

Learning Management Management

1. Open the Connect ND portal.
2. Sign in by typing in your **User Id** and **Password** in the Signon box on the lower left side of the screen. See **Figure 1**.
3. Click the **Sign In** button.
4. Click the **Faculty Self-Service** link in the Enterprise Menu. This will make the **Learning Management** link available as shown in **Figure 2**.
5. Click the **Learning Management** link.

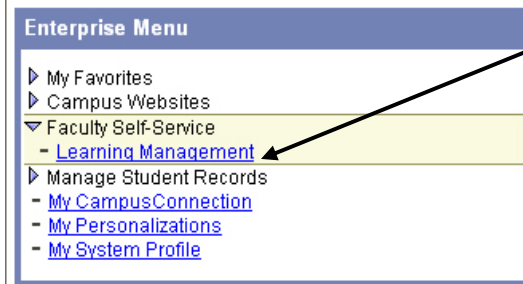


Figure 2

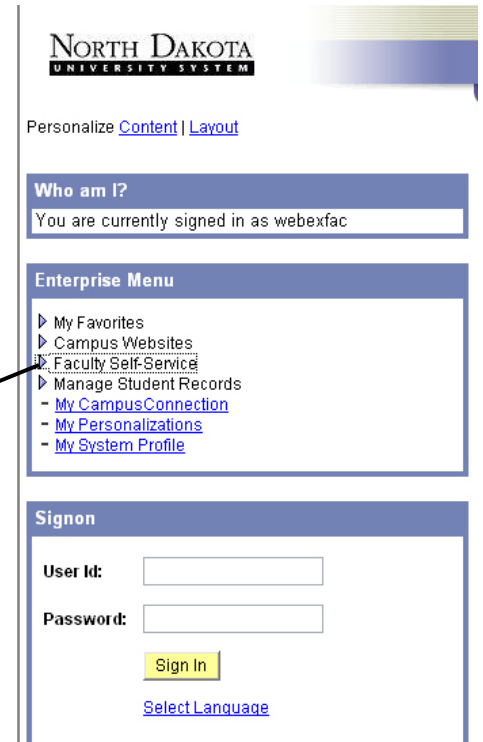


Figure 1

6. The screen in Figure 3 will appear. This document covers the items listed on this screen under the **Management** heading.

