Early Semester Progress Reports

Early Semester Progress Reports are to be entered for all UNDERGRADUATE Students at ETSU. Grade Entry will take place during the 7th week of school. Advisors will be able to contact students who are in danger of doing poorly in a course, and students can also see their status at this point before the last day to drop a course during the 8th week. Notification will be sent to Dean's Offices for distribution of specific dates and there will also be events added to the Faculty and Staff Calendar during these times.

Faculty members will be emailed each semester as to the deadline for ESPR. In order to be able to provide valuable information to students and know who may need extra support (particularly in freshman courses, it is helpful to have 1-2 graded items early in the semester.

Entering Grades in Goldlink (Early Semester Progress Reports and Final Grades)

1) Go to http://www.etsu.edu and click the GoldLink link.

2) Log into GoldLink using your ETSU User Name and Password. Click Login

3) You can enter grades from the ETSU Tab or the My Faculty Info Tab

   a. From the ETSU Tab.

      i. Look for the "GoldLink Self-Service" channel and click on the Goldlink Self-Service link next to the folder icon to expand the Self-Service menu.

      ii. Click the Faculty and Advisors link.

   b. From the My Faculty Info Tab.

      i. Look for the "Faculty Tools" channel.

4) Click Early Semester Progress Reports, depending on what you are entering.

5) Choose the correct term for which you are entering grades (i.e. COM after the term is for College of Medicine and COP after the term is for College of Pharmacy. Nothing after the term is for main campus). Click Submit.

6) Select the CRN (Course Reference Number) associated with the course title for which you are entering grades. Click Submit.

7) On the Grade sheet page, click the drop down box for each individual and choose a grade. ***A grade must be selected. Do not use 'None' as a grade. This term only specifies that a grade has not been reported for a student. If no work has been completed for the course at the mid term period and an 'F' is not applicable, please award a Pass (P) or an Incomplete (I) for the time period.

8) **Grade sheets only show 25 students per page. If you have 25 or less students in the class there will only be one page of entry. After you enter grades for the 1st 25 students click**

submit to save your changes. In order to get to the next set/page of students, click Record set 26 – 50 located above the Submit button.

9) Note that there is a 90 minute time limit for inactivity and your session will time out if you do not do anything. This includes not clicking submit for that time period.

10) In order to go to another course grade sheet, you must click Return to Menu (located on the top right of the page. Then click CRN selection once again to change CRN numbers. Click Submit. Then choose the option of entering Early Semester Progress Reports or Final Grades depending on the entries you are going to make.

11) *Do not enter anything in the columns for Last Attend Date or Attend Hours* when entering grades. You may enter a Last Attend Date for FN (Failure for Nonattendance), but it is not required.

12) Do not enter a grade for students who have dropped, withdrew, or auditing the course and are still on the roll.