How Faculty View Midterm Grades

1. To look up midterm grades for your advisees.
   a. Click on the Faculty Resources tab in the MyESU Portal.
   b. Go to the Advisee Grade Summary link at the bottom of the Faculty Resources page (you may have to scroll down to see it).
      • Follow this link to see the grades of your advisees for the selected term.
   c. If it returns a message that no grades are available for the current semester,
      • select the Faculty Services tab at the top
      • click on the Term Selection option
      • select the appropriate semester from the drop down list
      • click on the Submit Button
   d. Submit this and you will return to the Faculty Services page.
      • Access the link to Advisee Grade Summary near the bottom of the list.
      • A list of courses and grades will appear.

2. To look up midterm grades for a student who is not your advisee.
   a. From the Faculty Resources page in the MyESU Portal,
      • Go to the box entitled Student Look Up Tools at the right of the screen
      • Click on the Overall – Student Selection link
   b. Input the student’s ID or name in the appropriate places on the screen and submit.
      • If necessary, select the correct student from the drop down box that appears.
      • Click Submit
   c. You will now be at the Student Information screen.
      • Select the Student Active Registrations link.
      • This will take you to a screen that shows all of the student’s current courses and has the midterm grades for those courses.
   d. To see the midterm grades for another student,
      • use the back arrow at the top of the page.
      • This will return you to the Student Information menu.
      • Select ID Selection at the top of the list and use the window that appears to enter another student’s information into the computer.
      • Then repeat step b and c above.

3. To look up Midterm Grades for all of the students in one of your courses
   a. From the Faculty Resources page, go to the Registration Tools Box at the top right of the screen.
      • Select either Detailed or Summary Class List and follow the link.
   b. Select the Faculty Services tab at the top of the page.
   c. Select Faculty Grade Summary near the bottom of the list. This will show the class list with the current grades for the students.