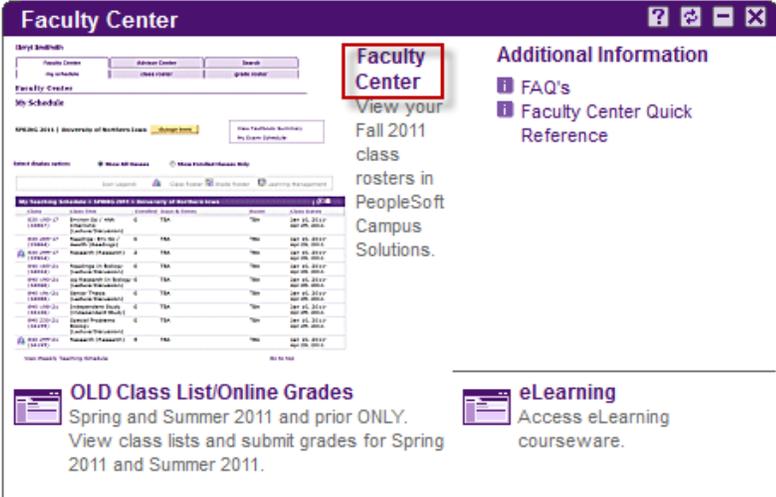
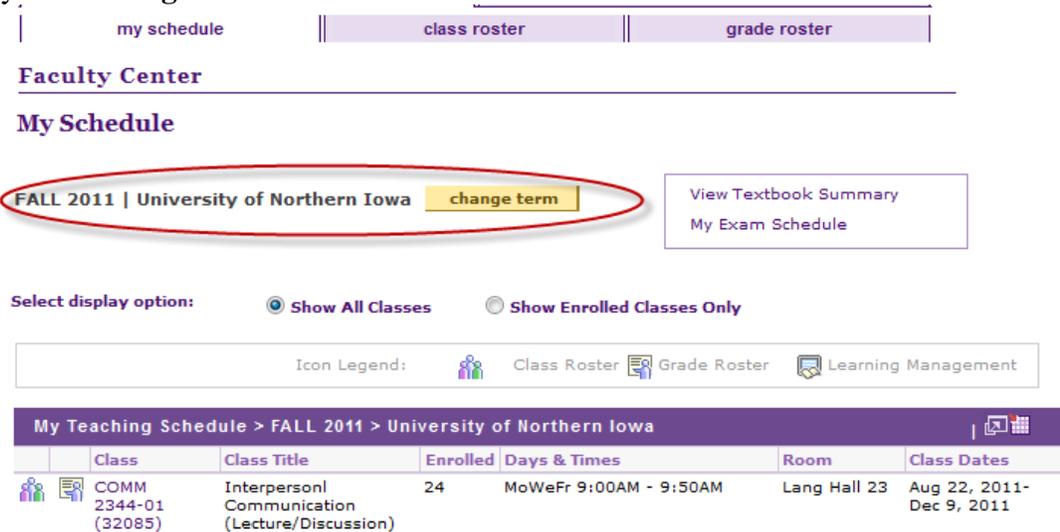
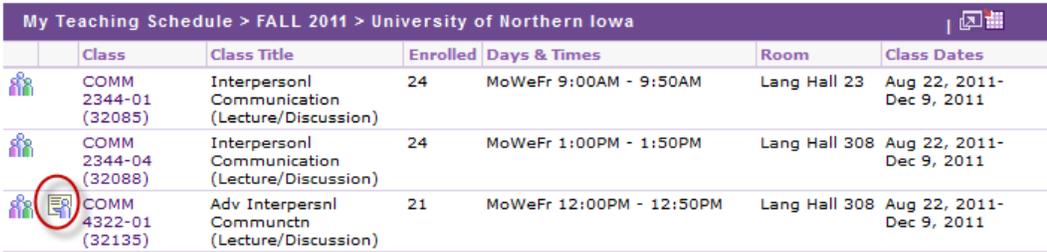
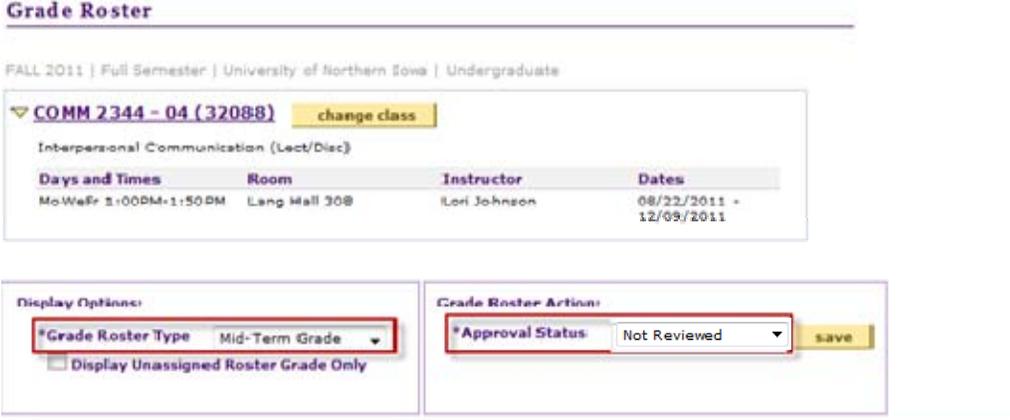


