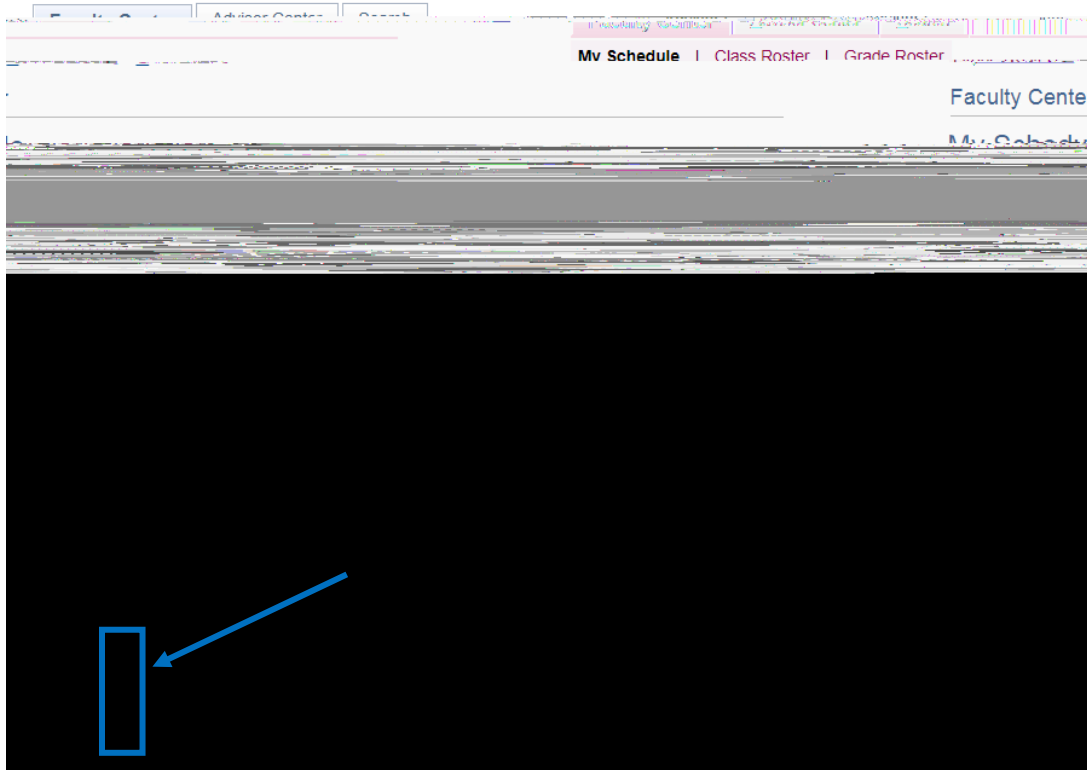


How to Enter Midterm Grades

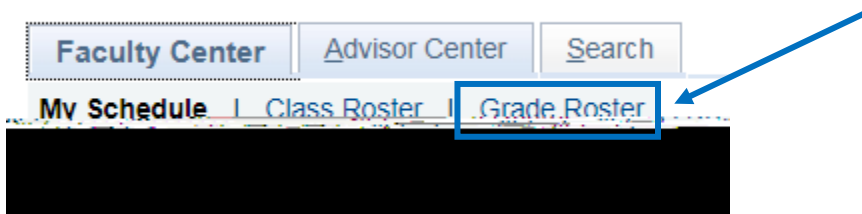
Midterm Grade Rosters are generated by the Office of the Registrar in week 5 of the term.

When Grade Rosters have been generated, you can access the Grade Roster in two ways:

- From the Faculty Center, click on the Grade Roster link for individual classes



- Or from the Class Roster, click on Grade Roster tab at the top right, or the Grade Roster link from the very bottom of the page.



Grades can be entered on a one-by-one basis using the Roster Grade pull down menu if the majority of the class is passing you can:

Select All, RP and Add this grade to selected students. Now everyone has an RP grade