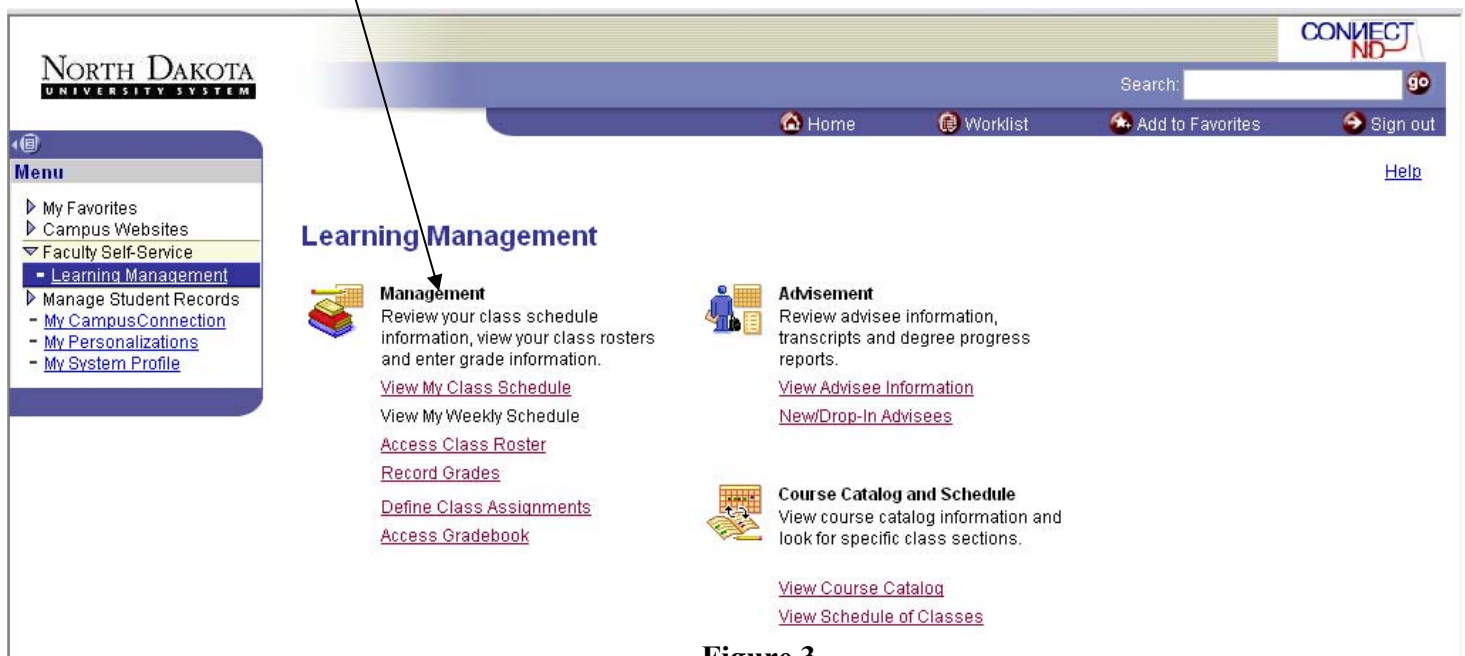


Figure 3

6. **View My Class Schedule:** This allows faculty to see their weekly schedule by term. Click on the **View My Class Schedule** link, → click on the Term you wish to view. Your course schedule for the term selected will appear. More information is available by clicking on the Instructor Schedule 2 tab at the top. See **Figure 4**

View My Class Schedule

Ima Faculty 2004 Spring

Instructor Schedule **Instructor Schedule 2**

Class Number	Subject	Catalog	Sect	Component	Start Time	End Time	Meeting Days	Building	Room
3021	ACCT	201	01	LEC	8:00AM	8:50AM	MWF	McFarland	RM 121
3022	ACCT	202	01	LEC	10:00AM	10:50AM	MWF	McFarland	RM 121

[Select a different term](#)

Figure 4

7. Return to the **Learning Management** page using the internal link provided, [Select a Different Term](#). Do not use the back button on the web browser.
8. **Access Class Roster:** This link allows the faculty to access and print the list of the students enrolled in each course. After clicking on **Class Roster** link, →click on the **Term** and →click on the **Course Title** you wish to view.

Class Roster

ACCT 201 2004 Spring
Accounting I

Enrollment Status:

Total Students: 3 [Detail](#)

Name	Student ID	Short Description	Units Taken	Primary Academic Program	Reason
Apple,Carmel	0580162	Graded	3.00	Biology	ENRL
Chocolate,Chip	0580206	Graded	3.00	Undecided	ENRL
RepeatTest,newValley	0580169	Graded	3.00	Elementary Education	ENRL

[Select a Different Term](#) [Return to Previous Page](#)

Figure 5

9. Use the pull down menu next to **Enrollment Status:** to view students who have dropped the course or who are waiting to enroll. See **Figure 5**.
10. From the **Class Roster** page the faculty can [Select a Different Term](#) or [Return to Previous Page](#) to access another course from this term.
11. Return to the **Learning Management** page using the internal links provided. Do not use the back button on the web browser.

- Record Grades:** This allows faculty to enter the final grades for students enrolled in their courses. This however does not post the final grade.
- Click on **Record Grades** link, →click on the **Term** and →click on the **Course Title** you wish to view.

Grade Roster

ACCT 201	Section: 01	Valley City State University
Accounting I	Undergraduate	2004 Spring
Class Nbr: 3021	Lecture	Regular Academic Session

Select Desired Roster First ◀ 1 of 1 ▶ Last

Roster Type

Final Grade

Final Grade

Display Ungraded Students Only

Approval Status:

[Request Grade Change](#)

ID	Name	Grade Input	Official Grade	Grading Basis	Short Description	
0580162	Apple,Carmel	<input type="text"/>		Graded	Undergrad	Detail Note
0580206	Chocolate,Chip	<input type="text"/>		Graded	Undergrad	Detail Note
0580169	RepeatTest,newValley		C	Graded	Undergrad	Detail Note
0580188	Roll,Tootsie	<input type="text"/>		Graded	Undergrad	Detail Note

[Select a Different Class](#)

Figure 6

- Click in the Grade Input box (**Figure 6**) for each student and type in the grade (the grade is not case sensitive).
- If all students have been graded, change the **Approval Status:** from **Not Reviewed** to **Approved**. This change is not allowed unless all enrolled student have an appropriate grade.
- Before leaving this page, save your work by clicking the **Save** button on the lower left of the screen.
- If you wish to change a grade after this process is complete, go back to the class roster you wish to change. Change the **Approval Status:** from **Approved** back to **Not Reviewed**.
- Make the grade changes needed, change the **Approval Status:** from **Not Reviewed** to **Approved** and click the **Save** button
- Return to the **Learning Management** main page using the internal links provided. Do not use the back button on the web browser
- Define Class Assignments & Access Gradebook:** These last two links are optional. There is a grade book available for faculty use and assignments are set up for grading through the **Define Class Assignments** link. Because faculty have a variety of grading systems available and may not choose to use these links, they will be covered at a later date.