

## Entering Midterm Grades

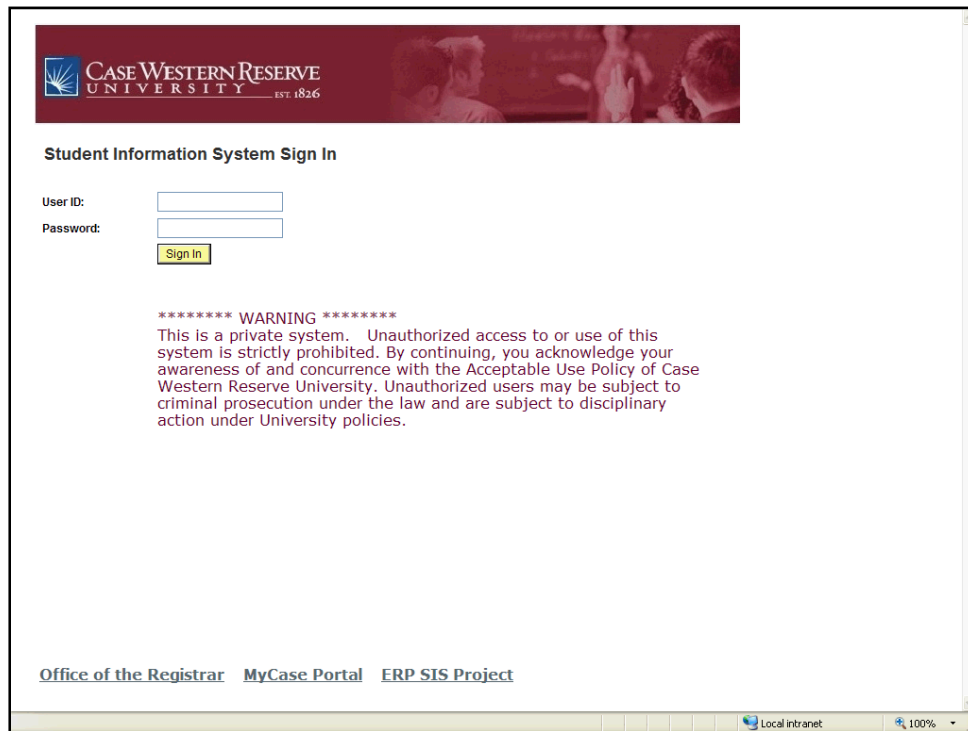
### Concept


This business process demonstrates entering Midterm grades in the Grade Roster of the Faculty Center. It can be used by class instructors, grading proxies, and teaching assistants (TA's).

The process of entering Midterm grades applies only to those instructors, grading proxies and TA's facilitating undergraduate level classes.

### Procedure

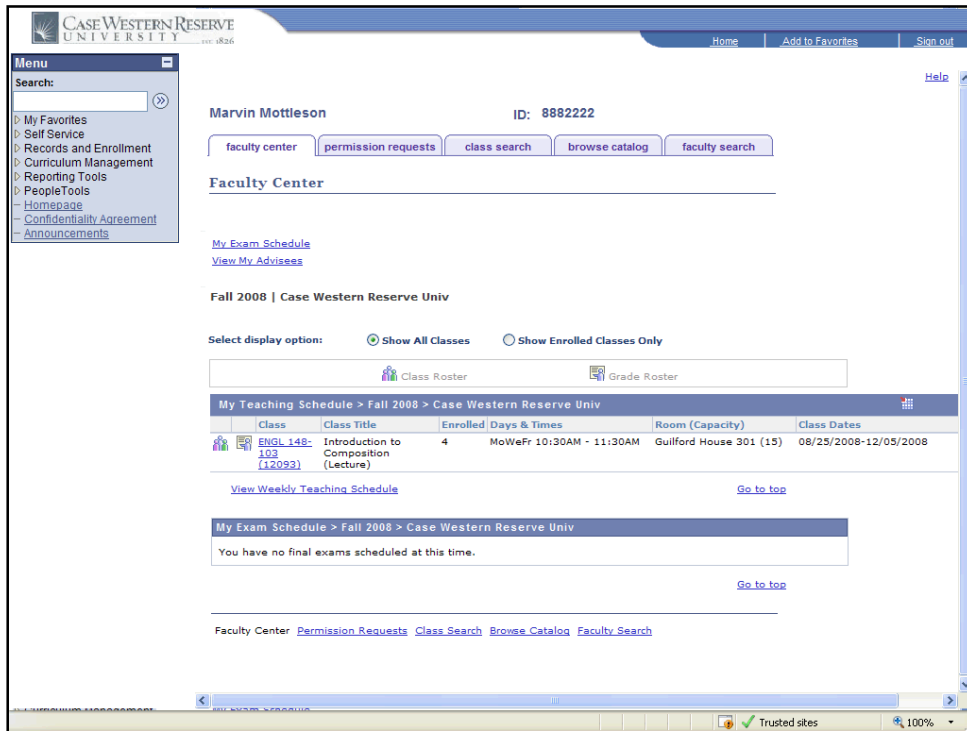
Use the Entering Midterm Grades process to enter midterm grades for undergraduate level classes.




