

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 <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>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></p>
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
3. Enter the new grade and reason for the change request <ol style="list-style-type: none">Select the drop-down list in the Official Grade column for the corresponding student and select the new gradeProvide the reason for the grade change request in the box providedSelect the Submit button

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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 <ol style="list-style-type: none">To view the requirement of the file format, select the View Sample File Format linkThe 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).Remove all other data, as well as any headers, from the file
3. Upload the file with the necessary formatting requirements <ol style="list-style-type: none">Select the Upload Grades from File linkUse the Browse button to locate the file and select the Upload button
4. Successful upload: <ol style="list-style-type: none">If no grading errors were detected during the upload, a message box displays providing information on how to complete the processSelect the OK button to continue
5. Errors during upload: <ol style="list-style-type: none">If errors are detected, a message box displays providing instructions to use the View Error Report link to review and correct the errorsSelect OK to continueSelect the View Error Report linkReview the Error Handling Instructions for guidance on resolving issuesTo view the data used for the upload, select the Data from Source File tabIf necessary, make changes to the input file and upload againIf assistance is required during this process, contact the Registrar's Office at 207-255-1233.
6. Once upload process is finished and any errors resolved, follow steps 5-7 of Entering and Posting Grades to complete the grading process