

Self-Service Midterm Grade Entry

You only need to report midterm grades for students earning a C- or lower.

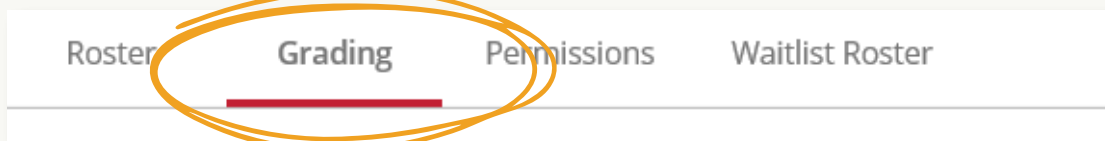
1. Login to Self-Service

Select the Faculty tab or access it directly from this link - <https://colls.whitworth.edu/Student/Student/Faculty>

2. Select the *course*

Select the course you wish to enter midterm grades for from your current semester course list.

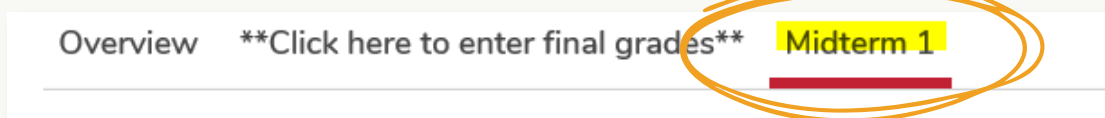
3. Select the *grading* tab



Roster **Grading** Permissions Waitlist Roster

4. Select the Midterm 1 tab

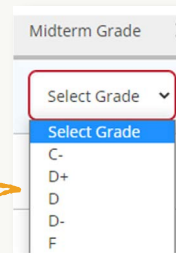
Once you are in the Grading menu, select the Midterm 1 tab. DO NOT select Final Grades as this will enter final grades for the students in your course(s).



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

5. Enter the midterm *grade*

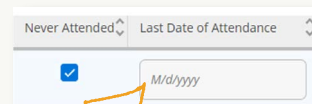
Use the drop-down menu by each student's profile to enter their midterm grade. You should only be able to select grades of C- or lower as these are the only midterm grades you need to report.



Midterm Grade
Select Grade
Select Grade
C-
D+
D
D-
F

6. No *attendance*

If a student has never attended your course(s) or stopped attending your course(s), you may also indicate this with your midterm grades by selecting the Never Attended box or entering their Last Date of Attendance.



Never Attended Last Date of Attendance
☒ M/d/yyyy

7. Complete!

When you have finished entering your midterm grades for a course, 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