




**ACCESSING CAMPUS CONNECTION FACULTY MODULE
and
RECORDING GRADES**

1. Go to the DSU homepage at www.dickinsonstate.edu and hover over the Quick Link Icon  in the upper right hand corner.
2. Click on CAMPUS CONNECTION link
3. Sign-on to the system using your USER ID and PASSWORD
4. Click on Main Menu then click on SELF SERVICE
5. Click on FACULTY CENTER
6. Click on MY SCHEDULE
7. Current term information should appear on this page. You can change to a different term by clicking on CHANGE TERM.
8. To view your class roster(s), click on the “3-person Icon” on the left side of the screen next to each of your classes.
NOTE: You will not be able to see or access your grade rosters until they are generated.
This will occur during the last week of classes in each semester.
9. To record your grades, click on **GRADE ROSTER** (at bottom of the page).

NOTE: APPROVAL STATUS on the grade roster should default to NOT REVIEWED.

NOTE: If you have a large number of students in your class, all of the students might not be displayed on the screen. If that happens, click on the “VIEW ALL” link at the bottom (left-side) of the grade roster. All students will then appear on the screen.
10. Record a grade for each student by using the **drop-down** grade selection feature.
All students must have a grade entered in the grade box or you won't be able to change the approval status to APPROVED.
11. After all grades have been entered, click SAVE then change the APPROVAL STATUS to APPROVED and click the SAVE button again at the bottom of the page.