

# Web Grading

## Accessing the Web Grading Internet Site:

Open an internet browser and go to <https://bsdpro21.csn.edu/WebGrading/ASPs/Login.asp>

You will see the following screen:



## Web Grading Registration:

If this is your first time to the site click on the [Create An Account](#) link.

You will see the following screen:

CSN Web Grading Registration		
* C Number	<input type="text"/>	<i>You do not need to put the C or zeroes.</i>
* First Name	<input type="text"/>	<i>Enter these three required fields as they appear in SIS. If you are unable to register, it may be that your SIS information needs to be updated.</i>
* Last Name	<input type="text"/>	
* Employee ID	<input type="text"/>	<i>You can find this on your pay stub.</i>
Phone	<input type="text"/>	
Email	<input type="text"/>	
* Password	<input type="text"/>	<i>Your password must be at least 8 characters and contain letters, numbers, and special characters.</i>
* Re-type Password	<input type="text"/>	
* Security Question	[Please select a security question] <input type="button" value="v"/>	<i>This will be used if you forget your password.</i>
* Answer	<input type="text"/>	

*Fields marked with an asterisk \* are required.*

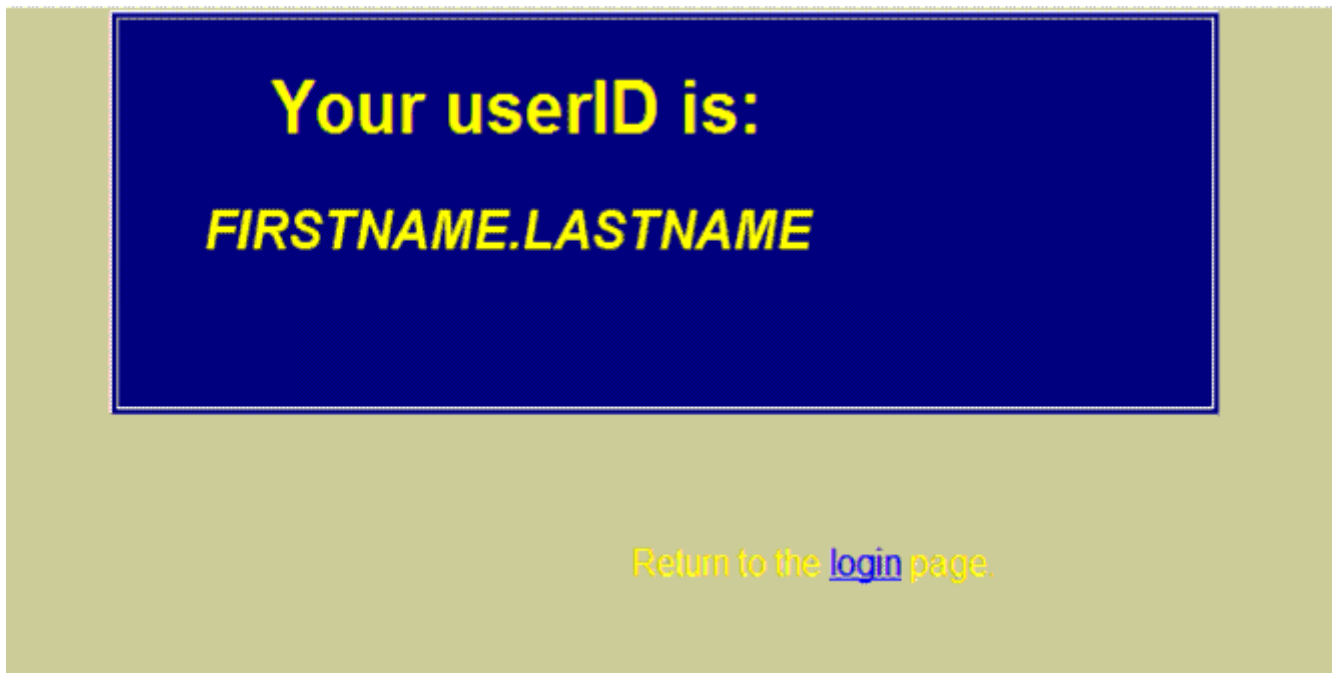
1. Completely fill in the required information in the web form.

In order to create an account, you will need your C number (10 characters, a C followed by 9 numbers), your first and last name (as they appear in SIS), and your Employee ID (which you can find on your pay stub).

