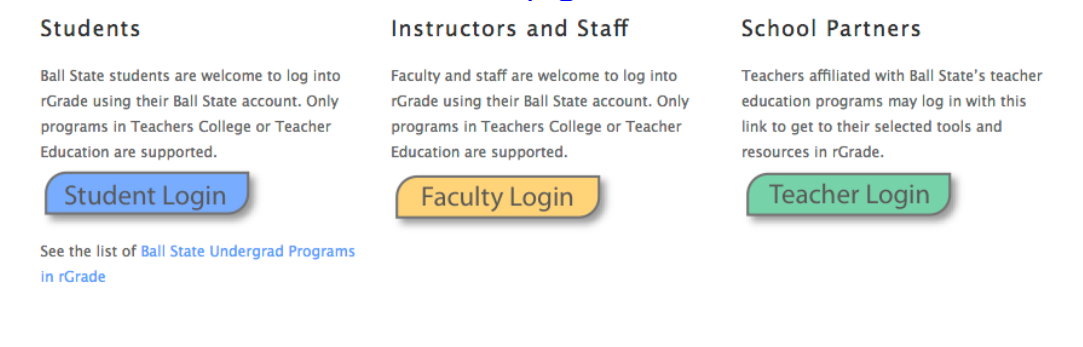


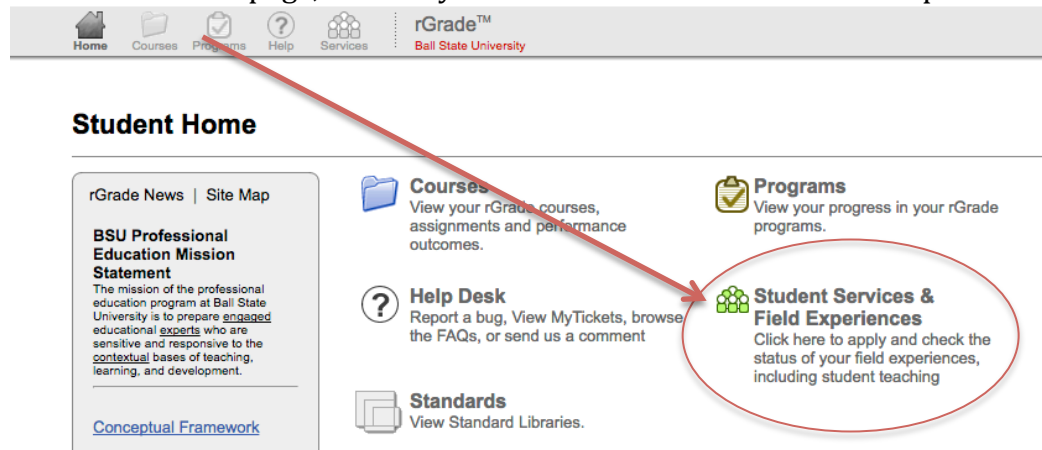
How to Check Student Teaching Application Status

1. Log in to rGrade by following these steps:
 - a. Go to the web address: www.bsu.edu/rgrade

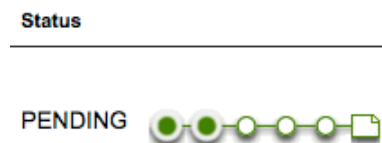


- b. Click on the “Student Login” button—from there you will be prompted to enter your **Ball State Username and Password**. (This is the same username and password you enter anytime you log in to any Ball State online systems.)

2. From the Student Home page, click on your “Student Services and Field Experiences” button.



3. Under **STATUS**, it will either say “Pending” or “Placed”.



- For any additional questions of help with rGrade, click on the “Help” icon on the top bar of rGrade and you will be directed to the Ball State rGrade Help Desk where you can look for your question in the “Knowledge Base” section. If your question is not answered there, you can chat online with a representative at the rGrade Help Desk, leave them a message, or request more help.