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
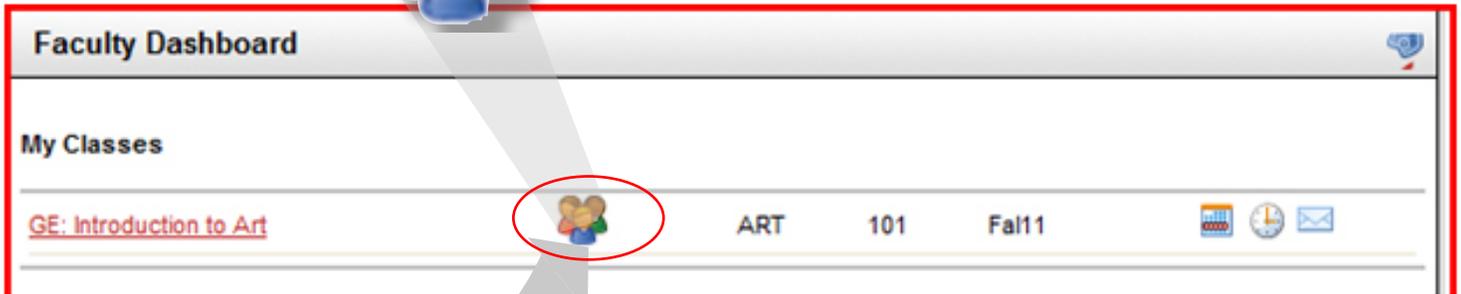
CLICK HERE

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	
Undergraduate	3.000	Enter	
Undergraduate	3.000	Enter	
Undergraduate	3.000	Enter	
Undergraduate	3.000	Enter	
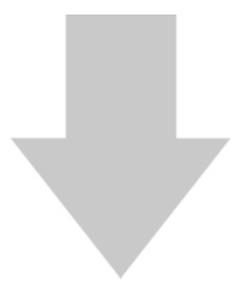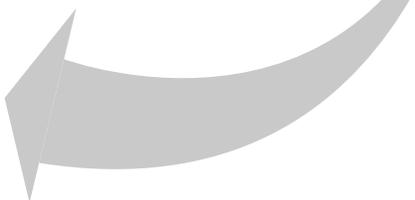
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Mid Term Grades

ℹ 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 0-999.99	Registration Number	
A ▼			113	✉
None ▼			3.	✉

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

None ▼
- None
- A
- A-
- B
- B+
- B-
- C
- C+
- C-
- D
- E
- I
- MDFAIL
- MDPASS

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.

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

Grade	Grade Progress Definition at Midterm
A	Excellent
A-	
B+	
B	Good
B-	
C+	
C	Fair
C-	
D	Poor
E	Failing
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.
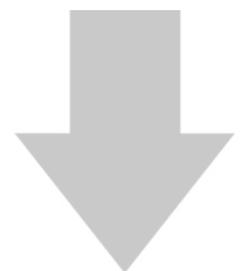
Student Enrollment lists are shown in batches of *25*

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

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*.

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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]
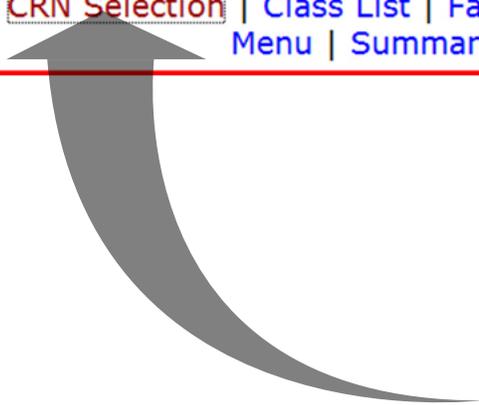
CLICK HERE
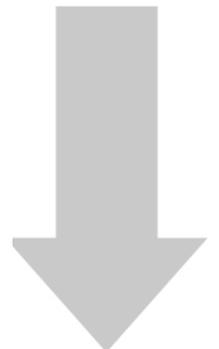
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HOW TO ASSIGN MID-TERM GRADES

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: Spring Term 2012

Spring Term 2012
Fall 2011

Submit

RELEASE: 8.1

Click *SUBMIT* when
ready to proceed

Select a Term: Fall

Submit

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) ▾

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

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

CRN: ART

Submit

This will take you back to the Summary Class List.