

MIDTERM GRADE SUBMISSION TUTORIAL

Midterm grade submission will open approximately at the 7th week of the semester. Midterm grades are required for undergraduate level classes, 000 to 299 level; with 300 level and above optional. It is recommended for 300 level and above classes (including graduate level) to submit midterm grades for students who are not performing well in the class. Instructors have the option for 300 level and above to submit midterm grades for all students on the roster or just those not performing well.

To submit midterm grades each faculty member will begin at their Teaching/Advising tab on myGate.


From the Teaching/Advising tab scroll to the channel labeled “Faculty Grade Assignment.”


In the box on the right, choose Midterm Grades. This will show your list of your classes for the current term.

Faculty Grade Assignment

[Preferences](#)

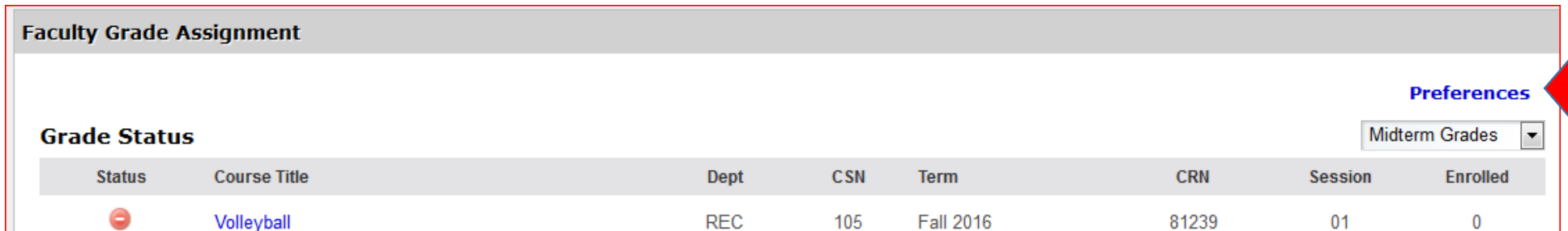
Grade Status Midterm Grades ▾

Status	Course Title	Dept	CSN	Term	CRN	Session	Enrolled
	Animal Science	AGR	100	Fall 2016	86814	RCA	2



Do all of your classes and sections show?

If not, to change the number of lines (list of classes showing in the channel) click the Preferences link on the top right corner of the Faculty Grade Assignment channel.




The screenshot shows the 'Faculty Grade Assignment' interface. At the top right, there is a blue link labeled 'Preferences' with a red arrow pointing to it. Below the link is a dropdown menu currently set to 'Midterm Grades'. Below the dropdown is a table with the following data:


Status	Course Title	Dept	CSN	Term	CRN	Session	Enrolled
-	Volleyball	REC	105	Fall 2016	81239	01	0

On the Preferences page, change the “Number of Rows” to 10, 15 or 20.

- Leave Available Views as indicated.
- The ‘From Term’ should show the current term.
- To save your changes, click the Apply button on the bottom right hand corner.

Preferences

Number of Rows 

From Term 

Available Views: Midterm Default View: Midterm
 Gradebook Final
 Final Gradebook





After clicking the Apply button your screen will refresh with your list of classes. To see the full page of your Teaching/Advising tab, click the link, Return to Full Page, at the top right corner.

Faculty Grade Assignment

[Return to Full Page](#)

Grade Status

[Preferences](#)Final Grades

Status	Course Title	Dept	CSN	Term	CRN	Session	Enrolled
	Research in the Information Ag	INF	101	Fall 2015	87770	04	0
	Open Water Scuba Diving I	REC	112	Fall 2015	81247	02	11







To begin entering midterm grades, click the Icon to the left of the course title, found under Grade Status. Hover your cursor over this icon. Hovering over it will indicate the status of your grade roster:

- “Not Started,” as showing on line one; (the pencil is laying horizontal)
- “Missing Grades,” the Yellow Triangle;
- “All Grades Entered” for the 3rd icon (the pencil lying at an angle), means all grades have been entered for this roster.
- A red circle indicates there is no enrollment for this class section.

