



# **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](https://banner-ss.tamucc.edu/PROD/twbkwbis.P_WWWLogin)

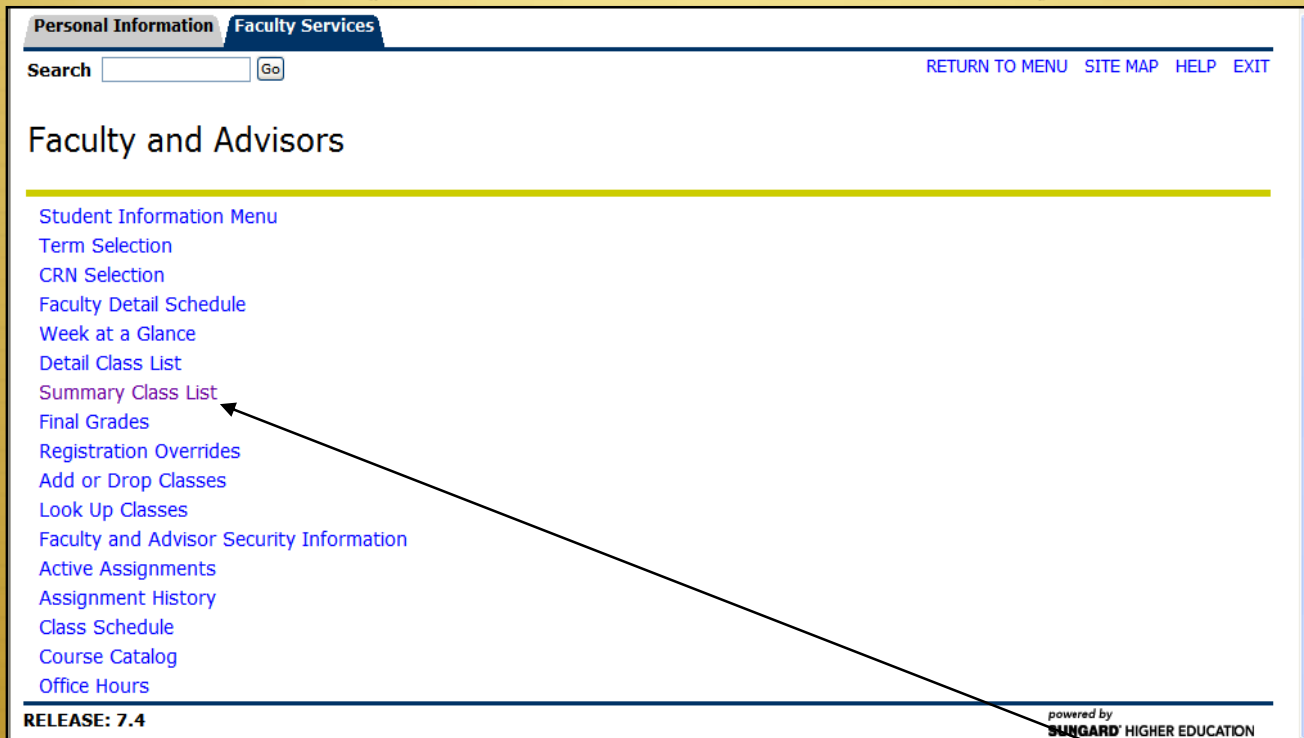
# MID-TERM GRADES

- ✦ 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.

The screenshot displays the Banner Faculty Self-Service Login page for The Island University, Texas A&M University-Corpus Christi. The page features a blue header with the university's name and logo. Below the header, there are two tabs: 'Personal Information' and 'Faculty Services'. A search bar is located below the tabs, with a 'Go' button. To the right of the search bar, there are links for 'ACCESSIBILITY', 'SITE MAP', 'HELP', and 'EXIT'. The main menu section shows a user's name in a box followed by 'n, to the WWW Information System! Last web access on Jan 22, 2009 at 02:59 pm'. Below the main menu, there are two links: 'Personal Information' and 'Faculty and Advisors'. The 'Faculty and Advisors' link is highlighted in purple, and an arrow points to it from the text below the screenshot. The footer of the page includes 'RELEASE: 7.4' on the left and 'powered by SUNGARD HIGHER EDUCATION' on the right.

From the Main Menu select **Faculty and Advisors**.

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The screenshot shows a web application interface with a navigation bar at the top containing 'Personal Information' and 'Faculty Services'. Below the navigation bar is a search box with a 'Go' button and links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main content area is titled 'Faculty and Advisors' and contains a list of menu items. An arrow points to the 'Summary Class List' item. The footer of the page includes 'RELEASE: 7.4' and 'powered by SUNGARD HIGHER EDUCATION'.

