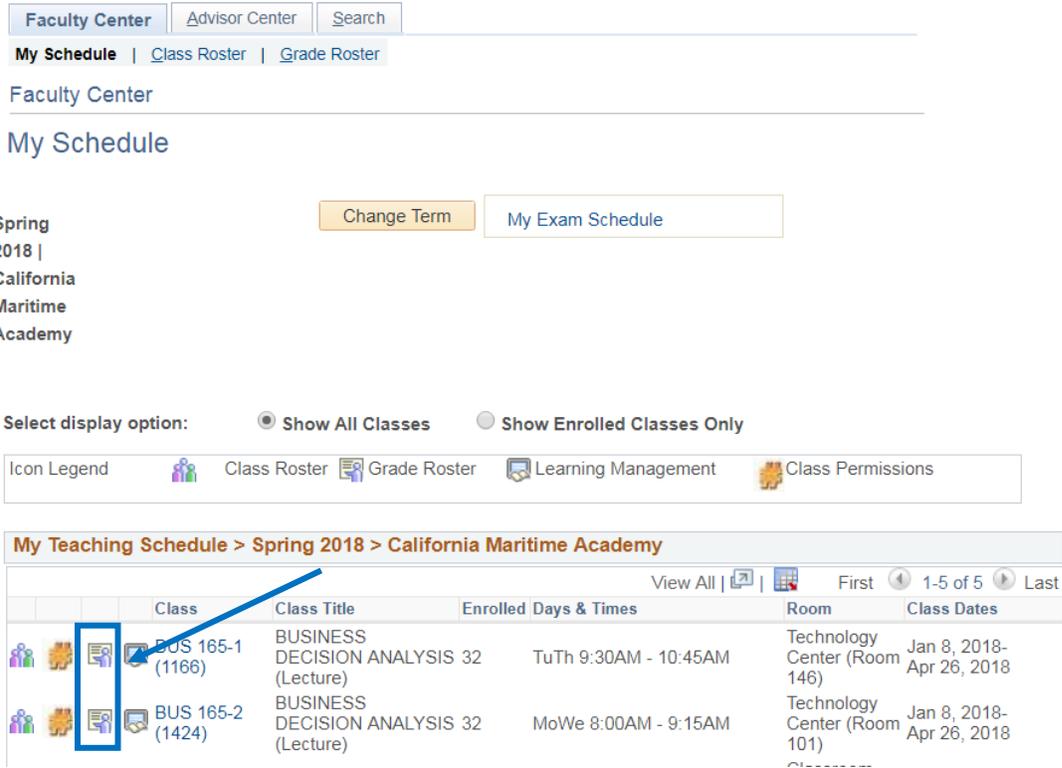


## How to Enter Midterm Grades

Midterm Grade Rosters are generated by the Office of the Registrar in week 5 of the term.

When Grade Rosters have been generated, you can access the Grade Roster in two ways:

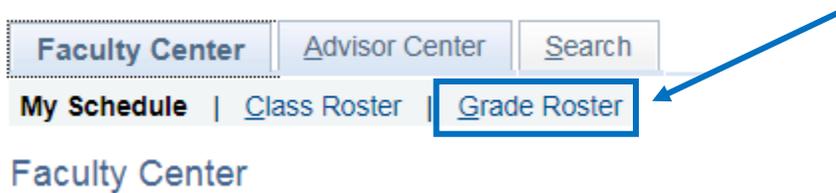
- From the Faculty Center, click on the Grade Roster icon for individual classes



The screenshot shows the Faculty Center navigation menu with 'Grade Roster' highlighted. Below the menu, the 'My Schedule' section is visible, showing the current term as 'Spring 2018' and the institution as 'California Maritime Academy'. The 'Select display option' section has 'Show All Classes' selected. The 'Icon Legend' section shows icons for Class Roster, Grade Roster, Learning Management, and Class Permissions. The main content area displays a table of classes for 'Spring 2018 > California Maritime Academy'. The table has columns for Class, Class Title, Enrolled, Days & Times, Room, and Class Dates. Two classes are listed: BUS 165-1 (1166) and BUS 165-2 (1424). The Grade Roster icon in the first column of the first row is highlighted with a blue box and an arrow.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
BUS 165-1 (1166)	BUSINESS DECISION ANALYSIS 32 (Lecture)		TuTh 9:30AM - 10:45AM	Technology Center (Room 146)	Jan 8, 2018- Apr 26, 2018
BUS 165-2 (1424)	BUSINESS DECISION ANALYSIS 32 (Lecture)		MoWe 8:00AM - 9:15AM	Technology Center (Room 101)	Jan 8, 2018- Apr 26, 2018

- Or from the Class Roster, click on Grade Roster tab at the top right, or the Grade Roster link from the very bottom of the page.



The screenshot shows the Faculty Center navigation menu with 'Grade Roster' highlighted in a blue box. An arrow points to the 'Grade Roster' link from the bottom right of the page.

Grades can be entered on a one-by-one basis using the Roster Grade pull down menu **or** if the majority of the class is passing you can:

Select All, RP and ← Add this grade to selected students. Now everyone has an RP grade

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Now, edit your students at risk of failing individually, indicating their current grade in your course by selecting it from the pull-down next to their name. Once you are finished, approve and save.

Student Grade							
		ID	Name	Roster Grade	Official Grade	Academic Career	Grading Basis
<input checked="" type="checkbox"/>	1	002912278	Baie, Joseph Edward	RP		Undergraduate	Graded
<input checked="" type="checkbox"/>	2	002903737	Barrios Saenz, Nadia Glorian	RP		Undergraduate	Graded
<input checked="" type="checkbox"/>	3	002889580	Black, Robert Bruce	RP		Undergraduate	Graded

### Grade Roster Action

\*Approval Status

Note: The Official Grade field remains empty until the Student Records Office has posted grades.

If you are interrupted before completing entering all grades, click "Save." You can return later to finish the grading.

To change a grade, go to the grade roster action, change the status to “not reviewed” and you may now change a grade.