

Instructions for MaineStreet Grading – Quick Guide

Entering and Posting Grades

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

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3. Enter the new grade and reason for the change request
 - a. Select the drop-down list in the **Official Grade** column for the corresponding student and select the new grade
 - b. Provide the reason for the grade change request in the box provided
 - c. Select the **Submit** button

Uploading Grades from an Existing File

1. Access the grade roster as indicated above in steps 1-3 of *Entering and Posting Grades*
2. Verify format of the file being used for upload
 - a. To view the requirement of the file format, select the **View Sample File Format** link
 - b. The file must contain only the student ID, **including leading zeroes**, 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).
 - c. Remove all other data, as well as any headers, from the file
3. Upload the file with the necessary formatting requirements
 - a. Select the **Upload Grades from File** link
 - b. Use the **Browse** button to locate the file and select the **Upload** button
4. Successful upload:
 - a. If no grading errors were detected during the upload, a message box displays providing information on how to complete the process
 - b. Select the **OK** button to continue
5. Errors during upload:
 - a. If errors are detected, a message box displays providing instructions to use the **View Error Report** link to review and correct the errors
 - b. Select **OK** to continue
 - c. Select the **View Error Report** link
 - d. Review the **Error Handling Instructions** for guidance on resolving issues
 - e. To view the data used for the upload, select the **Data from Source File** tab
 - f. If necessary, make changes to the input file and upload again
 - g. If assistance is required during this process, contact the Office of Student Records at 207-581-1288.
6. Once upload process is finished and any errors resolved, follow steps 5-7 of *Entering and Posting Grades* to complete the grading process

Uploading Grades from Brightspace

This process requires set up in your Brightspace grade book in order to be compatible with the MaineStreet grade roster. Before proceeding with this process, see the instructions for [Brightspace Grade Import to MaineStreet](#). Questions regarding the Brightspace configuration should be directed to the [Center for Teaching and Learning \(CITL\)](#). Questions about the MaineStreet Grade Roster or grading policy should go to um.grading@maine.edu or contact the Office of Student Records at 581-1288.

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1. Access the grade roster as indicated above in steps 1-3 of <i>Entering and Posting Grades</i>
2. Select the Upload Grades from Brightspace link
3. Successful upload: a. If no grading errors were detected during the upload, a message box displays providing information on how to complete the process b. Select the OK button to continue
4. Errors during upload: a. If errors are detected, a message box displays providing instructions to use the View Error Report link to review and correct the errors b. Select OK to continue c. Select the View Error Report link d. Review the Error Handling Instructions for guidance on resolving issues e. To view the data used for the upload, select the Data from Source File tab f. If necessary, make changes to the Brightspace grading scheme and upload again
Questions regarding the Brightspace configuration should be directed to the Center for Teaching and Learning (CITL) . Questions about the MaineStreet Grade Roster or grading policy should go to um.grading@maine.edu or contact the Office of Student Records at 581-1288.
5. Once upload process is finished and any errors resolved, follow steps 5-7 of <i>Entering and Posting Grades</i> to complete the grading process