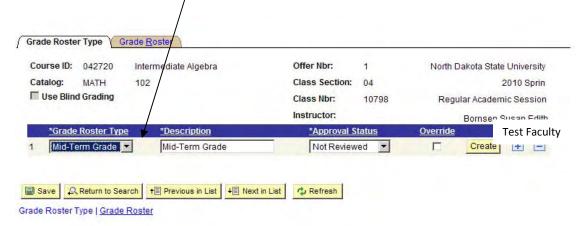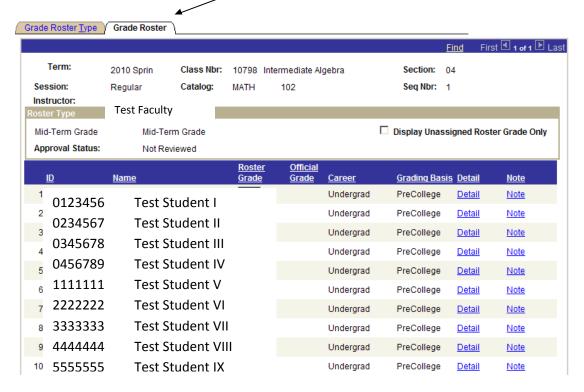# Mid-term Grade Access View – For Staff/Administrators

For academic/administrative staff to view student mid-term grades, log in to Campus Connection, and go to Curriculum Management > Grading > Grade Roster. Search for the desired course section.

When only the mid-term grade rosters exists (mid-semester):

A. **Verify that 'Mid-Term Grade' roster has been created for this course (full-semester courses only). If not, contact the Office of Registration and Records.**

B. **Click on 'Grade Roster' (2nd) tab. Mid-term grades entered will appear in 'Roster Grade' field.**

Notes:

- **Mid-Term Grade Loading is only available for full, semester-length courses.**
- **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.**
- **While Mid-term grades appear in Campus Connection, they <u>do not</u> appear on academic transcripts.**