear, inform your dept. chair NOW!
The Yield sign warns you to submit grades often!

The Records Sets shown here indicate there are two pages of grades to enter. Simply cursor over the group you wish to work on.

The Reset button will erase input grades and give you a clean slate.
Step #6
Enter Grades.
The pull-down arrow will give you all of the grade options available for that class as was determined when the course was input in the schedule. Support courses (less than 100 level) will have an “S” that precedes the earned grade for the course.

If the student has withdrawn from the course or elected to audit the course, a W or AU grade will appear in the grade box. You will not have access to change this grade.

Note: Prior to enabling the grade page on Lionet each semester, the rosters will be alphabetized for your convenience. Grades are not viewable under the official Final Grades link while grading is taking place. The GPA will not update until end-of-term processing is completed by the Registrar’s Office. Please allow until Friday after the deadline for this process to be complete.

Step #6
Enter Last Attend Date if applicable.

If you sent notification to the Registrar’s Office that the student has missed ten consecutive class sessions, we will record a Last Attend Date on your behalf. You will not be able to change this field.

You are required to record a Last Attend Date for any student that earns an “F” for the course grade. If the student earned an “F” and took the final, the date of the last class period should be recorded as the Last Attend Date (not date of final).

If the student NEVER attended class and you did not notify the Registrar’s Office via the first class roster and the student failed to properly/officially withdraw from the class, the Last Attend Date should be the first day of class.

As instructed by the catalog, excessive absences shall be recorded. The only available field to record this information is the Attend Hours column. Note: The Attend Hours field is created by Banner for clock hour schools. MSSU will not be able to alter the heading of this field. To record the number of course session the student missed, simply record the numeric value in the Attend Hours field. For example: 1 equals one class sessions missed, 2 equals two class sessions missed, etc. Do NOT convert the total class sessions missed to clock hours.
Step #7
Submit
You may submit as frequently as you prefer. The system will time out. The system will allow you to go back and revise grades even after you have submitted them. Only after the grading system is disabled will you NOT be able to make corrections to grades electronically.

When you save a grade of “F” and a last date of attendance, the following message will appear:

⚠️ The student has not OFFICIALLY withdrawn from the class.

Step#8
Saved successfully notice!!!!
Repeat the steps above for other CRNs. Use the CRN Selection link found at the bottom of the page to access another CRN.

University Policy:
Incomplete (IN): A grade of ‘IN’ may be reported if a student is unable to complete the work of the course within the semester for a valid reason such as illness, death in the family, an emergency, etc. It is not intended as a substitute for an ‘F’ and does not entitle a student to attend the class during a subsequent semester. An incomplete must be made up by the end of the next semester (excluding summers) or it will be converted to an ‘F’ automatically. Both credit and grade points for that course are suspended until the incomplete is converted to either a passing grade or an ‘F’. A student may not graduate with an incomplete grade.

In Progress (IP): A grade of ‘IP’ will be given in a situation in which a student is unable to complete the work of the course within the semester for a valid non-emergency reason, such as a research project or internship that overlaps two semesters. It is not intended as a substitute for an ‘F’ and does not entitle a student to attend the class during a subsequent semester. An ‘IP’ must be made up by the end of the next semester (excluding summers) or it will be converted to an ‘F’ automatically. Both credit and grade points for that course are suspended until the ‘IP’ is converted to either a passing grade or an ‘F’. BSE majors will not be able to begin student teaching if an ‘IP’ grade is in force. A student may not graduate with an ‘IP’ grade.

Cheryl Dobson, Registrar
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