Mid-term Grade Loading Instructions – For Faculty
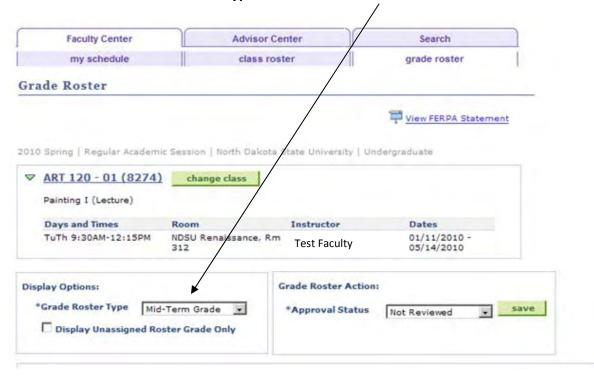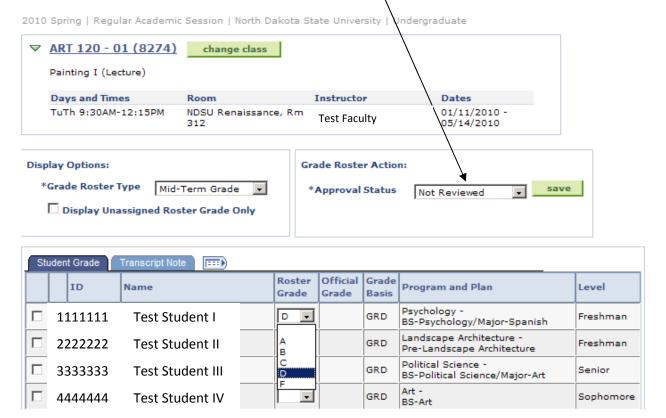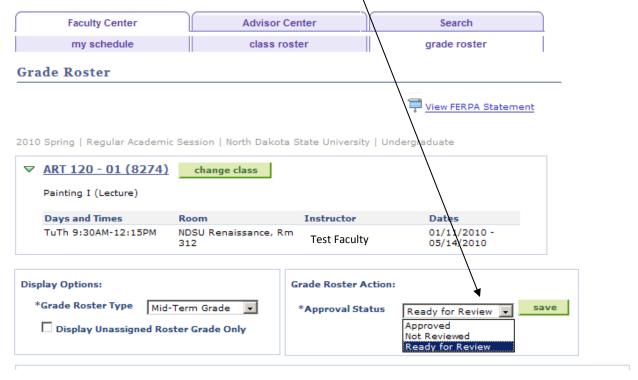
1. To enter mid-term grades, log in to Campus Connection, and go to Faculty Center > Grade Roster
2. Make sure 'Grade Roster Type' reflects Mid-Term Grade.

Faculty Center	Advisor Center	Search
my schedule	class roster	grade roster

Grade Roster

View FERPA Statement

2010 Spring | Regular Academic Session | North Dakota State University | Undergraduate

▽ ART 120 - 01 (8274) change class

Painting I (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 9:30AM-12:15PM	NDSU Renaissance, Rm 312	Test Faculty	01/11/2010 - 05/14/2010

Display Options:
*Grade Roster Type Mid-Term Grade
☐ Display Unassigned Roster Grade Only

Grade Roster Action:
*Approval Status Not Reviewed   save

3. **Approval Status will be defaulted to 'Not Reviewed' prior to entering mid-term grades**
4. **Enter deficient grades (D and F) in the Roster Grade data fields** (instructors may enter all grades for all students if they desire, but this is not expected). **Click 'Save.'**

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	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
☐	1111111	Test Student I	D		GRD	Psychology - BS-Psychology/Major-Spanish	Freshman
☐	2222222	Test Student II	A B C D F		GRD	Landscape Architecture - Pre-Landscape Architecture	Freshman
☐	3333333	Test Student III			GRD	Political Science - BS-Political Science/Major-Art	Senior
☐	4444444	Test Student IV			GRD	Art - BS-Art	Sophomore

5. **Approval Status must be changed to 'Ready for Review'. Click 'Save' again. Note: Do not change status to 'Approved' since that option only works when all grades for a roster have been entered.**

6. **IMPORTANT: Please change your mid-term grade rosters to 'Ready for Review' <u>even if you have NO deficient mid-term grades</u> for a course. This indicator will differentiate courses in which there truly are no deficient students versus those that were not reviewed for mid-term grades.**

Notes:

1. Mid-Term Grade Loading is only available for full, semester-length courses.
2. Once mid-term grades are entered into Campus Connection, they are available for view by students and advisors. Mid-term grades are not considered official grades.
3. While Mid-term grades appear in Campus Connection, they <u>do not</u> appear on academic transcripts.