

HOW TO ENTER MID-TERM GRADES

In Faculty Center

TRAINING & SUPPORT TEAM
Academic Support Resources
UNIVERSITY OF MINNESOTA

What is it?

In progress notifications are accessed via the **Faculty Center**. Each class will have a mid-term grade roster available under the **Grade Roster** tab in **Faculty Center**. You must be given grade access on the class section (as primary instructor, secondary instructor, teaching assistant, or proxy) by your departmental scheduler in order for the grade roster to appear in your Schedule or under the **Grade Roster** sub tab.

Accessing PeopleSoft Faculty Center

Log in to MyU.umn.edu with your Internet ID and password.

Click on the **Teaching** tab to view your classes. Use the arrows to navigate to another term.

To get to the Faculty Center, click on the **Grade Rosters** link by a class.

The screenshot shows the MyU Faculty Center interface. At the top, there is a navigation bar with 'MyU', 'Key Links', 'Recommended', 'Favorites', and 'My Interests'. Below this is a 'Welcome to MyU' section with links for 'Email', 'Calendar', 'Notifications', 'MyU Settings', and 'Signout'. A left sidebar contains a menu with 'Announcements', 'Teaching' (highlighted), 'My Advisees', 'Research', 'My Time', 'My Pay', 'My Benefits', 'Manager Info', 'Purchasing', and 'My Info'. The main content area shows a 'Semester' dropdown set to 'Weekly' and a 'Schedule By Term' section with a dropdown for 'Fall 2014'. Below this is a list of classes with 'Grade Rosters' links highlighted in red. The classes listed are: CMB 5594 (Laboratory (001) and (002)), CMB 8394 (Independent Study (001)), CMB 8560 (Lecture (001)), VMED 5210 (Lecture (001)), and VMED 5295 (Lecture (001)). At the bottom, there are 'Notifications' and 'Dismissed' buttons.

MTG-FC-9.29.15-SH

Entering Grades

1. Set the **Grade Roster Type** to **Mid-term Grade** or the appropriate mid-term grade roster used by your campus.

David Clayton

Faculty Center | Advisor Center | Search | Learning Management

my schedule | class roster | grade roster

Grade Roster

Fall 2015 - tentative | 001 Regular Academic Session | Univ of Minnesota, Twin Cities | Undergraduate

▼ **HIST 3417 - 001 (12636)** [change class](#)

Food in History (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 8:15AM-9:30AM	TBA	David Clayton	09/08/2015 - 12/16/2015

Display Options: *Grade Roster Type: **Mid-Term Grade** | Display Unassigned Roster Grade Only

Grade Roster Action: *Approval Status: **Not Reviewed** | [save](#)

ID	Name	Roster Grade	Official Grade	Grading Basis	Last Date of Participation	Program and Plan	Level	Percentage of Work	Engagement	Note
1	Doremi, John	⌵		A-F		Coll of Continuing Education - Non Degree	Non-degree			Note
2	Smith, Thomas	⌵		A-F		College of Liberal Arts - Spanish Studies B A/American Indian Studies	Freshman			Note
3	Wire, Barb B	⌵		A-F		College of Liberal Arts - Anthropology B A/Agronomy	Freshman			Note
4	Newman, Ned	⌵		A-F		College of Liberal Arts - Journalism B A	Freshman			Note
5	Guy, Knute Oscar	⌵		A-F		College of Liberal Arts - Anthropology/Undeclared	Freshman			Note
6	Onlee, Summer	⌵		A-F		Coll of Continuing Education - Non Degree	Non-degree			Note
7	Tester, Renae L	⌵		A-F		College of Design - Retail Merchandising B S	Freshman			Note

View All | Download | Rows 1 - 7 of 7

Select All | Clear All | Printer Friendly Version

<- add this grade to selected students

notify selected students | notify all students

[SAVE](#)

3. Use the **Percentage of Work** field to record the percent of class work on which the mid-term grade is based (optional).
4. Click on the magnifying glass in the **Engagement** column to look up and select the student's level of engagement/attendance in class (optional).

2. Select the student's mid-term grade from the **Roster Grade** drop-down. The mid-term grade must match the student's grade basis.

Note: not all grades need to be entered at once.

Select one of the following values:

- I Intermittent
- N Never
- R Regular
- U Unknown

[Cancel](#)

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Grade Roster

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HIST 3417 - 001 (12636) [change class](#)

Food in History (Lecture)

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Display Options:
 *Grade Roster Type: Mid-Term Grade
 Display Unassigned Roster Grade Only

Grade Roster Action:
 *Approval Status: Not Reviewed [save](#)

ID	Name	Roster Grade	Official Grade	Grading Basis	Last Date of Participation	Program and Plan	Level	Percentage of Work	Engagement	Note
<input type="checkbox"/>	1 5107683 Doremi,John			A-F		Coll of Continuing Education - Non Degree	Non-degree			Note
<input type="checkbox"/>	2 5107685 Smith,Thomas			A-F		College of Liberal Arts - Spanish Studies B A/American Indian Studies	Freshman			Note
<input type="checkbox"/>	3 5107686 Wire,Barb B			A-F		College of Liberal Arts - Anthropology B A/Agronomy	Freshman			Note
<input type="checkbox"/>	4 5107687 Newman,Ned			A-F		College of Liberal Arts - Journalism B A	Freshman			Note
<input type="checkbox"/>	5 5107688 Guy,Knute Oscar			A-F		College of Liberal Arts - Anthropology/Undeclared	Freshman			Note
<input type="checkbox"/>	6 5107689 Onlee,Summer			A-F		Coll of Continuing Education - Non Degree	Non-degree			Note
<input type="checkbox"/>	7 5107691 Tester,Renae L			A-F		College of Design - Retail Merchandising B S	Freshman			Note

View All | Download | Rows 1 - 7 of 7

Select All | Clear All | Printer Friendly Version

[-< add this grade to selected students](#)

[notify selected students](#) | [notify all students](#)

[SAVE](#)

- Click the **Note** link to open a text box where additional comments can be provided to the student regarding the grade. Comments are entered in the **Transcript Note** text box.
- Leave the **Approval Status** as **Not Reviewed**. Click **Save**. There will not be a confirmation message. Mid-term grades post to the student record immediately.

Use the **View All** link to display all students in the class at once. Or, use the arrow buttons to navigate to additional rows.

Use the **<- add this grade to selected students** button to add the same grade to a selection of students, or all students.

To email specific students, click the checkbox next to the student's name(s) and then click **Notify Selected Students**. Or, use the **Notify All Students** button to send an email to everyone enrolled.

SS Grade Roster Note

My Grade Rosters

Transcript Note

Name: Doremi,John ID: 5107683

Class Section Information

Term	Fall 2015 - tentative
Subject	HIST Catalog Nbr 3417
Class Nbr	12636 Section 001
Description	Food in History

Note ID:

Transcript Note

Sequence Number:

Transcript Note

OK Cancel

7. To enter mid-term grades for another class, click the **Change Class** button.