Entering Mid-Term Grades (Faculty)

Purpose: Mid-term grade rosters will be created by the Office of the Registrar for all Fall and Spring full semester sections, approximately two weeks prior to the mid-term grades due date. After Faculty enter mid-term grades, they are available to view (**there is no need to approve and submit, simply enter and save**). The following instructions describe how Faculty enter mid-term grades using Faculty Center.

Step	Action																												
1.	<p>Log onto MyUNiverse. Click the <i>Resources</i> tab. Click the Faculty Center link in the <i>Faculty Center</i> pagelet.</p> 																												
2.	<p>On the my schedule tab, <u>make sure you are on the desired term.</u> <i>Note:</i> This tab defaults to the last term you viewed. To change the term, click the yellow change term button.</p>  <table border="1" data-bbox="370 1728 1414 1864"> <thead> <tr> <th colspan="7">My Teaching Schedule > FALL 2011 > University of Northern Iowa</th> </tr> <tr> <th></th> <th>Class</th> <th>Class Title</th> <th>Enrolled</th> <th>Days & Times</th> <th>Room</th> <th>Class Dates</th> </tr> </thead> <tbody> <tr> <td></td> <td>COMM 2344-01 (32085)</td> <td>Interpersonal Communication (Lecture/Discussion)</td> <td>24</td> <td>MoWeFr 9:00AM - 9:50AM</td> <td>Lang Hall 23</td> <td>Aug 22, 2011- Dec 9, 2011</td> </tr> <tr> <td></td> <td>COMM</td> <td>Interpersonal</td> <td>24</td> <td>MoWeFr 1:00PM - 1:50PM</td> <td>Lang Hall 308</td> <td>Aug 22, 2011-</td> </tr> </tbody> </table>	My Teaching Schedule > FALL 2011 > University of Northern Iowa								Class	Class Title	Enrolled	Days & Times	Room	Class Dates		COMM 2344-01 (32085)	Interpersonal Communication (Lecture/Discussion)	24	MoWeFr 9:00AM - 9:50AM	Lang Hall 23	Aug 22, 2011- Dec 9, 2011		COMM	Interpersonal	24	MoWeFr 1:00PM - 1:50PM	Lang Hall 308	Aug 22, 2011-
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3.	<p>Click the Grade Roster icon  next to the class for which you would like to enter grades. NOTE: Clicking the grade roster tab takes you to the first grade roster on your list and continues to return to the last grade roster used. It is best to use the Grade Roster icon to go directly to the grade roster you need.</p>  <p>My Teaching Schedule > FALL 2011 > University of Northern Iowa</p> <table border="1"> <thead> <tr> <th>Class</th> <th>Class Title</th> <th>Enrolled</th> <th>Days & Times</th> <th>Room</th> <th>Class Dates</th> </tr> </thead> <tbody> <tr> <td>COMM 2344-01 (32085)</td> <td>Interpersnl Communication (Lecture/Discussion)</td> <td>24</td> <td>MoWeFr 9:00AM - 9:50AM</td> <td>Lang Hall 23</td> <td>Aug 22, 2011- Dec 9, 2011</td> </tr> <tr> <td>COMM 2344-04 (32088)</td> <td>Interpersnl Communication (Lecture/Discussion)</td> <td>24</td> <td>MoWeFr 1:00PM - 1:50PM</td> <td>Lang Hall 308</td> <td>Aug 22, 2011- Dec 9, 2011</td> </tr> <tr> <td>COMM 4322-01 (32135)</td> <td>Adv Interpersnl Communctn (Lecture/Discussion)</td> <td>21</td> <td>MoWeFr 12:00PM - 12:50PM</td> <td>Lang Hall 308</td> <td>Aug 22, 2011- Dec 9, 2011</td> </tr> </tbody> </table>	Class	Class Title	Enrolled	Days & Times	Room	Class Dates	COMM 2344-01 (32085)	Interpersnl Communication (Lecture/Discussion)	24	MoWeFr 9:00AM - 9:50AM	Lang Hall 23	Aug 22, 2011- Dec 9, 2011	COMM 2344-04 (32088)	Interpersnl Communication (Lecture/Discussion)	24	MoWeFr 1:00PM - 1:50PM	Lang Hall 308	Aug 22, 2011- Dec 9, 2011	COMM 4322-01 (32135)	Adv Interpersnl Communctn (Lecture/Discussion)	21	MoWeFr 12:00PM - 12:50PM	Lang Hall 308	Aug 22, 2011- Dec 9, 2011																																
