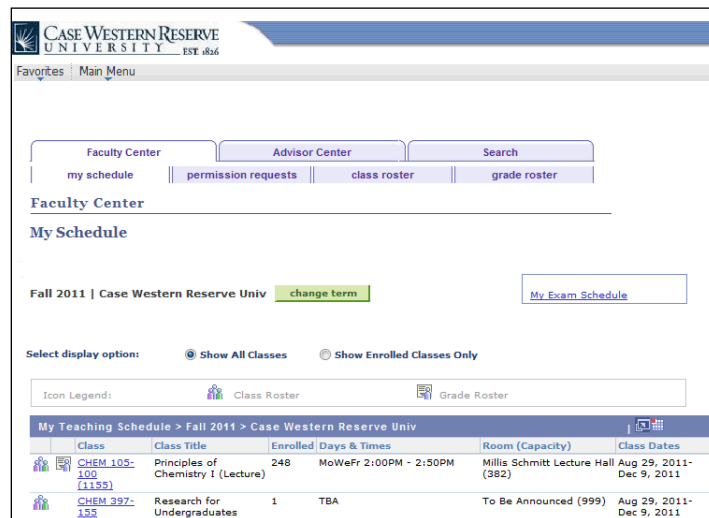# Entering Midterm Grades

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.
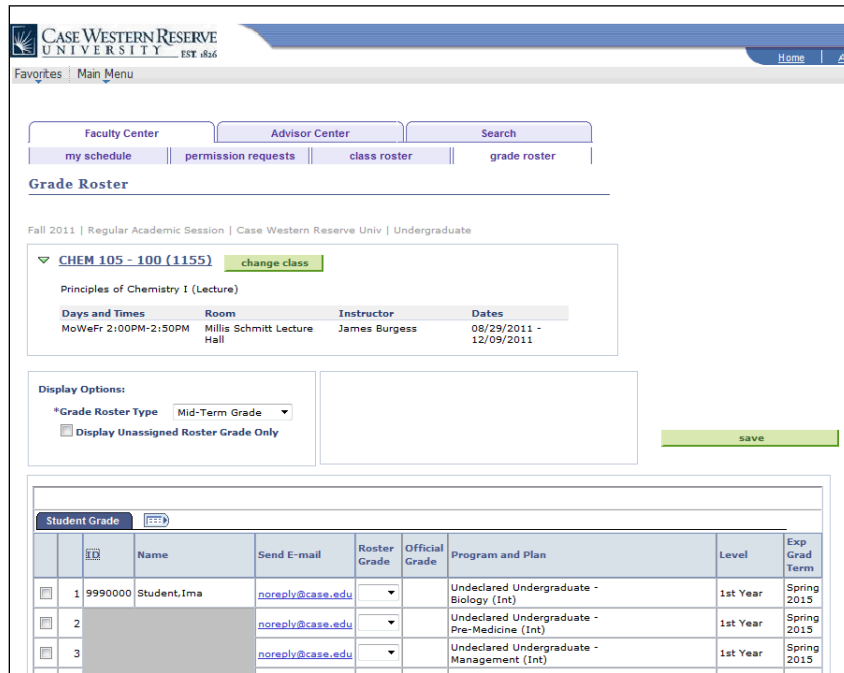
Procedure

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

Step	Action
1.	The Faculty Center appears. 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.

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

> **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.**