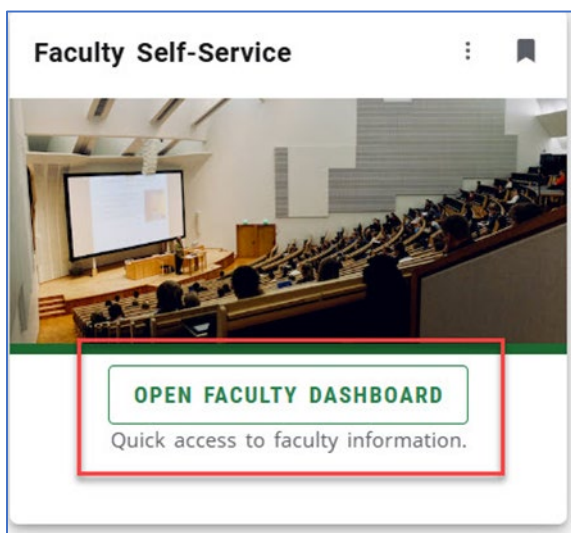


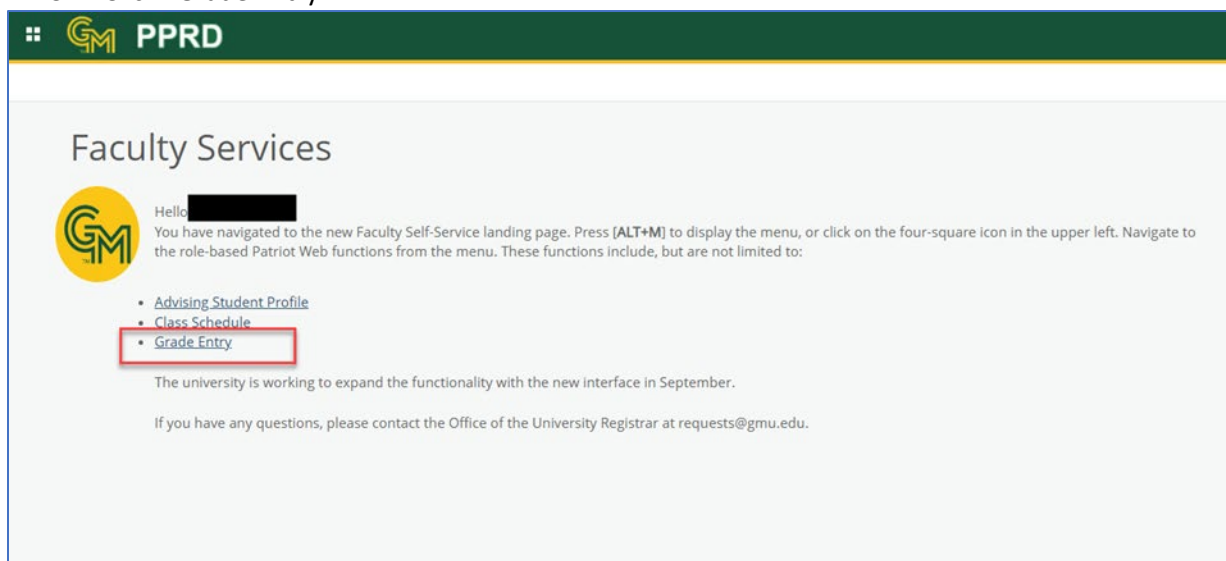
## Midterm Grade Entry

This guide provides instructions for entering **Midterm Grades**. Each academic unit has a designated grading coordinator who can be consulted on questions of policy or deadlines, or if the instructor of record is unable to enter grades due to an emergency.

