

## Instructions for MaineStreet Grading – Quick Guide

### Entering and Posting Grades

1. Sign into the MaineStreet portal at <a href="http://mainestreet.maine.edu">mainestreet.maine.edu</a>
2. After logging in, select the <b>Faculty Center</b> link from the menu
3. Access the grade roster <ol style="list-style-type: none"><li>Verify the correct term is selected and change if necessary using the <b>Change Term and/or Institution</b> button</li><li>Locate the desired class from the list of classes shown in the <b>My Teaching Schedule</b> list and select the associated <b>Enter Grades</b> button</li></ol> <p><b>NOTE:</b> <i>If grades have been recorded electronically in a spreadsheet such as Excel, the grades may be uploaded using the <b>Upload Grades from File</b> link. For details on this function, go to <b>Uploading Grades from an Existing File</b>, otherwise continue to next step.</i></p>
4. Assign grades for each student <ol style="list-style-type: none"><li>Select the drop-down list in the <b>Grade Roster</b> column that corresponds to each student and select the desired grade</li></ol>
5. Change the <b>Approval Status</b> of the grade roster <b>NOTE:</b> <i>Use the <b>Save</b> button to save grades that have been entered.</i> <ol style="list-style-type: none"><li>Once grades for all students have been entered, change the <b>Approval Status</b> to <b>Approved</b> in the drop down box just above the top of the grade roster. The <b>Post</b> button then appears.</li></ol>
6. Post the grades <ol style="list-style-type: none"><li>To officially submit the grades, select the <b>Post</b> button. After posting the grades, the <b>Approval Status</b> field is grayed-out and the <b>Request Grade Change</b> button appears on the page. Any changes required will have to be done following the <b>Change a Grade after Posting</b> process.</li><li>Once grades are posted, students will see the grades and the GPA information is immediately updated</li></ol>
7. <i>Optional:</i> If desired, download completed grade roster by selecting the <b>Download</b> link located on the right side of the bar at the top of the roster

### Changing a Grade after Posting

1. Access the grade roster as indicated above in steps 1-3 of <b>Entering and Posting Grades</b>
2. Select the <b>Request Grade Change</b> button
3. Enter the new grade and reason for the change request <ol style="list-style-type: none"><li>Select the drop-down list in the <b>Official Grade</b> column for the corresponding student and select the new grade</li><li>Provide the reason for the grade change request in the box provided</li><li>Select the <b>Submit</b> button</li></ol>

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### Uploading Grades from an Existing File

1. Access the grade roster as indicated above in steps 1-3 of <b>Entering and Posting Grades</b>
2. Verify format of the file being used for upload <ol style="list-style-type: none"><li>To view the requirement of the file format, select the <b>View Sample File Format</b> link</li><li>The file must contain only the student ID, <b>including leading zeroes</b>, and grade separated by a comma, semicolon or tab. The easiest method to create a file of the required format is to save it as a Text (Tab delimited, *.txt) or CSV (Comma Delimited, *.csv).</li><li>Remove all other data, as well as any headers, from the file</li></ol>
3. Upload the file with the necessary formatting requirements <ol style="list-style-type: none"><li>Select the <b>Upload Grades from File</b> link</li><li>Use the <b>Browse</b> button to locate the file and select the <b>Upload</b> button</li></ol>
4. Successful upload: <ol style="list-style-type: none"><li>If no grading errors were detected during the upload, a message box displays providing information on how to complete the process</li><li>Select the <b>OK</b> button to continue</li></ol>
5. Errors during upload: <ol style="list-style-type: none"><li>If errors are detected, a message box displays providing instructions to use the <b>View Error Report</b> link to review and correct the errors</li><li>Select <b>OK</b> to continue</li><li>Select the <b>View Error Report</b> link</li><li>Review the <b>Error Handling Instructions</b> for guidance on resolving issues</li><li>To view the data used for the upload, select the <b>Data from Source File</b> tab</li><li>If necessary, make changes to the input file and upload again</li><li>If assistance is required during this process, contact the Office of Student Records at 207-581-1288.</li></ol>
6. Once upload process is finished and any errors resolved, follow steps 5-7 of <b>Entering and Posting Grades</b> to complete the grading process