Personal Information Faculty Services

Search  Go RETURN TO MENU SITE MAP HELP EXIT

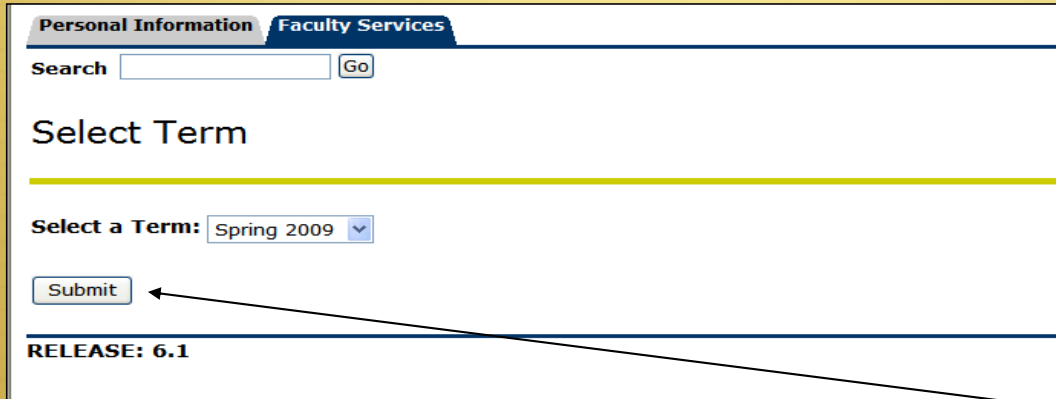
## Faculty and Advisors

- Student Information Menu
- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Week at a Glance
- Detail Class List
- Summary Class List
- Final Grades
- Registration Overrides
- Add or Drop Classes
- Look Up Classes
- Faculty and Advisor Security Information
- Active Assignments
- Assignment History
- Class Schedule
- Course Catalog
- Office Hours

RELEASE: 7.4 powered by SUNGARD HIGHER EDUCATION

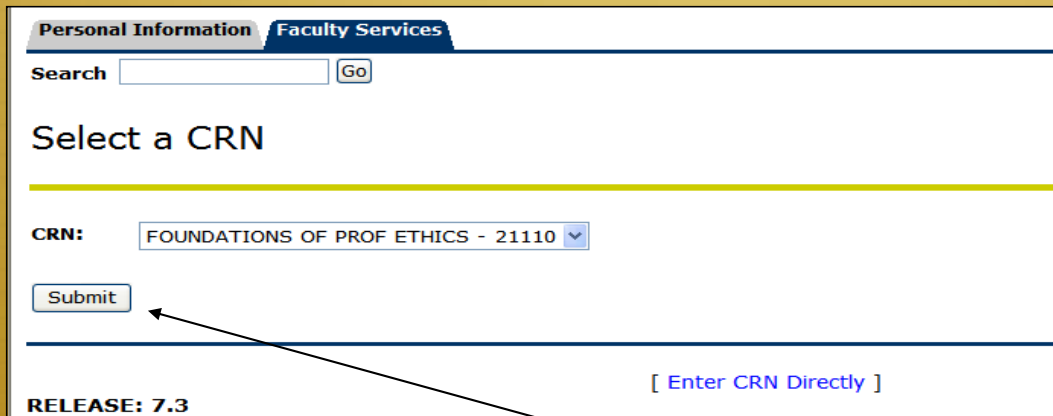
From the Faculty and Advisors Menu select **Summary Class List**.

# MID-TERM GRADES



The screenshot shows a web interface with two tabs: 'Personal Information' and 'Faculty Services'. Below the tabs is a search bar with a 'Go' button. The main heading is 'Select Term'. A dropdown menu labeled 'Select a Term:' is set to 'Spring 2009'. A 'Submit' button is located below the dropdown. An arrow points from the 'Submit' button to the text below. At the bottom left, it says 'RELEASE: 6.1'.

Current Semester will automatically default so click on **Submit**



The screenshot shows a web interface with two tabs: 'Personal Information' and 'Faculty Services'. Below the tabs is a search bar with a 'Go' button. The main heading is 'Select a CRN'. A dropdown menu labeled 'CRN:' is set to 'FOUNDATIONS OF PROF ETHICS - 21110'. A 'Submit' button is located below the dropdown. An arrow points from the 'Submit' button to the text below. At the bottom right, there is a link '[ Enter CRN Directly ]'. At the bottom left, it says 'RELEASE: 7.3'.

From the drop down menu select the course which you would like to view your Roster then click on **Submit**

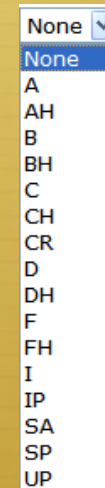


# MID-TERM GRADES

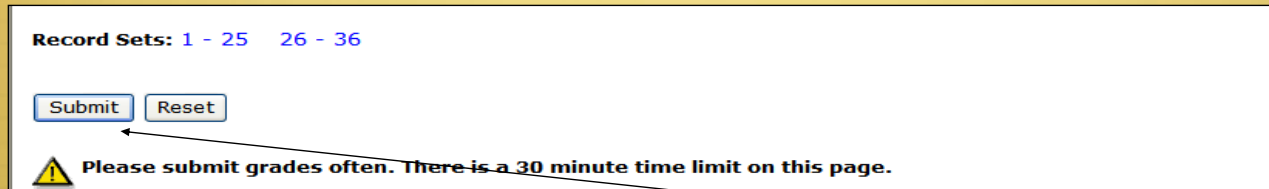
✦ This will bring up your Class Roster

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