

Online Grading on GET LA (for Faculty)

Summer 2017, Version 1.0

Instructions for Online Grading using GET:

1. Go to the [MyCalStateLA Portal](https://my.calstatela.edu/) at: <https://my.calstatela.edu/> and log in using your MyCalStateLA ID account username and password.
2. Under the QuickLaunch area on the left, click on the GETLA link.
3. Click "Self Service" in the menu on the left.
4. Click on "My Schedule" – this will display your term schedule for a future term (whatever is the most recently entered term schedule for you in GET).
5. Click on the green/yellow "Change Term" button.
6. Select the current term and click on the green/yellow "Continue" button.
7. Click the "Grade Roster" icon; next to the class for which you will be entering grades.
8. Select the appropriate grade from the drop down menu for each student. If a student has stopped attending your class please enter a WU-grade (Withdrawal Unauthorized). The WU-grade requires entry of a Last Date of Attendance. The field will default to the 50% point in the term. You may change this date to match your records. Please do not leave any blank grades on your roster.
9. Once all of the grades have been entered, change the Approval Status designation to "Approved" using the drop down menu.
10. Be sure to click the green/yellow "Save" button.
11. Click the "Return" button to return to the class schedule and select another class.