Record Mid-Term Grades

This article is intended for Faculty and Staff on how to put grades into student admin

Info
At the end of the sixth week of a semester, you must record mid-term grades for those students in 1000-level and 2000-level classes whose grade up to that point is a C-, D+, D, D-, F, U, or N. Instructors can optionally enter mid-term grades for 3000-level and 4000-classes.

How to record Mid-Term Grades

1. Self Service in the Menu, then Faculty Center.
2. From the Faculty Center, click the Grade Roster icon corresponding to the class for which you wish to enter mid-term grades.
3. The Mid-Term grade roster for the selected class displays.
4. Access the grade drop-down list for each affected student, and select the appropriate mid-term grade. Options for mid-term grades include: C-, D+, D, D-, F, U, and N.
5. When all your mid-term grades are entered for your affected students, click Save

Note
Do NOT update the Approval Status field to Approved, as when entering Final Grades.

Once the mid-term grades are recorded, they will not appear on any transcript or advising report. The Registrar's Office will extract all students with mid-term grades and communicate with them as necessary.

Note
The Notify Selected Students or Notify All Students buttons DO NOT send students a mid-term grade notification. You can optionally elect to send students an email using these buttons, if desired.

Related articles
- Student Administration
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- Record Final Grades