








## Entering Midterm Grades

1.	On the Student Information System Sign In page, enter your Case Network ID into the <b>User ID</b> field.
2.	Enter the associated Case Network ID password into the <b>Password</b> field.
3.	Click the <b>Sign In</b> button. 
4.	The Faculty Center appears.  On top of the faculty center tab is your name and EmplID.
5.	On the My Teaching Schedule grid, locate the class for which you want to assign grades. Click its <b>Grade Roster</b> icon. 
6.	The Grade Roster screen appears. At the top of the page is the class meeting information.  The <b>Grade Roster Type</b> dropdown list contains the default value <b>Midterm Grade</b> .  The <b>Approval Status</b> dropdown list contains the value <b>Not Reviewed</b> .
7.	The Student Grade grid contains a roster of all students enrolled in the class. Listed to the right of each student are his/her Program and Plan, and Level. 
8.	The Grade Basis column contains the value <b>MGR</b> , Midterm Grades, for all students. 
9.	To assign a grade to a student, click on a dropdown list in the <b>Roster Grade</b> column. 
10.	All applicable midterm grades appear in the dropdown list. Select the appropriate grade for the student.  <b>Please note:</b> S and U are acceptable midterm grades.  Repeat for all students on the grade roster. 
11.	Click the <b>Save</b> button. 
12.	This completes the process of entering midterm grades in the Grade Roster. The students' grades for the class are now available for their immediate review in the Student Center. <b>End of Procedure.</b>