

Entering Grades using SSB.

Go to SNAP, Faculty/Advisors menu:

The screenshot shows the SNAP South Dakota System Navigation Access Portal. The left sidebar contains a menu with 'EMPLOYEE' selected. The main content area is titled 'EMPLOYEE' and includes a breadcrumb 'SNAP Home / Employee'. There are two main sections: 'LUMINIS ANNOUNCEMENTS' with a message 'You currently have no announcements.' and a 'Show Hidden' checkbox; and 'LEAVE REQUEST' with instructions to log in to the SDBOR leave request system. It lists two links: 'SDBOR Leave Request System (PROD)' and 'TEST SDBOR Leave Request System (TEST) (SSO)'. Below these are three links for training manuals: 'Employee Training Manual', 'Supervisor Training Manual', and 'Leave Request Proxy Guide', each with a 'PDF Document' checkbox. On the right side, there is a 'TIME' section with a dropdown menu and an 'EFFC' section with a 'Select' button.

Faculty sections are listed under the Faculty Dashboard on the right side:

The screenshot shows the SNAP South Dakota System Navigation Access Portal. The left sidebar contains a menu with 'FACULTY/ADVISORS' selected. The main content area is titled 'FACULTY/ADVISORS' and includes a breadcrumb 'SNAP Home / Faculty/Advisors'. There are three main sections: 'REGISTRATION SELF SERVICE' with a 'Student Registration' button and a link 'Financial Acknowledgement - Student Must Complete Prior to Registration'; 'ADVISOR DASHBOARD' with a button; and 'FACULTY DASHBOARD' with a 'Preferences' link. The 'FACULTY DASHBOARD' section contains a 'My Classes' table:

My Classes					
United States History I		HIST	151	2019 Summer	
Music Appreciation: Classical		MUS	100	2019 Summer	



The purple icon next to the name of the class is the class roster. This is where the grades are entered:

Click on the purple icon:

FACULTY DASHBOARD

Preferences

My Classes

United States History I	  	HIST	151	2019 Summer	 
Music Appreciation: Classical		MUS	100	2019 Summer	 

You will be taken to an additional drop down box: Choose the section you want to grade: Click submit

Select a CRN for

CRN: HIST 151 UT1: United States History I, 50345 (28) ▼

Submit

[[Enter CRN Directly](#)]

RELEASE: 8.7.1

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You will be given your class roster to grade:

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information

United States History I - HIST 151 UT1

CRN: 50345

Duration: May 13, 2019 - Aug 02, 2019

Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	35	28	7
Cross List:	0	0	0

Summary Class List

Record Number	Waitlist Position	Student Name	ID	Reg Status	Level	Credits	Final	Grade Detail	Notification Expires
1	0	[REDACTED]	[REDACTED]	**Web Registered**	Undergraduate	3.000	I		
2	0	[REDACTED]	[REDACTED]	**Web Registered**	Undergraduate	3.000	Enter		
3	0	[REDACTED]	[REDACTED]	**Web Registered**	Undergraduate	3.000	Enter		
4	0	[REDACTED]	[REDACTED]	**Web Registered**	Undergraduate	3.000	Enter		
5	0	[REDACTED]	[REDACTED]	**Web Registered**	Undergraduate	3.000	Enter		

Click on the 'Enter' link under the final column to get the grade roster screen:

Please submit the grades often. There is a 60 minute time limit starting at 03:26 pm on Jun 26, 2019 for this page.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Num
1	[REDACTED]	[REDACTED]	3.000	**Web Registered** Apr 11, 2019	I ▾	N	<input type="text"/>	<input type="text"/>	23
2	[REDACTED]	[REDACTED]	3.000	**Web Registered** May 06, 2019	None ▾	N	<input type="text"/>	<input type="text"/>	34
3	[REDACTED]	[REDACTED]	0.000	Withdrawn After Census May 21, 2019	WW ▾	N	<input type="text"/>	<input type="text"/>	26
4	[REDACTED]	[REDACTED]	3.000	**Web Registered** Apr 02, 2019	None ▾	N	<input type="text"/>	<input type="text"/>	7
5	[REDACTED]	[REDACTED]	3.000	**Web Registered** May 12, 2019	None ▾	N	<input type="text"/>	<input type="text"/>	43

Enter the appropriate grade in the 'Grade' column.

If a F is given- a last date of attendance MUST be entered. If the student never attended the course, enter the first day of the course as a date is required. If you want to include that the student never attended, enter 0 in the 'attend hours' column. The attend hours column should only be used for never attended.

United States History I - HIST 151 UT1

CRN: 50345
 Students Registered: 28

⚠ Please submit the grades often. There is a 60 minute time limit starting at 03:26 pm on Jun 26, 2019 for this page.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registratic
1	[REDACTED]	[REDACTED]	3.000	**Web Registered** Apr 11, 2019	I	N			23
2	[REDACTED]	[REDACTED]	3.000	**Web Registered** May 06, 2019	A	N			34
3	[REDACTED]	[REDACTED]	0.000	Withdrawn After Census May 21, 2019	WW	N			26
4	[REDACTED]	[REDACTED]	3.000	**Web Registered** Apr 02, 2019	F	N	12/12/2018		7

If an I (Incomplete) grade is given, the default expire date will automatically apply. You are able to choose an earlier date if you wish.

Incomplete Final Grades

Record Number	Student Name	ID	Grade	Rolled	Incomplete Final Grade	Extension Date MM/DD/YYYY	Extension Date Constraints
1	[REDACTED]	[REDACTED]	I	N	F	12/23/2019	On or before default date.
2	[REDACTED]	[REDACTED]	I	N	F	12/23/2019	On or before default date.

Submit Cancel Reset

⚠ Please submit the grades often. There is a 60 minute time limit starting at 03:48 pm on Jun 26, 2019 for this page.

When finished, click on 'submit' at the bottom of the page- Please remember to submit grades often as there is a 60 minute time limit.

27	[REDACTED]	[REDACTED]	N.	[REDACTED]	3.000	Mar 20, 2019	**Web Registered** May 10, 2019
28	[REDACTED]	[REDACTED]	G.	[REDACTED]	3.000		**Web Registered** Apr 10, 2019
29	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	3.000		**Web Registered** May 13, 2019

Submit Reset

JMT, 6/25/19