

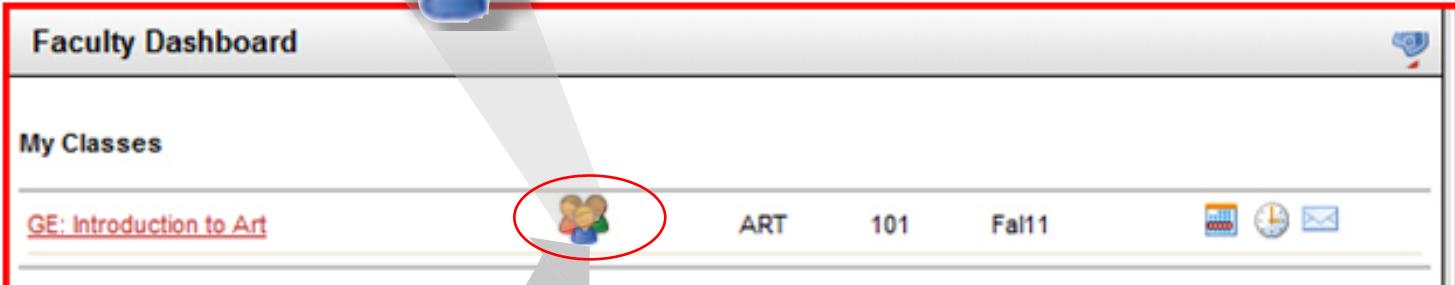


BANNER TRAINING

HOW TO ASSIGN MID-TERM GRADES

After logging in to the myESU portal, click on the ***Faculty Resources tab***, view class assignments in the ***Faculty Dashboard***.

To begin entering midterm grades for a class section, click the ***people icon*** next to that class.  This will take you to the Summary Class List.



Faculty Dashboard

My Classes

GE: Introduction to Art

ART 101 Fal11

CLICK HERE

From the ***Summary Class List*** view, click on ***Enter*** under the ***Midterm*** column

This will reopen the class list to allow you to enter midterm grades.

Level	Credits	Midterm	Grade Detail
Undergraduate	3.000	Enter	





BANNER TRAINING

HOW TO ASSIGN MID-TERM GRADES

Mid Term Grades

000067012 Steven P. Burgoon
Fall 2011
Oct 15, 2011 12:12 pm

Enter mid-term grades for undergraduate students only. You can select MDPASS or MDFAIL, if desired, or select a standard grade if appropriate. Please do not input any information in last date of attend or attend hours.

Grade	Last Attend Date MM/DD/YYYY	Attend Hours	Registration Number
A			113
None			51

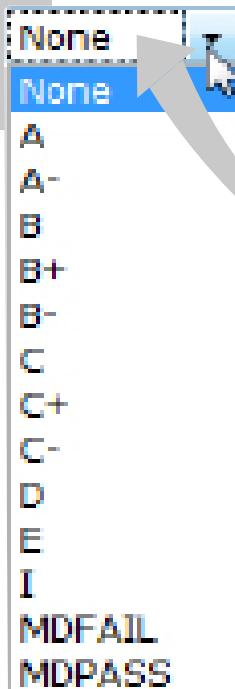
Two large grey arrows point from the text boxes for 'Last Attend Date' and 'Attend Hours' to the 'None' option in the dropdown menu for 'Grade'.

Two small grey arrows point from the '113' and '51' registration numbers to the 'None' option in the dropdown menu for 'Grade'.

Two small blue circular icons with white envelope symbols are located to the right of the registration numbers.

Enter the mid term grade for each student in the *Grade field*

A large grey arrow points from this text to the dropdown menu for 'Grade'.



NOTE
Do Not enter dates for *Last Attend Date* or hours for *Attend Hours*

Mid-Term grades **must** be chosen from the *drop down menu*.

Mid-Term Grades **can not** be entered manually.

A large grey arrow points from this text to the 'None' option in the dropdown menu.