Note: You do not need to type the leading 'C' or zeros. **For example, if your C number is C000123456 you only enter 123456.** If your Employee ID is 000-71-723, you will enter 71723. Be certain to enter your name with the exact information contained in SIS. If you are uncertain about the above information or are experiencing issues registering, please contact your department's Administrative Assistant for C# and HR for your employee #.

You will also be asked for a "strong" password, one that is at least 8 characters and contains letters, numbers, and special characters (like punctuation marks and spaces). **Example: GreTd8!** You will also need to provide an answer for a security question in case you forget your password.

2. Complete the registration form.
3. Click the **Register** button at the bottom of the form.
4. You will see the following screen with your firstname.lastname:



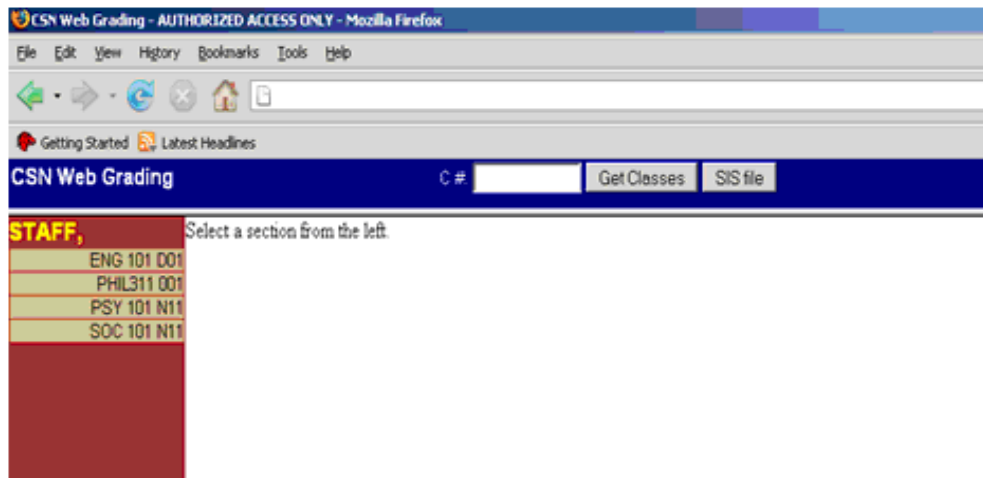
5. Click on "Return to the login page" to go back to the web grading login screen at <https://bsdpro21.csn.edu/WebGrading/ASPs/Login.asp>.

#### Accessing Web Grading:

1. Go to <https://bsdpro21.csn.edu/WebGrading/ASPs/Login.asp>
2. Input your User ID and Password
3. Your User ID is your firstname.lastname

Note: Your Password is whatever you put in during the registration process. If you forget your password or need to reset it, type in your User ID and click the button that says "Forgot Password." You will be presented with a security question (that you chose when you registered). Answer the question and you will be able to create a new password.

4. Click the **Sign In** button.
5. After you sign in, you will see a list of your current classes. Click on a course and it will open the roster for the class.



You can print your class roster or export it to Excel by clicking on the appropriate button.

**Please be sure to keep track of when students drop or stop attending class.** This information is required for Financial Aid students and those using VA benefits. It must be entered into the “Last Date of Participation” field.

**If you are missing a roster, it is probably because the course is assigned to STAFF.** Have your department’s Administrative Assistant correct this immediately. Instructors who do not have a staff C#, please ask your department’s Administrative Assistant for help. Instructors who already have a staff C#, please correct the instructor information for the course in immediately.

**You will be able to enter grades, from a dropdown list, from one week before the course end date until one week after the course end date.** Use the select box for the student to choose a grade. If you enter a grade of F, you will be asked whether the F is an incomplete or if it is completed and the student just failed. Due to VA and Financial Aid guidelines, if you assign a grade of I, F, or W, you must assign a “Date of Last Attendance” in the grade comment field. The date must be in the format MM/DD/YYYY. If you do not provide a “Date of Last Attendance” in the proper format, the grade will be returned to blank.

**If you have students who are not showing on your roster please refer them to the Office of the Registrar.**

When you have finished assigning grades, press the **Sign and Submit** button and you are done. Please note that once this button has been clicked the only method of changing grades is via the “Grade Change Form.”

**If you have questions regarding web grading, please contact the following individuals:**

**Christopher Massa, christopher.massa@csn.edu, 651-4871**  
**Brian Bourgon, brian.bourgon@csn.edu, 651-4819**