MID-TERM GRADES

A STEP BY STEP TUTORIAL TO RECORDING MID-TERM GRADES IN FACULTY SELF-SERVICE / BANNER

OFFICE OF THE UNIVERSITY REGISTRAR
MID-TERM GRADES

✴ October 12, 2011 open Mid-Term Grading cycle in Banner Faculty Self-Service for entering Mid-Term Grades

✴ Mid-Term Grading follows same grading system as Final Grades

✴ Mid-Term grades will be entered in Banner Faculty Self-Service: https://banner-ss.tamucc.edu/PROD/twbkwbis.P_WWWLogin
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- From the Banner Faculty Self-Service Login page enter your User Id and Pin. If you are having difficulties logging in please contact the Office of the University Registrar x7024.

From the Main Menu select Faculty and Advisors.
From the Faculty and Advisors Menu select **Summary Class List**.
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Current Semester will automatically default so click on Submit

From the drop down menu select the course which you would like to view your Roster then click on Submit
This will bring up your Class Roster

You will notice a column titled **Midterm**. Click on **Enter** on the first student record.

From the column titled **Grade**, you will find the same grading system as used for Final Grades and use the drop down menu to enter a grade. You will enter a mid-term grade for each student. The grading system follows suit of the final grading system for each respective course, i.e. Honors courses are graded with the AH, BH, CH, etc.
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When you have finished click on the Submit button at the bottom of the page. Then if needed continue to the next set of students on the next page and repeat the process. Repeat this process for any other course(s) you are teaching.
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- Mid-Term grades do not affect a student’s GPA nor will appear on their transcript.
- Students will be able to view their mid-term grades via SAIL right after you submit them.
- Mid-Term Grading cycle will close in Banner Faculty Self-Service on October 21, 2011.
- Any issues or questions with entering Mid-Term grades please contact Missy Chapa x3974 or Nancy Rowland x2626.