Faculty Grade Assignment

[Preferences](#)

Grade Status

Status	Course Title	Dept	CSN	Term	CRN	Session	Enrolled
 	Open Water Scuba Diving I	REC	112	Fall 2014	81249	03	8
 	Internet and Web Page Design	CSC	125	Fall 2014	80435	01	28
 	American Experience to 1865	HIS	221	Fall 2014	85137	R01	1

After clicking the Status Icon, your grade roster will expand with your list of students and a “Grade” field to enter the appropriate grade as the example shows below. Students who have dropped your class with a W will have this grade hard coded and it cannot be changed.

Enter final grades and last attendance date and hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information

Open Water Scuba Diving I - REC 112 03

CRN: 81249

Students Registered: 8

⚠ Please submit the grades often. There is a 45 minute time limit starting at 10:55 am on Oct 30,2015 for this page.



Final Grades

Record Number	Student Name	ID	Credits	Registration	Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	
1			2.000	Web Registered		None	N			11	
2			2.000	Web Registered		None	N			1	
3			2.000	Web Registered		None	N			9	
4			2.000	Web Registered		None	N			3	
5			2.000	Web Registered		None	N			2	
6			2.000	Web Registered		None	N			10	
7			2.000	Web Registered		None	N			4	
8			2.000	Web Registered		None	N			5	

Submit Reset

⚠ Please submit the grades often. There is a 45 minute time limit starting at 10:55 am on Oct 30,2015 for this page.

Click the down arrow next to each student and click the appropriate earned grade.

Enter final grades and last attendance date and hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information

Open Water Scuba Diving I - REC 112 03

CRN: 81249

Students Registered: 8

⚠ Please submit the grades often. There is a 45 minute time limit starting at 10:55 am on Oct 30,2015 for this page.

Final Grades

Record Number	Student Name	ID	Credits	Registration	Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	
1			2.000	Web Registered		A	N			11	
2			2.000	Web Registered		A	N			1	
3			2.000	Web Registered		E	N			9	
4			2.000	Web Registered		I	N			3	
5			2.000	Web Registered		A	N			2	
6			2.000	Web Registered		A	N			10	
7			2.000	Web Registered		None	N			4	
8			2.000	Web Registered		None	N			5	

Submit Reset

⚠ Please submit the grades often. There is a 45 minute time limit starting at 10:55 am on Oct 30,2015 for this page.

If submitting midterm grades of E, I or Au (audit) the system may require you to enter a Last Date of Attendance in the format of mm/dd/yyyy (i.e. 10/30/2015) in the "Last Attend Date" Column.

If a Last Attend Date is not entered you will not be able to successfully submit your grades. You will see an Error Message above the list of student names beginning with an Exclamation Point in a red circle. There is also a message to the right of the student stating, "Last date of attendance required for this grade." (Examples below).

Do instructors have to enter information in the Attend Hours column? The only time to use this column is for any student who has never attended and/or participated in the class. Enter a Zero in this field next to the student who has never attended and/or participated in the class. All others remain blank.

Enter final grades and last attendance date and hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.




Course Information
Open Water Scuba Diving I - REC 112 03
 CRN: 81249
 Students Registered: 8

⚠ Please submit the grades often. There is a 45 minute time limit starting at 10:57 am on Oct 30,2015 for this page.

❗ You have errors on the page. Correct the errors to submit all grades for this record set.

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	Errors
1	[REDACTED]		2.000	Web Registered May 14,2014	A	N	<input type="text"/>	<input type="text"/>	11	
2	[REDACTED]		2.000	Web Registered Apr 08,2014	A	N	<input type="text"/>	<input type="text"/>	1	
3	[REDACTED]		2.000	Web Registered Apr 18,2014	E	N	<input type="text"/>	<input type="text"/>	9	Last date of attendance required for this grade.
4	[REDACTED]		2.000	Web Registered Apr 08,2014	I	N	<input type="text"/>	<input type="text"/>	3	Last date of attendance required for this grade.

After correcting the error, adding the last attend date, in the format required you are ready to proceed with submitting the entered grades.

Final Grades										
Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	
1	[REDACTED]		2.000	Web Registered May 14,2014	A	N	<input type="text"/>	<input type="text"/>	11	
2	[REDACTED]		2.000	Web Registered Apr 08,2014	B	N	<input type="text"/>	<input type="text"/>	1	
3	[REDACTED]		2.000	Web Registered Apr 18,2014	I	N	10/31/2014	<input type="text"/>	9	




When all grades have been entered and Last Attend Dates entered for I, E, or Audit grades you are ready to click the Submit button at the bottom left of the page to complete grade submission.

