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.

### Accessing PeopleSoft Final Grade Roster

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

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

   Note: If you do not see your class(es) listed, please contact your departmental scheduler.

3. Click on the Grades icon.

### Entering Grades

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

5. 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.

6. 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

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.

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.