Instructions for MaineStreet Grading – Quick Guide

Entering and Posting Grades

1. Sign into the MaineStreet portal at mainestreet.maine.edu
2. After logging in, select the **Faculty Center** link from the menu

3. Access the grade roster
   a. Verify the correct term is selected and change if necessary using the **Change Term and/or Institution** button
   b. Locate the desired class from the list of classes shown in the **My Teaching Schedule** list and select the associated **Enter Grades** button
NOTE: *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.*

4. Assign grades for each student   a. 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:** *Use the **Save** button to save grades that have been entered.*   a. 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
   a. 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.
   b. Once grades are posted, students will see the grades and the GPA information is immediately updated

7. *Optional*: 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

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