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4.	<p>On the Grade Roster, the <i>Grade Roster Type</i> will display Mid-Term Grade as the <i>Grade Roster Type</i>. The <i>Approval Status</i> is set to Not Reviewed. <i>Note:</i> The approval status should remain “Not Reviewed” for mid-term grades.</p>  <p>Grade Roster</p> <p>FALL 2011 Full Semester University of Northern Iowa Undergraduate</p> <p>▼ COMM 2344 - 04 (32088) change class</p> <p>Interpersonal Communication (Lect/Disc)</p> <table border="1"> <thead> <tr> <th>Days and Times</th> <th>Room</th> <th>Instructor</th> <th>Dates</th> </tr> </thead> <tbody> <tr> <td>MoWeFr 1:00PM-1:50PM</td> <td>Lang Hall 308</td> <td>Lori Johnson</td> <td>08/22/2011 - 12/09/2011</td> </tr> </tbody> </table> <p>Display Options: *Grade Roster Type Mid-Term Grade <input type="checkbox"/> Display Unassigned Roster Grade Only</p> <p>Grade Roster Action: *Approval Status Not Reviewed save</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Name</th> <th>Roster Grade</th> <th>Faculty Student Notes</th> <th>Official Grade</th> <th>Grade Basis</th> <th>Program and Plan</th> <th>Level</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>XXXXXXXXXX</td> <td>A</td> <td>Create Note</td> <td></td> <td>GRD</td> <td>Soc & Behav Sci-Undergraduate - Social Work</td> <td>Sophomore</td> </tr> <tr> <td>2</td> <td>XXXXXXXXXX</td> <td>A</td> <td>Create Note</td> <td></td> <td>GRD</td> <td>Hum & Fine Arts & Nat Sci-Ugrd - Communication/Communication /Public Relations</td> <td>Junior</td> </tr> <tr> <td>3</td> <td>XXXXXXXXXX</td> <td>A</td> <td>View/Modify Note</td> <td></td> <td>GRD</td> <td>Hum & Fine Arts & Nat Sci-Ugrd - Comm St/Spch Comm & Rhetoric</td> <td>Senior</td> </tr> <tr> <td>4</td> <td>XXXXXXXXXX</td> <td>A</td> <td>Create Note</td> <td></td> <td>GRD</td> <td>Hum & Fine Arts & Nat Sci-Ugrd - Comm St/Spch Comm & Rhetoric</td> <td>Junior</td> </tr> <tr> <td>5</td> <td>XXXXXXXXXX</td> <td>A</td> <td>Create Note</td> <td></td> <td>GRD</td> <td>Hum & Fine Arts & Nat Sci-Ugrd -</td> <td>Junior</td> </tr> </tbody> </table>	Days and Times	Room	Instructor	Dates	MoWeFr 1:00PM-1:50PM	Lang Hall 308	Lori Johnson	08/22/2011 - 12/09/2011	ID	Name	Roster Grade	Faculty Student Notes	Official Grade	Grade Basis	Program and Plan	Level	1	XXXXXXXXXX	A	Create Note		GRD	Soc & Behav Sci-Undergraduate - Social Work	Sophomore	2	XXXXXXXXXX	A	Create Note		GRD	Hum & Fine Arts & Nat Sci-Ugrd - Communication/Communication /Public Relations	Junior	3	XXXXXXXXXX	A	View/Modify Note		GRD	Hum & Fine Arts & Nat Sci-Ugrd - Comm St/Spch Comm & Rhetoric	Senior	4	XXXXXXXXXX	A	Create Note		GRD	Hum & Fine Arts & Nat Sci-Ugrd - Comm St/Spch Comm & Rhetoric	Junior	5	XXXXXXXXXX	A	Create Note		GRD	Hum & Fine Arts & Nat Sci-Ugrd -	Junior
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Step	Action
5.	<p>Entering grades on the Grade Roster:</p> <ul style="list-style-type: none"> Use the drop-down box in the Roster Grade field to select the desired grade for each student. You may add the same grade to multiple students by using the select checkbox to choose the students, select the grade, and click the add this grade to selected students at the bottom. <div style="text-align: center;">  </div> <ul style="list-style-type: none"> If you select an “F” grade, you must enter a note. This is to support Federal Financial Aid reporting requirements. <p>If you have more than 20 students, use the View All or page navigation buttons to see additional students.</p> <div style="text-align: center;">  </div>

