Goldlink Training: Entering Grades, Class Rosters, Attendance Reporting, & Class Schedules

Presented by: Office of the Registrar
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Spring 2009
Options in Faculty and Advisor Goldlink:

- Grades
- Attendance
- Class Schedules
- Class Rosters
- Security Information
- Teaching Load
- Syllabus and Office Hour Information
Logging into Self Service

- Go to Goldlink via ETSU’s home page
- Click on Enter Secure Area for Services
- Enter E # and 6 digit PIN (If you have never entered Goldlink before your pin is originally set to your 6 digit birth-date MM-DD-YY)
On Main Menu, Click on Faculty and Advisors
Sample Faculty and Advisors Menu
Entering Grades
Choose Early Semester Progress Reports (ESPR) or Final Grades

Select Term (DO NOT CHOOSE COM OR COP unless you are from those colleges)
Choose Course that you will Enter Grades for and click submit. Choose grade from drop down box for each student. Click submit. Do not enter anything in Last Date Attended or Attend Hours Column. Do not enter a grade for dropped students or those who are auditing.
After grades for all students are entered click submit.

***IF YOU DO NOT CLICK SUBMIT, YOUR DATA WILL BE LOST. ALSO, SUBMIT PERIODICALLY IF ENTERING A LOT OF DATA***

***Please NOTE: If you do not have a grade to enter for a student, enter an “I” until you provide a grade for that person.***
To Verify that Grades have been Entered, Return to Main Menu, and Reopen the Course Grades to See
Class Rosters
Choose Detail Class List from Menu
Choose the Class (CRN) from the drop down menu & click submit

View your Class Roster; anything highlighted in a different color can be viewed in detail
Summary Class List

Course Information
Beginning Ballet - DACN 2105 001
CRN: 80481
Duration: Aug 25, 2008 - Dec 05, 2008
Status: Active

Enrollment Counts
Maximum Actual Remaining
Enrollment: 30 5 25
Cross list: 0 0 0

Summary Class List

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Student Name</th>
<th>ID</th>
<th>Reg Status</th>
<th>Level</th>
<th>Credits</th>
<th>Midterm</th>
<th>Final</th>
<th>Grade Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Flannery, Lauren L.</td>
<td>E00133235</td>
<td>Registered</td>
<td>Undergraduate</td>
<td>1.00</td>
<td>Enter</td>
<td>Enter</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Floyd, Ashley</td>
<td>E00133602</td>
<td>Withdrawn</td>
<td>Undergraduate</td>
<td>1.00</td>
<td>Enter</td>
<td>W</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Fobes, Michael J.</td>
<td>E00144624</td>
<td>Registered</td>
<td>Undergraduate</td>
<td>1.00</td>
<td>Enter</td>
<td>Enter</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Mast, Conne A.</td>
<td>E00010131</td>
<td>Registered</td>
<td>Undergraduate</td>
<td>1.00</td>
<td>Enter</td>
<td>Enter</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Mason, Helen J.</td>
<td>E00105185</td>
<td>Registered</td>
<td>Undergraduate</td>
<td>1.00</td>
<td>Enter</td>
<td>Enter</td>
<td></td>
</tr>
</tbody>
</table>
On the Main Menu, click on Class Permits
Class Permits

- Select the appropriate term and click Submit.

- Enter the CRN number or perform a course query and click submit.
Class Permits

- A Class List will be pulled with the student information.
- The last column will show if anyone has been permitted in the course.
- There is a count on the bottom of permits and students who have not enrolled yet as well.
Click on Active Assignments in Main Menu.

Active Assignments

View your active assignments; click on other highlighted areas to view in detail or make other changes.
Assignment History

View Assignment History

The following represents your class assignments, both past and present.

<table>
<thead>
<tr>
<th>Assignment History</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associated Term</td>
</tr>
<tr>
<td>--------------------</td>
</tr>
<tr>
<td>Fall Term 2008</td>
</tr>
<tr>
<td>Fall Term 2008</td>
</tr>
</tbody>
</table>

[ View Active Assignments | Week at a Glance | Detail Class List | Detail Wait List | Mid Term Grades | Final Grades | Summary Class List | Summary Wait List ]

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Attendance Reporting

- Go to Attendance Reporting in the Main Menu
- Choose CRN
- Enter Y if Student is Attending, N if Never Attended. Enter S if the student Stopped attending and enter a Last Attend Date in the format provided.
- NOTE: If Left Blank, Attendance letter is Generated for that Student and Financial Aid is Taken Away.
Faculty Detail Schedule

- Choose Faculty Detail Schedule from Main Menu
- You Can View All your Assigned Course Details from Here
In order to change to a different course to enter attendance or grades, you must go back to the main menu and choose CRN Selection to make the change. Then click on the option that you are trying to enter data.

Schedule of Data Entry:

- **Attendance Reporting** – Must be entered the week after Census (14th day) or the third week of school.

- **Early Semester Progress Reports** – Grades will be entered 2 weeks prior to the last day to drop a course in order to provide advisor’s that week before the opportunity for last minute advisement.

- **Final Grades** – Final Grades are due the Monday following Commencement by Noon to ensure that end of term processes, transcripts, academic standing and degree conferral can take place in a timely manner.