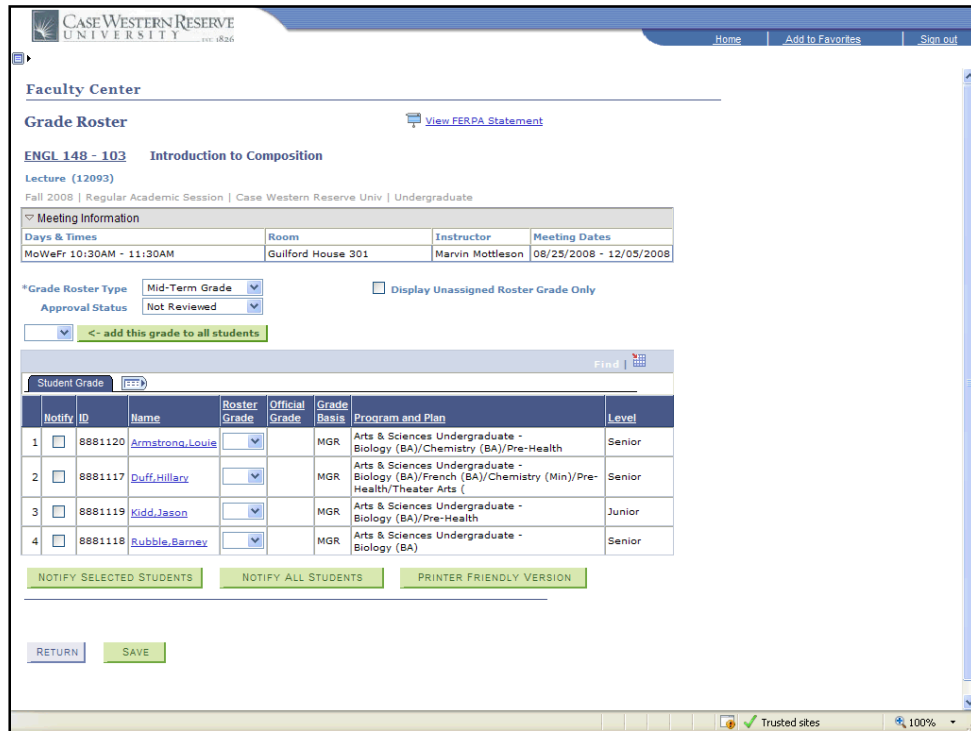
Step	Action
1.	On the Student Information System Sign In page, enter your Case Network ID into the <b>User ID</b> field.
2.	Enter the associated Case Network ID password into the <b>Password</b> field.
3.	Click the <b>Sign In</b> button. 