BANNER TRAINING

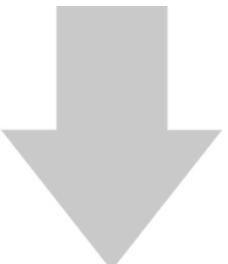
HOW TO ASSIGN MID-TERM GRADES

Mid-Term Grades are represented in the following chart...

<u>Grade</u>	<u>Grade Progress Definition at Midterm</u>
A	Excellent
A-	
B+	
<hr/>	
B	Good
B-	
C+	
<hr/>	
C	Fair
<hr/>	
C-	
<hr/>	
D	Poor
<hr/>	
E	Failing
<hr/>	
I	Incomplete
MDPASS	Passing
MDFAIL	Failing

NOTE:

If grades are not submitted for a student by the midterm deadline, the student receives an “X” to symbolize that no grade was entered.





BANNER TRAINING

HOW TO ASSIGN MID-TERM GRADES

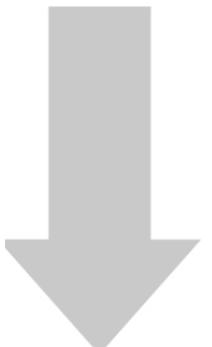
Student Enrollment lists are shown in batches of **25**

Click on the corresponding batch numbers if you have more than
25 students enrolled in your course

Record Sets: [1 - 25](#) [26 - 50](#) [51 - 75](#) [76 - 100](#) [101 - 120](#)



Click here to view the next
25 students listed in your course





BANNER TRAINING

HOW TO ASSIGN MID-TERM GRADES

Once you've added a ***Mid-Term Grade*** for a student to submit the change and save it into the system, click the ***SUBMIT*** button at the bottom of the screen.

Submit

Reset



Please submit grades often. There is a 60 minute time limit on this page.

Mid Term Grades will be visible to students
AS FACULTY SUBMIT (SAVE) THEM

Changes to grades can be *made as many times as faculty want* up until the ***Mid-Term Grade Submission Deadline***.



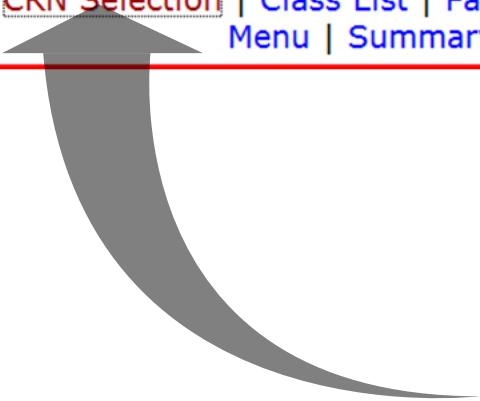


BANNER TRAINING

HOW TO ASSIGN MID-TERM GRADES

To enter ***Mid-Term Grades*** for additional courses, click ***CRN Selection*** at the bottom of the page

[[Term Selection](#) | [CRN Selection](#) | [Class List](#) | [Faculty Detail Schedule](#) | [Final Grades](#) | [Student Menu](#) | [Summary Class List](#)]



CLICK HERE





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HOW TO ASSIGN MID-TERM GRADES

Select the term you want to work with from the

*Select a term drop down menu
(Fall 2011 in this case)*

Select Term

Select a Term:

RELEASE: 8.1

Select a Term:

Click **SUBMIT** when ready to proceed





BANNER TRAINING

HOW TO ASSIGN MID-TERM GRADES

NOTE:

Faculty can only enter grades for courses they are assigned to as the ***PRIMARY INSTRUCTOR***

Select the ***CRN*** of the course you wish to work with from the drop down menu and click ***SUBMIT*** when ready to proceed.

Select a CRN

CRN:

ART 101 0: GE: Introduction to Art, 91554 (120) ▾

Submit

NOTE: CRN: is ***NOT*** clickable.

You must choose from the ***Drop Down Menu***

CRN:

ART

Submit

This will take you back to the Summary Class List.