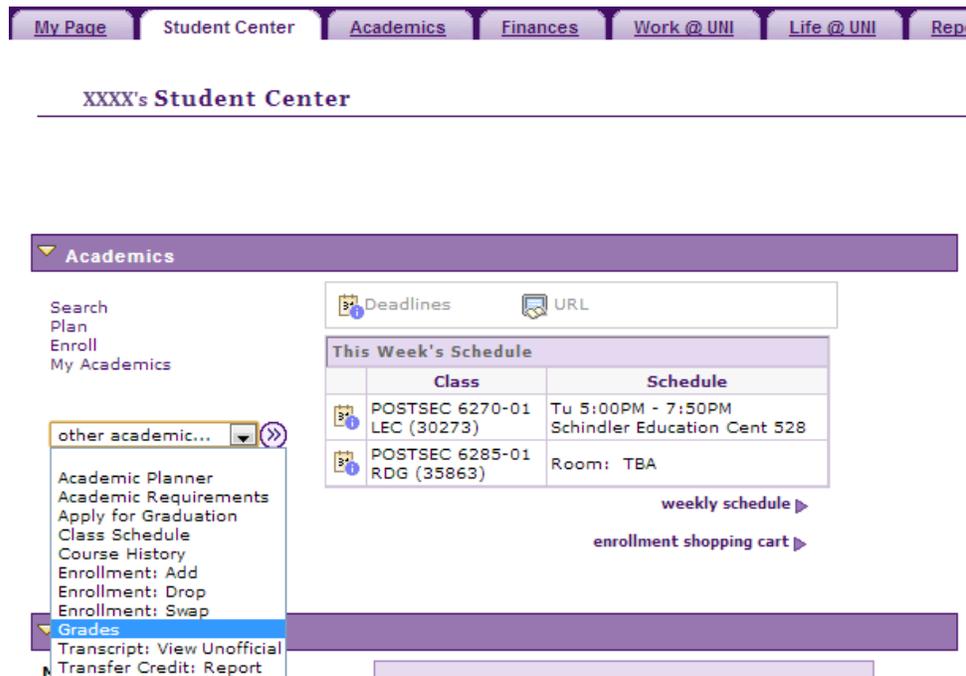
Step	Action
6.	<p>Notes may be entered for any grade by clicking the Create Note link. The system will prompt you to enter a note if you select an “F” grade.</p> <div data-bbox="370 394 609 625">  </div> <div data-bbox="633 405 1063 441"> <h3>Grade Roster Notes </h3> </div> <div data-bbox="630 487 1177 594"> <p>Use this page to associate a note to the roster. You can view all notes, but only change those you have created. You can add as many categories as necessary to the student's grade roster.</p> </div> <div data-bbox="370 646 1344 1423"> <div data-bbox="370 646 1344 856"> <p>Grade Roster Information</p> <p>Term: 2113 SPRING 2012 Class Nbr: 51926 Seq Nbr: 2 Student ID: XXXXXXXXXX Pam Panther Academic Career: UGRD</p> </div> <div data-bbox="370 867 1344 1108"> <p>Grade Roster Note Category</p> <p>Faculty Note Category: Stopped Attending Approximate Date: 02/01/2012 Entered by: Last Update Date/Time:</p> </div> <div data-bbox="370 1119 1344 1371"> <p>Optional Comments</p> <p>Student stopped attending the first week in Feb. I emailed the student but there was no response.</p> <p>Entered by: Last Update Date/Time:</p> <p>OK Cancel</p> </div> </div> <p>Select the Faculty Note Category:</p> <ul style="list-style-type: none"> • Based on Performance – Use this selection if the student academically earned an “F” • Never Attended – Select if appropriate • Stopped Attending – If selected, complete the Approximate Date field <p>Optional Comments – Comments may be entered (free text entry with Spell Check feature)</p> <p>Click the OK button.</p>

