

Self-Service Midterm Grade Entry

Please follow the steps below to enter midterm grades in Self-Service.

**Remember, you only need to report midterm grades for students earning a C- or lower.*

1. Login to Self-Service and click on the *Faculty* tab or access it directly here:
<https://collss.whitworth.edu/Student/Student/Faculty>
2. Select the course you wish to enter midterm grades for from your current semester course list.
3. Select the *Grading* tab.

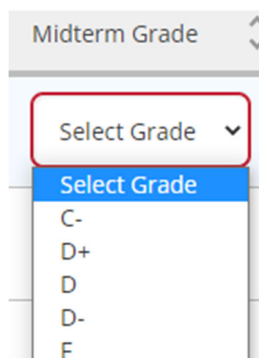
Roster **Grading** Permissions Waitlist Roster

4. Once you are in the *Grading* tab, select the *Midterm 1* tab.

**Please do not click the Final Grades tab as this will enter final grades for the students in your course(s).*

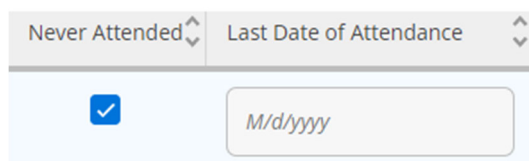
Overview ****Click here to enter final grades**** **Midterm 1**

5. Use the drop-down menu by each student's profile to enter their midterm grade. You should only be able to select grades of C- or lower as these are the only midterm grades you need to report.



A screenshot of a web interface showing a dropdown menu for 'Midterm Grade'. The menu is open, displaying a list of grade options: C-, D+, D, D-, and F. The 'Select Grade' text is visible at the top of the dropdown list.

6. If a student has never attended your course(s) or stopped attending your course(s), you may also indicate this with your midterm grades. If the student has never attended, check the *Never Attended* box by their name. If they have stopped attending, enter the last date they attended in the *Last Date of Attendance* box by their name.



A screenshot of a web interface showing two input fields: 'Never Attended' and 'Last Date of Attendance'. The 'Never Attended' field has a checked checkbox. The 'Last Date of Attendance' field is empty and has a placeholder text 'M/d/yyyy'.

7. When you have finished entering your midterm grades for a course, please select the blue Midterm Grading Complete button in the upper right-hand side of the screen. This will formally record and submit your responses to the Office of the University Registrar.

Midterm Grading Complete