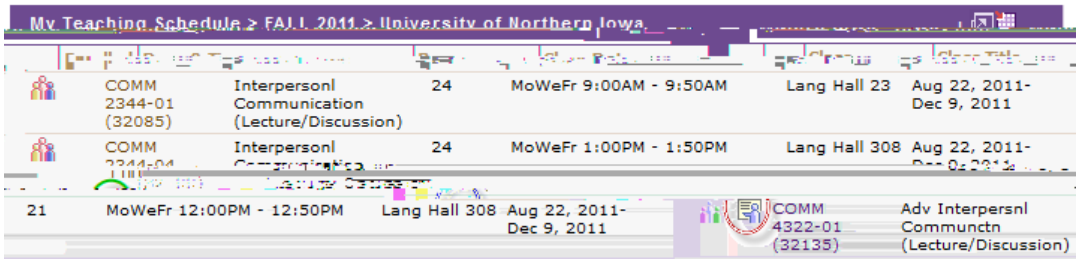
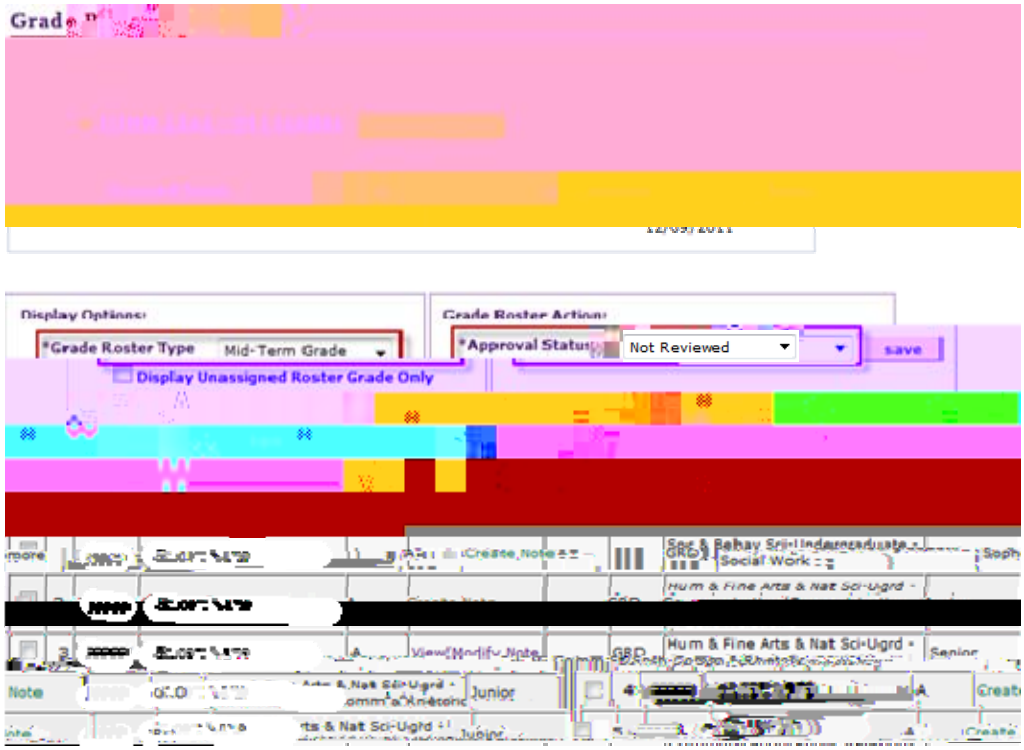
Entering Mid-Term Grades (Faculty)

Purpose: Mid-term grade rosters will be created by the Office of the Registrar for all Fall and Spring full semester sections, approximately two weeks prior to the mid-term grades due date. After Faculty enter mid-term grades, they are available to view **(there is no need to approve and submit, simply enter and save).** The following instructions describe how Faculty enter mid-term grades using Faculty Center.

Step	Action
3.	Click the **Grade Roster** icon next to the class for which you would like to enter grades. NOTE: Clicking the **grade roster** tab takes you to the first grade roster on your list and continues to return to the last grade roster used. It is best to use the **Grade Roster** icon to go directly to the grade roster you need. 
4.	On the Grade Roster, the *Grade Roster Type* will display **Mid-Term Grade** as the ***Grade Roster Type*.** The *Approval Status* is set to **Not Reviewed**. ***Note:*** The approval status should remain "Not Reviewed" for mid-term grades. 

Step	Action
5.	Entering grades on the Grade Roster:

- Use the drop-down box in the **Roster Grade** field to select the desired grade for each student.
- You may add the same grade to multiple students by using the select checkbox to choose the students, select the grade, and click the **add this grade to selected students** at the bottom.

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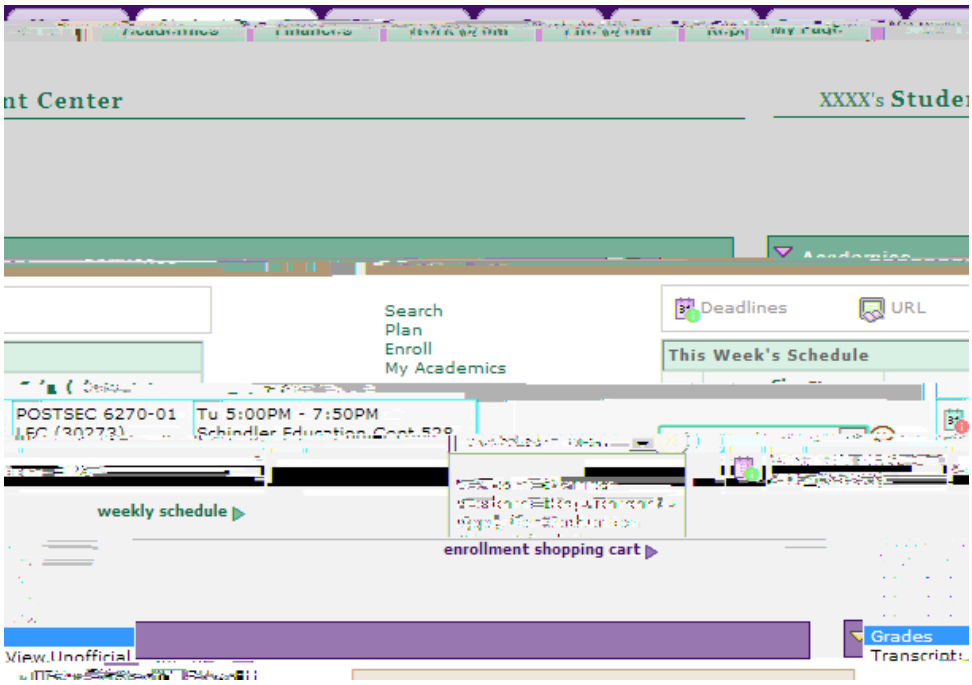
Step	Action
7.	Once grades are entered, click the **Save** button. ***Tip:*** The system displays the word "saved" momentarily in the upper right corner. ***Note:*** The approval status should remain "Not Reviewed" for mid-term grades. Simply SAVE, and they become available for viewing.

How do students view grades once they have been posted?

Students view grades in their **Student Center** (in My UNIverse).

- Students select **Grades** from the drop-down list in the *Academics* section.



- Students select the ***Mid-term Grades*** tab.