Course Information






Internship in Animal Technology - AGR 590 01


CRN: 80319

Students Registered: 4


 Please submit the grades often. There is a 45 minute time limit starting at 01:02 pm on Dec 01,2015 for this page.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	
1			0.000	Drop Course on Web with 'W' Nov 09,2015	W	N			2	
2			3.000	Web Registered Apr 16,2015	B	N			1	
3			3.000	Web Registered May 06,2015	C	N			4	
4			3.000	Web Registered Apr 30,2015	B	N			3	
5			3.000	Web Registered Aug 04,2015	I	N	11/12/2015		6	



When you have entered your grades and clicked the Submit button at the bottom of the page to save your submissions you

will see the message, “  The changes you made were saved successfully” above the list of students as the example shows below if all grades were successfully saved.

Enter final grades and last attendance date and hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information

American Experience to 1865 - HIS 221 R01

CRN: 85137

Students Registered: 1

⚠ Please submit the grades often. There is a 45 minute time limit starting at 02:39 pm on Oct 30,2015 for this page.

✓ The changes you made were saved successfully.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	[REDACTED]	[REDACTED]	3.000	Registered Oct 27,2014	A	N	<input type="text"/>	<input type="text"/>	1

Submit Reset

⚠ Please submit the grades often. There is a 45 minute time limit starting at 02:39 pm on Oct 30,2015 for this page.

For rosters that have more than 25 students, you will have more than one page for this roster. You will see on your roster above the list of students Record Sets;

Record Sets: 1 – 25 26 – ##, as the example shows below. Be sure to click each set to enter all grades for this roster.

Enter final grades and last attendance date and hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.

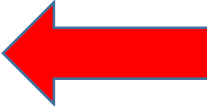
Course Information

Internet and Web Page Design - CSC 125 01

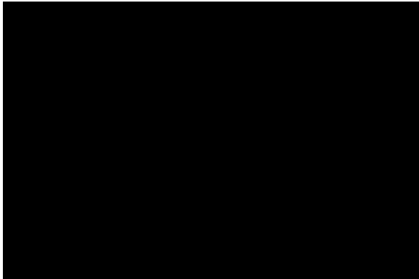

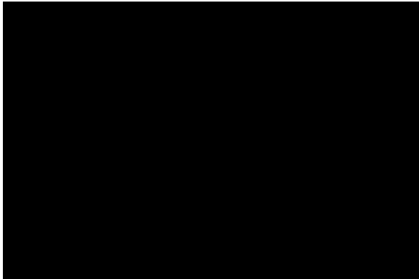

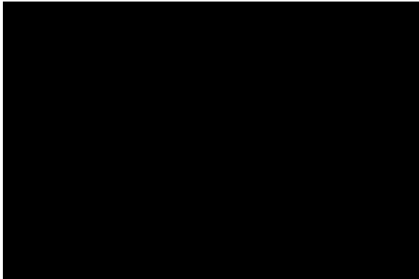

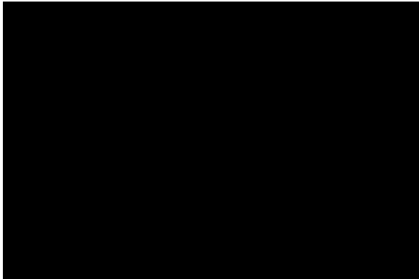

CRN: 80435

Students Registered: 28


Please submit the grades often. There is a 45 minute time limit starting at 04:15 pm on Oct 30,2015 for this page.

Record Sets: 1 - 25 26 - 28 

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	
1			3.000	Web Registered Apr 22,2014	None	N	<input type="text"/>	<input type="text"/>	24	
2			3.000	Web Registered Jun 06,2014	B	N	<input type="text"/>	<input type="text"/>	36	
3			3.000	Web Registered Apr 29,2014	C	N	<input type="text"/>	<input type="text"/>	28	
4			3.000	Web Registered Apr 11,2014	A	N	<input type="text"/>	<input type="text"/>	11	

When all grades on your roster have been successfully saved the status icon will change, as the example shows below. Hover your cursor over the icon (slanted pencil in the box) to see the message, "Completed."

Faculty Grade Assignment									
Grade Status									
Status	Course Title	Dept	CSN	Term	CRN	Session	Enrolled	Preferences	
	Animal Science	AGR	100	Fall 2016	86814	RCA	2	Midterm Grades ▼	