

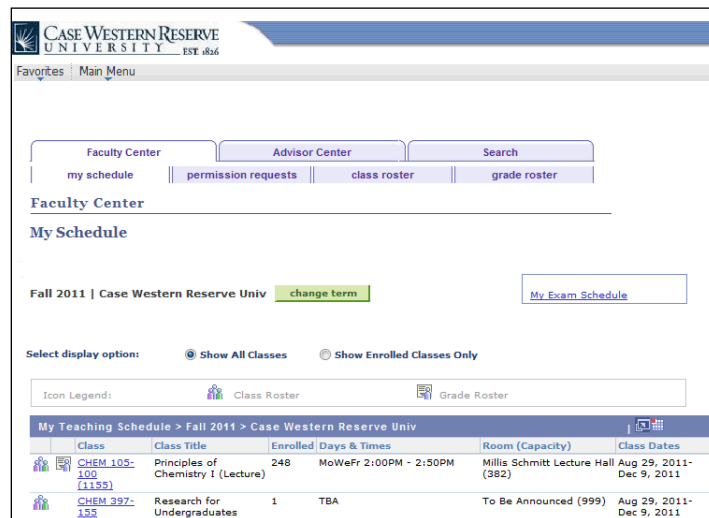
Entering Midterm Grades


Concept

This topic demonstrates how to enter Midterm grades in a grade roster. It can be used by class instructors, grading proxies, and teaching assistants (TAs) who are facilitating undergraduate level classes.

Procedure

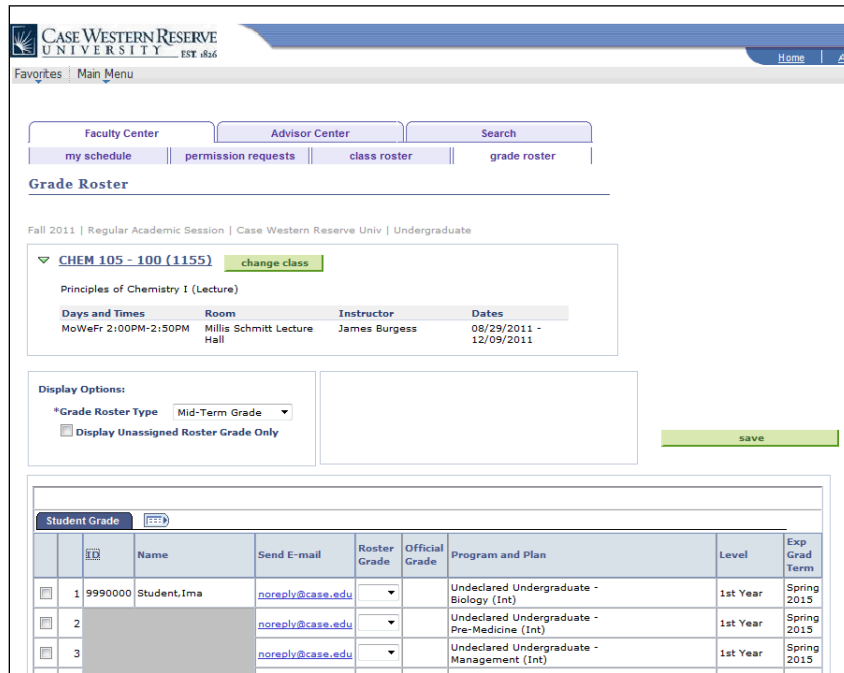
Begin by logging in to the SIS at case.edu/sis with your CWRU Network ID and password.



Step	Action
1.	<p>The Faculty Center appears.</p> <p>Your teaching schedule for the term is located in the center of the screen. Locate the class for which you want to assign grades. Click the Grade Roster icon to the left of the class.</p> 

Student Information System Process Document

Entering Midterm Grades



FAVORITES | Main Menu

Faculty Center | Advisor Center | Search

my schedule | permission requests | class roster | grade roster

Grade Roster

Fall 2011 | Regular Academic Session | Case Western Reserve Univ | Undergraduate




CHEM 105 - 100 (1155) change class

Principles of Chemistry I (Lecture)


Days and Times	Room	Instructor	Dates
MoWeFr 2:00PM-2:50PM	Mills Schmitt Lecture Hall	James Burgess	08/29/2011 - 12/09/2011

Display Options:
 *Grade Roster Type: Mid-Term Grade
 Display Unassigned Roster Grade Only save

ID	Name	Send E-mail	Roster Grade	Official Grade	Program and Plan	Level	Exp Grad Term
1 9990000	Student, Ima	noreply@case.edu			Undeclared Undergraduate - Biology (Int)	1st Year	Spring 2015
2		noreply@case.edu			Undeclared Undergraduate - Pre-Medicine (Int)	1st Year	Spring 2015
3		noreply@case.edu			Undeclared Undergraduate - Management (Int)	1st Year	Spring 2015

Step	Action
2.	<p>The Grade Roster screen appears. At the top of the page is the class meeting information.</p> <p>The Grade Roster Type dropdown list contains the default value Midterm Grade.</p>
3.	<p>The Student Grade grid contains a roster of all students enrolled in the class. Listed to the right of each student are his/her Program and Plan, and Level.</p>
4.	<p>To assign a grade to a student, click on a dropdown list in the Roster Grade column.</p> 
5.	<p>All applicable midterm grades appear in the dropdown list. Select the appropriate grade for the student.</p> <p>Please note: S and U are acceptable midterm grades.</p> <p>Repeat for all students on the grade roster.</p> 
6.	<p>Click the Save button.</p> <p>Students' grades for the class will be immediately available for their review in the Student Center.</p> 

Please note: Once the Midterm Grade Roster is saved, grades are immediately visible to students. This process is unlike entering and submitting **final** grades, which requires that the Approval Status dropdown list be changed to Approved. The Approval Status dropdown list has been removed from midterm rosters. Consequently, if a mistake is made to a student's grade that requires that it be changed after having been saved, the student will be able to see the mistake and its correction in the Grades screen of his/her Student Center.

Click the Download icon  to download the data on the screen into an Excel spreadsheet.

Step	Action
7.	This completes the process of entering midterm grades in the Grade Roster. End of Procedure.