Step	Action
7.	Once grades are entered, click the Save button. <i>Tip:</i> The system displays the word “saved” momentarily in the upper right corner. <i>Note:</i> The approval status should remain “Not Reviewed” for mid-term grades. Simply SAVE, and they become available for viewing.

How do students view grades once they have been posted?

Students view grades in their **Student Center** (in My UNiVerse).

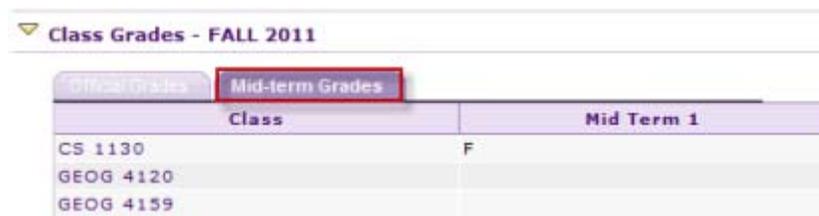
- Students select **Grades** from the drop-down list in the *Academics* section.



The screenshot shows the 'Student Center' navigation bar with tabs for My Page, Student Center, Academics, Finances, Work @ UNI, Life @ UNI, and Reports. Below the navigation bar is the 'XXXX's Student Center' header. The 'Academics' section is expanded, showing a search bar, a 'This Week's Schedule' table, and a dropdown menu for 'Grades'. The dropdown menu includes options like 'Academic Planner', 'Apply for Graduation', and 'Grades' (which is highlighted).

Class	Schedule
POSTSEC 6270-01 LEC (30273)	Tu 5:00PM - 7:50PM Schindler Education Cent 528
POSTSEC 6285-01 RDG (35863)	Room: TBA

- Students select the *Mid-term Grades* tab.



The screenshot shows the 'Class Grades - FALL 2011' page. There are two tabs: 'Official Grades' and 'Mid-term Grades'. The 'Mid-term Grades' tab is selected and highlighted with a red box. Below the tabs is a table with columns for 'Class' and 'Mid Term 1'.

Class	Mid Term 1
CS 1130	F
GEOG 4120	
GEOG 4159	