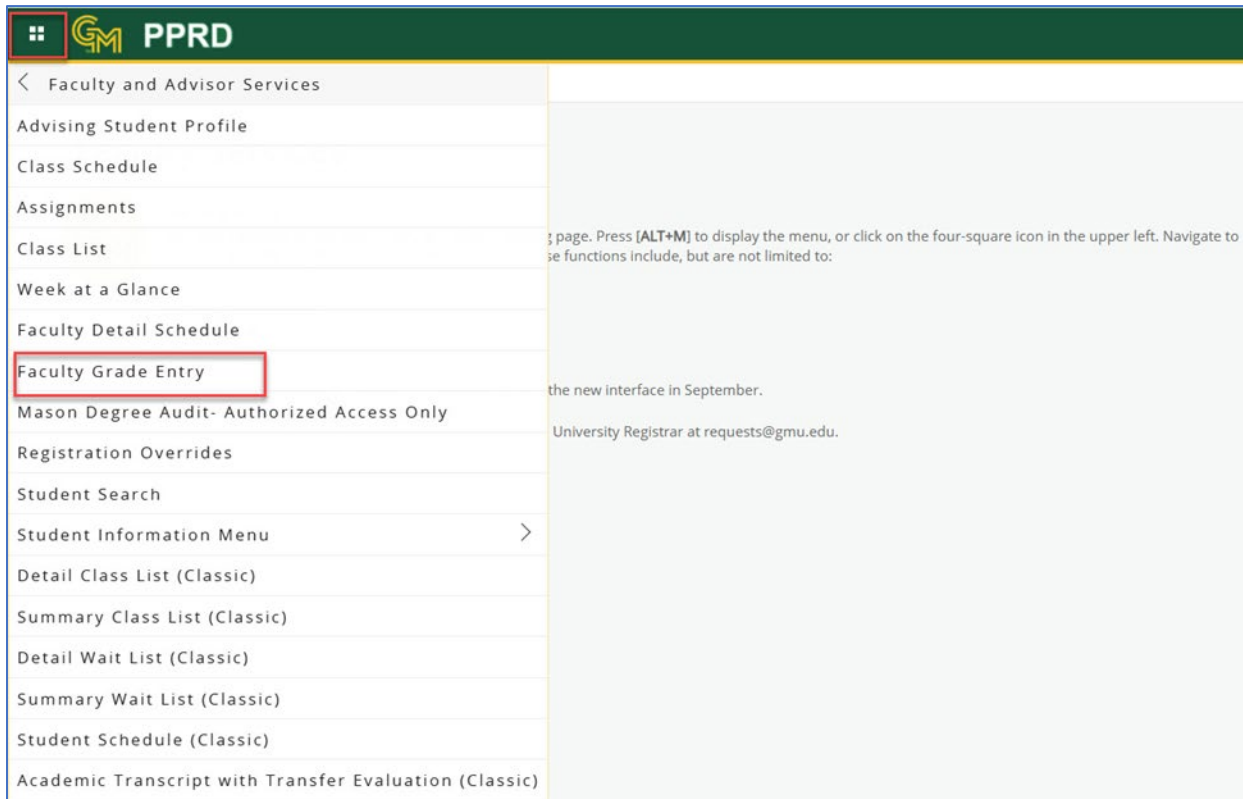
1. Log on to [Patriot Web](#).
2. Find the "Faculty Self-Service" tile. If you aren't seeing the tile display in your customizable Home tab, you can select "VIEW ALL CARDS" or select the Faculty & Advisor tab, which will display the "Faculty Self-Service" and "Advisor Self-Service" tiles. In the "Faculty Self-Service" tile, click "Open Faculty Dashboard".



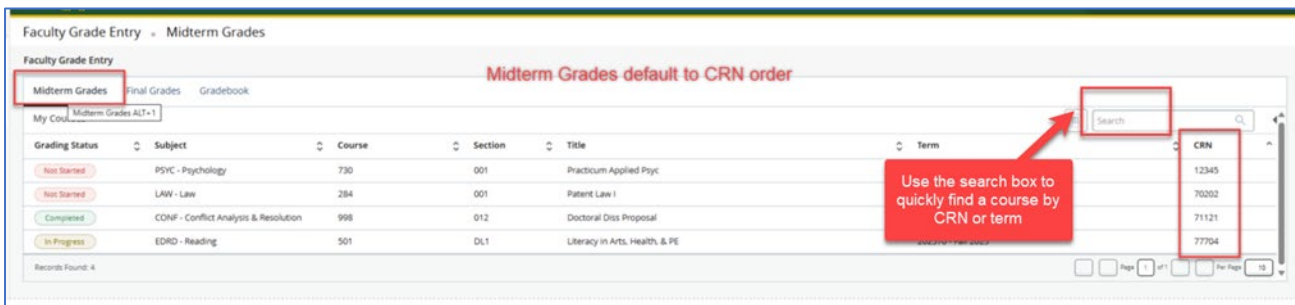
3. Click "Grade Entry".



- a. Note: You can also access the Grade Entry page via the menu at the top left of the Faculty Services landing page. Click on the four squares, click “Banner”, click “Faculty and Advisor Services”, click “Faculty Grade Entry”.



4. All courses in which you are assigned as an instructor will be displayed. Midterm Grades, Final Grades, and the Gradebook are combined into one page with separate tabs in a unified interface. If you receive a message that says “Read Only”, you are using the wrong tab or grading is not available for the section at the time you are trying to select a grade.
5. The default tab is Final Grade. **Select the Midterm Grade tab.**
  - a. Midterm grades display default to ascending order by CRN only, which means that the terms may display out of the expected order. Any column can be sorted by using the arrows at the top of the column (the correct arrows for each column are to the *right* of the column label, not the left). If you teach many courses, we recommend that you use the search box to search for the desired course by CRN or semester.



6. Select a course by clicking under the Grading Status column.
7. Under the Midterm Grade column, select the student's midterm grade from the dropdown options. Select **Save**.
8. If the student has stopped attending, select SA for the grade and enter the date the student last attended in the Last Attend Date field. At the top right there will be a notice whether the student has withdrawn from the class or not.
9. Click **Save** when you are ready to save your entries. At the top right there will be a notice indicating that the records were successfully saved and completed.

For assistance with Midterm grading contact [regsite@gmu.edu](mailto:regsite@gmu.edu).