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 Mid-Term 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 `Grade Rosters` 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.

srhelp@umn.edu (612) 625-2803 asr.umn.edu/training-and-support
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.