

HOW TO ENTER MID-TERM GRADES

TRAINING & SUPPORT TEAM
Academic Support Resources

UNIVERSITY OF MINNESOTA

What is it?

In progress notifications may be entered using the **Mid-Term Grade Roster** in the **Teaching Tab** of MyU. You must be given access on the class section (as primary instructor, secondary instructor, teaching assistant, or proxy) by your department scheduler.

Entering Grades

Accessing PeopleSoft Mid-Term Grade Roster

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

1. Click on the **Teaching** tab to view your classes.

2. Click on the **Grade Rosters** link for the class.

Note: for multi-component class, select the graded section.

The screenshot displays the MyU.umn.edu homepage. The top navigation bar includes the University of Minnesota logo, a search bar, and tabs for MyU, Key Links, Recommended, Favorites, and My Interests. A sidebar on the left contains a menu with options: Announcements, Teaching (highlighted), My Advisees, Research, My Time, My Pay, My Benefits, Manager Info, Purchasing, and My Info. The main content area shows a 'Welcome to MyU' message and a 'Schedule By Term' dropdown menu set to 'Fall 2017'. Below this, a list of classes is shown, including CMB 5594, CMB 8394, CMB 8560, VMED 5210, and VMED 5295. Each class entry includes a 'Grade Rosters' link. At the bottom, there are 'Notifications' and 'Dismissed' buttons.

HM-09.15.17-CN

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

4. 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.

University Faculty

Faculty Center | Advisor Center | Search

My Schedule | Class Roster | **Grade Roster** | Browse Course Catalog

Grade Roster

[View FERPA Statement](#)

Fall 2017 | 001 Regular Academic Session | Twin Cities/Rochester | Undergraduate

HIST 3417-001 (12636)
Food in History (Lecture)

Change Class

Days and Times	Room	Instructor	Dates
We 6:00PM-8:00PM	Ferguson Hall 95	Bob Bobbington, University Faculty	09/05/2017 - 12/13/2017

To upload grades from a file, click Grade Upload. [mid-term grade upload](#)

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

Grade Roster Action: *Approval Status | Not Reviewed | Save

Student Grade

ID	Name	Roster Grade	Official Grade	Grading Basis	Last Date of Participation	Program and Plan	Level	Percentage of Work	Engagement
<input type="checkbox"/> 1	1234567 Gopher,Goldy	<input type="text"/>		A-F		College of Sci and Engineering - Mechanical Engr B M E	Senior 2nd Term		
<input type="checkbox"/> 2	2345678 Hippo,Haddie	<input type="text"/>		A-F		College of Sci and Engineering - Lower Division/University Honors Program	Senior		
<input type="checkbox"/> 3	3456789 Koala,Kaydoo	<input type="text"/>		A-F		College of Sci and Engineering - Computer Science B S Comp SciMusic	Senior 2nd Term		
<input type="checkbox"/> 4	4567890 Llama,Lemmy	<input type="text"/>		A-F		College of Liberal Arts - Music Ph D	Graduate Student		
<input type="checkbox"/> 5	5678901 Mirtle,Moaning	<input type="text"/>		A-F		College of Sci and Engineering - Physics B S Phys/Astrophysics B S Astrop	Junior 2nd Term		
<input type="checkbox"/> 6	6789012 Puppy,Pepper	<input type="text"/>		A-F		Coll of Continuing Education - Non Degree	Non-degree		
<input type="checkbox"/> 7	7890123 Snake,Sylvia	<input type="text"/>		A-F		College of Liberal Arts - Chemistry/Music B A	Senior 2nd Term		

Select All | Clear All

Printer Friendly Version

< Add this grade to selected students

Notify Selected Students | Notify All Students

Save

5. 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.

Optional Grading Notes

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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
1 1234567	Gopher,Goldy		A-F			College of Sci and Engineering - Mechanical Engr B M E	Senior 2nd Term			Q Note
2 2345678	Hippo,Haddie		A-F			College of Sci and Engineering - Lower Division/University Honors Program	Senior			Q Note
3 3456789	Koala,Kaydee		A-F			College of Sci and Engineering - Computer Science B S Comp Sci/Music	Senior 2nd Term			Q Note
4 4567890	Llama,Lemmy		A-F			College of Liberal Arts - Music Ph.D	Graduate Student			Q Note
5 5678901	Mirtle,Moaning		A-F			College of Sci and Engineering - Physics B S Phys/Astrophysics B S Astrop	Junior 2nd Term			Q Note
6 6789012	Puppy,Pepper		A-F			Coll of Continuing Education - Non Degree	Non-degree			Q Note
7 7890123	Snake,Sylvia		A-F			College of Liberal Arts - Chemistry/Music B A	Senior 2nd Term			Q Note

Select All Clear All Printer Friendly Version

<- Add this grade to selected students

Notify Selected Students Notify All Students

Save

Optional 1: Use the **Percentage of Work** field to record the percentage of class work on which the mid-term grade is based.

Optional 2: Click on the magnifying glass in the **Engagement** column to look up and select the student's level of engagement/attendance in class.

Select one of the following values:

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

Cancel

Optional 3: Click the **Note** link to open a text box where additional comments can be provided to the student regarding the grade.

Additional Functions

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.