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

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.

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).
5. 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.

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.

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

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.