Access MyCSN via the CSN Home page - https://www.csn.edu
Below is the login screen. Your username and password is the same one you use to log on to your desktop computer at work.
Below is the screen you will see when you have logged in:
You will see the menu below on the left side of the window. Click on “Self Service” then “Faculty Center” to view your Schedule, Rosters, and where you will submit Grades at the end of the semester.
If you do not see the classes you are teaching under the “My Schedule” tab, please contact your Department.
You are able to update your address, phone number, e-mail address*, emergency contact, etc. through the “Self Service” link and clicking on “Campus Personal Information. Name changes will need to be processed with CSN Human Resources.

*Your “Preferred” e-mail address will be used to communicate with your students.

Please check your CSN e-mail regularly if it is not your “preferred” e-mail address so you do not miss any messages from the department or your students that call the department asking for your contact information.
Class Rosters will be available as soon as students are able to register for semester classes. Click on the icon to view or print your rosters. The Grading icon will not be available until one week before the class ends. Please check your schedule for your class start/end dates.
Here is an example of a class roster:

You can view the Section Cap/Enrollment Capacity and how many students are enrolled in your class directly from your Roster.
The next few pages will be a guide to the grading process.

NOTE: If you do not see the grade roster icon, you do not have access to the grading roster. This can happen for several reasons:

- Grade rosters have not been published for the specific term (i.e.- It is before Finals Week).
- Your class is a non-graded Lab component; non-graded components do not have a grade roster.
- You were not granted grading access for the course (contact the Department Office).
NOTE: If you find your grade roster is incorrect (missing students, problems with grading basis, etc.) Contact Nora Fernandez, 651-4393, at the Office of the Registrar for assistance.
This is where you will input your grades. Please note that only you as the instructor have access to input grades for your class. The Administrative Assistants do not have access to your Grade Rosters.
Below is an example of how to assign the same grade to multiple students:

1. Select the grade from the drop down menu at the bottom of the page.

2. Check the box to the left of the students who earned the grade in which you are entering.

3. Click the "add this grade to selected students" button.

If you have multiple students with the same grade, you may enter multiple grades at the same time.
If you give a student an “F”, “I” or a “W”, you will see a “Last Date Attended” box pop up asking for more information. You will only need to provide a date if the student partially attended (i.e. stopped attending mid-semester). Please remember the criteria and the additional process that must be followed if you give a student an “Incomplete”

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Roster Grade</th>
<th>Official Grade</th>
<th>Grade Basis</th>
<th>Program and Plan</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>AUSTIN, JOAN</td>
<td>A</td>
<td></td>
<td>Non-Degree/Certification - PERSONAL ENR</td>
<td>Non-Degree/Certification - PERSONAL ENR</td>
<td>Fresh</td>
</tr>
</tbody>
</table>
Approve Grades

1. Once approved, the grades on your roster will no longer be updateable.
2. Once the posting process has taken place, you will see you can no longer change the Approval Status.
3. The current process for requesting a grade change through the Department Office is still in place.
To email/notify a student/(s):

Below is a view of a roster—To e-mail/notify a single or a selected few students, click the checkbox in the “Notify” column, next to the student’s name first. Then click on the “notify selected students” button at the bottom of the page.

<table>
<thead>
<tr>
<th>Notify</th>
<th>Early Alert</th>
<th>ID</th>
<th>Name</th>
<th>Grade Basis</th>
<th>Units</th>
<th>Program and Plan</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>5</td>
<td>Dk</td>
<td>Graded</td>
<td>3.00</td>
<td>Degree/Certificate Seeking - PSYCHOLOGY-AA</td>
<td>Freshman</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>5</td>
<td>School</td>
<td>Graded</td>
<td>3.00</td>
<td>Non-Degree/Certificate - PERSONAL ENRICHMENT</td>
<td>HighSchl</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>1</td>
<td>CI n M</td>
<td>Graded</td>
<td>3.00</td>
<td>Degree/Certificate Seeking - NURSING-AAS</td>
<td>Freshman</td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>5C</td>
<td>H x</td>
<td>Graded</td>
<td>3.00</td>
<td>Degree/Certificate Seeking - PHYS THERAPIST ASSISTANT-AAS</td>
<td>Freshman</td>
</tr>
<tr>
<td>12</td>
<td></td>
<td>5D</td>
<td>Jannessa</td>
<td>Graded</td>
<td>3.00</td>
<td>Degree Seeking - Non Eligible - ASSOCIATE OF ARTS</td>
<td>Freshman</td>
</tr>
<tr>
<td>13</td>
<td></td>
<td>5J</td>
<td>Jk</td>
<td>Graded</td>
<td>3.00</td>
<td>Degree/Certificate Seeking - NURSING-AAS/PRE-DIAGNOSTIC MED SDNO-AGS</td>
<td>Freshman</td>
</tr>
<tr>
<td>14</td>
<td></td>
<td>5L</td>
<td>Lk</td>
<td>Graded</td>
<td>3.00</td>
<td>Degree/Certificate Seeking - NURSING-AAS</td>
<td>Sophomore</td>
</tr>
<tr>
<td>15</td>
<td></td>
<td>5R</td>
<td>Mrena</td>
<td>Graded</td>
<td>3.00</td>
<td>Degree/Certificate Seeking - ASSOCIATE OF ARTS</td>
<td>Sophomore</td>
</tr>
<tr>
<td>16</td>
<td></td>
<td>5R</td>
<td>M Kaelyn</td>
<td>Graded</td>
<td>3.00</td>
<td>Degree/Certificate Seeking - ASSOCIATE OF ARTS</td>
<td>Sophomore</td>
</tr>
<tr>
<td>17</td>
<td></td>
<td>5V</td>
<td>M in</td>
<td>Graded</td>
<td>3.00</td>
<td>Degree/Certificate Seeking - ASSOCIATE OF ARTS</td>
<td>Sophomore</td>
</tr>
</tbody>
</table>

Click on the “notify all students” button to e-mail/notify your entire class.

Select All  Clear All

Faculty Center  Search
My Schedule  Class Roster  Grade Roster
You will see the following screen after you make your selection of the student’s you want to e-mail/notify and click the appropriate button.

**It is recommended that you change the subject of your message so students know what class the message is about.**

Student’s e-mail addresses will automatically go here so that the addresses are not visible to other students in the class.

Your message to your student’s goes here

[Send Notification page]

**Send Notification**

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

**Notification from Andrew Nevada**

From: csn.csn@hotmail.com

To: csn.csn@hotmail.com

CC: SFCSNTTEST@YAHOO.COM, SFCSNTTEST@YAHOO.COM, SFCSNTTEST@YAHOO.COM, SFCSNTTEST@YAHOO.COM

BCCs: SFCSNTTEST@YAHOO.COM, SFCSNTTEST@YAHOO.COM

Subject: <From the desk of Andrew Nevada>

Message Text:

[Message text area]

Send Notification Button:

[Click to submit the email(s)]