# Business Process Document

## Faculty Center: Entering Midterm Grades



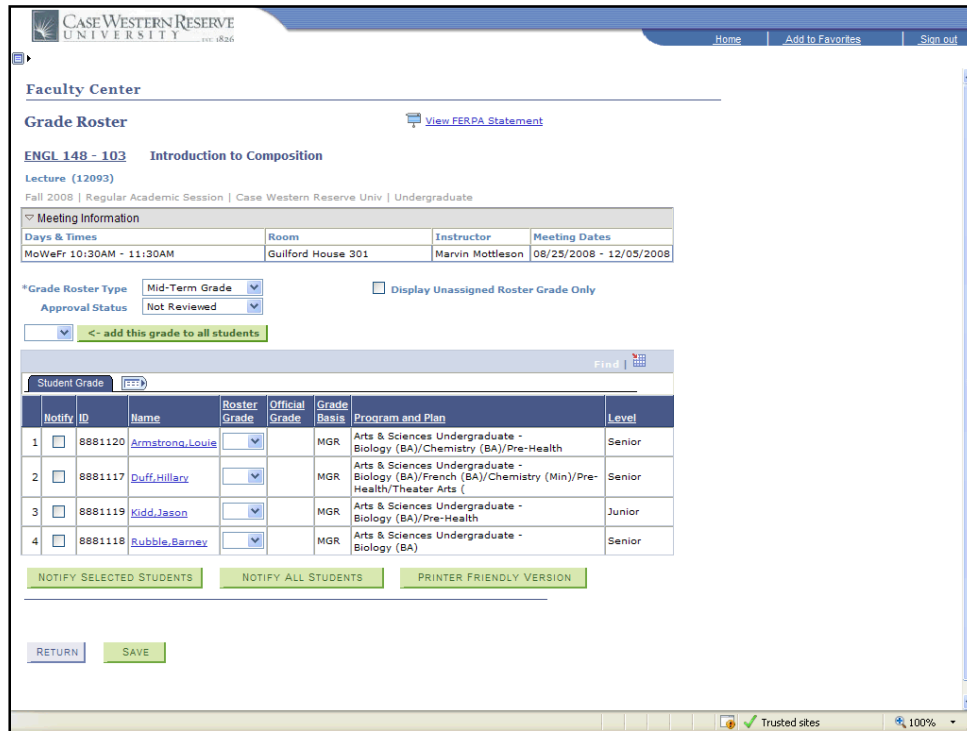
Step	Action
4.	The Faculty Center appears.  On top of the faculty center tab is your name and EmplID.
5.	On the My Teaching Schedule grid, locate the class for which you want to assign grades. Click its <b>Grade Roster</b> icon. 



Step	Action
6.	<p>The Grade Roster screen appears. At the top of the page is the class meeting information.</p> <p>The <b>Grade Roster Type</b> dropdown list contains the default value <b>Midterm Grade</b>.</p> <p>The <b>Approval Status</b> dropdown list contains the value <b>Not Reviewed</b>.</p>

# Business Process Document

## Faculty Center: Entering Midterm Grades



**Faculty Center**

**Grade Roster** [View FERPA Statement](#)

**ENGL 148 - 103 Introduction to Composition**  
Lecture (12093)  
Fall 2008 | Regular Academic Session | Case Western Reserve Univ | Undergraduate

**Meeting Information**





Days & Times	Room	Instructor	Meeting Dates
MoWeFr 10:30AM - 11:30AM	Gulford House 301	Marvin Mottleson	08/25/2008 - 12/05/2008

