

FACULTY MID-TERM GRADING IN CAMPUS CONNECTION

To access your MID-TERM grade roster:

1. Under **Menu** click on:
Self-Service, then click on Faculty Center
2. On the main page that is displayed under **Faculty Center**:
Click on the Grade Roster icon(📄) to the left of the course you wish to enter mid-term grades.
When the roster screen appears, it will display the Mid-Term Grade under roster type.

To enter Mid-Term Grades:

1. On the (Mid-Term) grade roster screen, enter the deficient grade (D or F or U) in the grade input field next to each student with a deficiency.
2. You may enter any grades you wish, but only grades of D, F, and U will be selected by the process to report deficiencies.
3. You may leave the grade blank for non-deficient students.
4. Leave the grade blank for withdrawn students (“W” will be in official grade)
5. You may save as often as you like or need to in order to complete a roster. Be sure to **SAVE** before moving to step 6.
6. When you have completed entry of deficiency grades for a class **SAVE**. Then change the roster approval status near the top of the roster from “Not Reviewed” to “Ready for Review,” and **SAVE** this change. Making this change signifies that you have reviewed the roster for deficiencies, even when there are no students in the class who are deficient. **DO NOT APPROVE MID-TERM GRADES.** Mid-term rosters only need to be in “Ready for Review” status.
7. Until the due date & time, if you have already changed the roster status to “Ready For Review”, but need to make a last-minute correction, you may change the status back to “Not Reviewed,” make corrections, and change the status to “Ready For Review” again.
8. When MID-TERM grades are “due,” the Registrar’s Office will run programs to collect the data and generate mailings to students and reports to the campus. These programs will only be run once per semester, so if you enter mid-term grades after the due date, they will not generate any letters or appear on any reports.

Note: Both the roster type (e.g., Mid-Term or Final) and roster status (Not Reviewed, Ready for Review, or Approved) are important to the process. The Not Reviewed status allows you to enter the grades. The Ready for Review status is used in the Mid-term Process to indicate that your deficiency grades are “official” and ready to release to students. **DO NOT USE “APPROVED” STATUS FOR MID-TERM GRADES.** Approved Status is only used for final grade rosters. Mid-term rosters should be set to “Ready for Review” status.