

HOW TO ENTER MID-TERM GRADES

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.

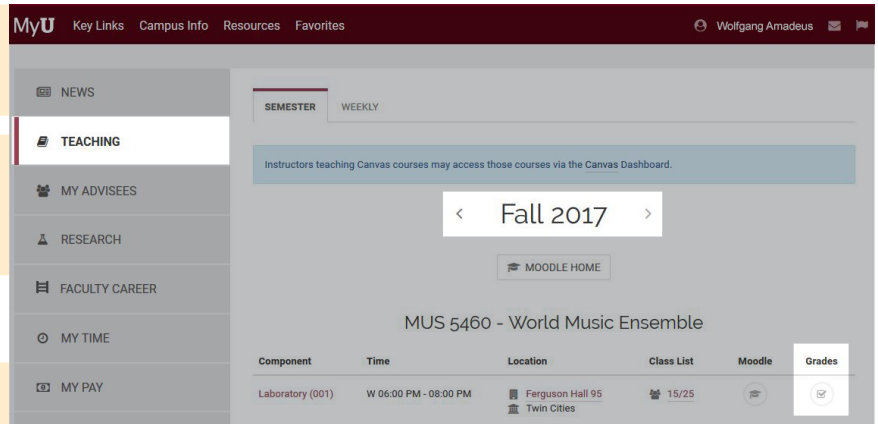
Accessing PeopleSoft Final Grade Roster

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.

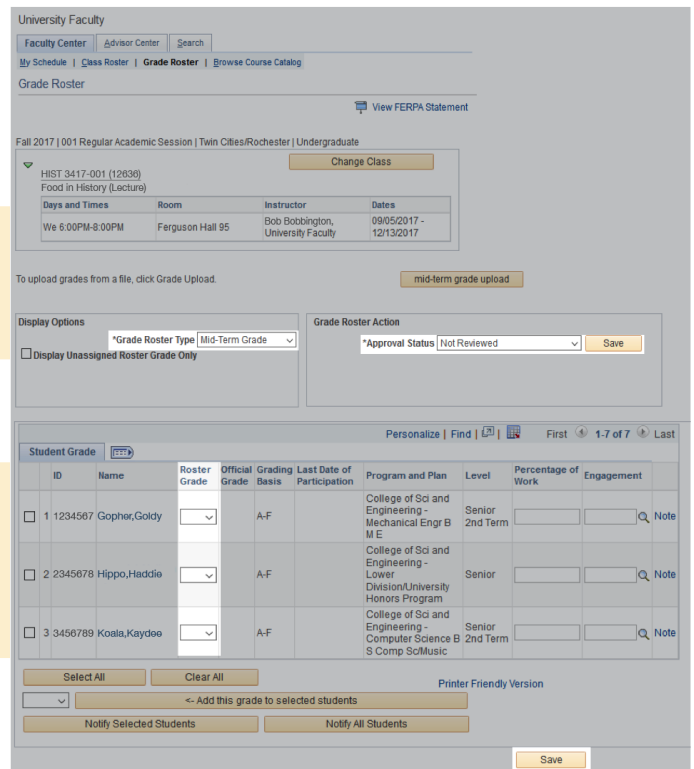


Entering Grades

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

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) Change Class

Food in History (Lecture)

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 Action

*Grade Roster Type: Mid-Term Grade *Approval Status: Not Reviewed Save

Display Unassigned Roster Grade Only

Personalize | Find | 1,741/17 | Last

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

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

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.