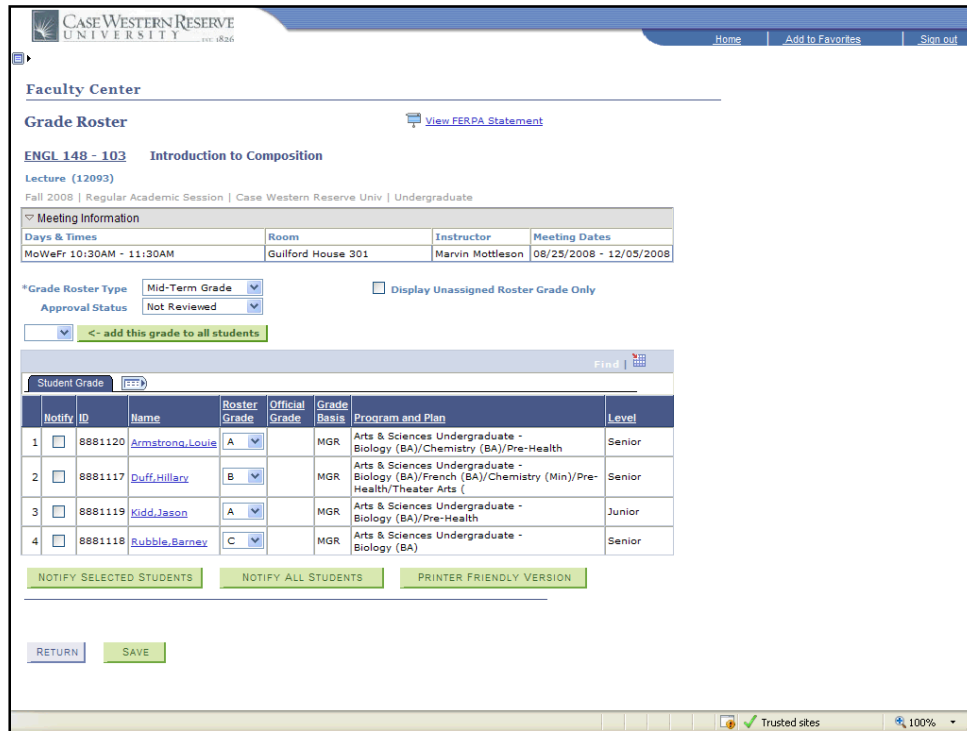
\*Grade Roster Type:   Display Unassigned Roster Grade Only

Approval Status:

**Student Grade**

Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	8881120	Armstrong, Louise	<input type="text" value="v"/>		MGR	Arts & Sciences Undergraduate - Biology (BA)/Chemistry (BA)/Pre-Health	Senior
<input type="checkbox"/>	8881117	Duff, Hillary	<input type="text" value="v"/>		MGR	Arts & Sciences Undergraduate - Biology (BA)/French (BA)/Chemistry (Min)/Pre-Health/Theater Arts (	Senior
<input type="checkbox"/>	8881119	Kidd, Jason	<input type="text" value="v"/>		MGR	Arts & Sciences Undergraduate - Biology (BA)/Pre-Health	Junior
<input type="checkbox"/>	8881118	Rubble, Barney	<input type="text" value="v"/>		MGR	Arts & Sciences Undergraduate - Biology (BA)	Senior

Step	Action
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. 



**Faculty Center**

**Grade Roster** [View FERPA Statement](#)

**ENGL 148 - 103 Introduction to Composition**  
 Lecture (12093)  
 Fall 2008 | Regular Academic Session | Case Western Reserve Univ | Undergraduate

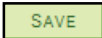
**Meeting Information**


Days & Times	Room	Instructor	Meeting Dates
MoWeFr 10:30AM - 11:30AM	Gulford House 301	Marvin Mottleson	08/25/2008 - 12/05/2008


\*Grade Roster Type:   Display Unassigned Roster Grade Only

Approval Status:

Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	8881120	Armstrong, Louis	A		MGR	Arts & Sciences Undergraduate - Biology (BA)/Chemistry (BA)/Pre-Health	Senior
<input type="checkbox"/>	8881117	Duff, Hillary	B		MGR	Arts & Sciences Undergraduate - Biology (BA)/French (BA)/Chemistry (Min)/Pre-Health/Theater Arts (	Senior
<input type="checkbox"/>	8881119	Kidd, Jason	A		MGR	Arts & Sciences Undergraduate - Biology (BA)/Pre-Health	Junior
<input type="checkbox"/>	8881118	Rubble, Barney	C		MGR	Arts & Sciences Undergraduate - Biology (BA)	Senior

Step	Action
11.	Click the <b>Save</b> button. 

 **Please note:** Once the Midterm Grade Roster is saved, grades are immediately visible to students. This process is unlike entering and submitting Final grades, which requires that the Approval Status dropdown list be changed to Approved. The Approval Status dropdown list does not have an effect on whether or not Midterm grades are visible to students. Consequently, if a mistake is made to a student's grade that requires that it be changed after having been saved, the student will be able to see the mistake and its correction in the Grades screen of his/her Student Center.

 Click the Download icon  to download the data on the screen into an Excel spreadsheet.

Step	Action
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>