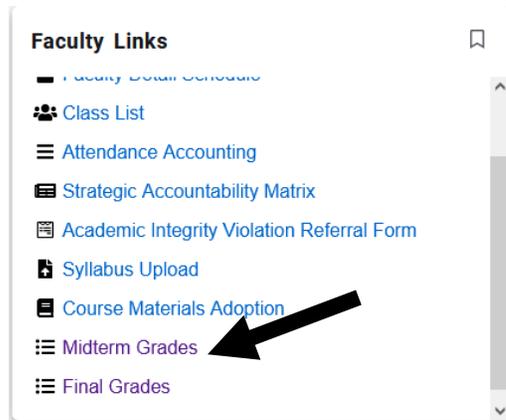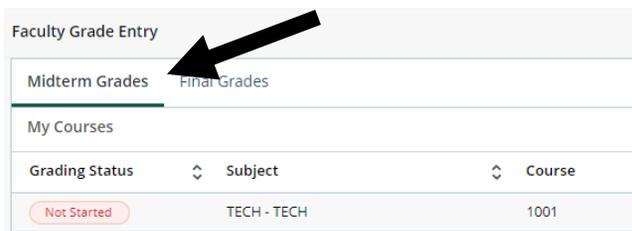# Midterm Grading in Self-Service

1. Access the "Faculty Links" card in OneTech and use the scroll bar to locate and click "Midterm Grades."

2. Make sure you are on the Midterm Grades tab.

3. Locate the course(s) that you need to submit grades for.

4. Click on the course you want to grade.

5. Use the drop-down menus to enter grades (see screenshot below).

   Note: Do not enter anything in the Last Attend Date Section. If a student NEVER attended your course, do not enter a grade, immediately email attendance@atu.edu to report the student as non-attending.

Faculty Grade Entry

Midterm Grades   Final Grades

My Courses

Grading Status	Subject	Course	Section	Title	Term	CRN
Not Started	TECH - TECH	1001	014	ORIENTATION TO UNIVERSITY	202370 - Fall Term 2023	70375

Records Found: 1   Page 1 of 1   Per Page 10

Use the drop-down box to select the grade for each student.

Enter Grades

Full Name	ID	Midterm Grade	Last Attend Date	Hours Attended
		[▾]	[🗓]	[ ]
		[▾]	[🗓]	[ ]
		[▾]	[🗓]	[ ]
		[▾]	[🗓]	[ ]
		[▾]	[🗓]	[ ]

Records Found: 41   Page 1 of 2 > >| Per Page 25

Save   Reset

6. After you have completed grading for all pages click "Save."

Large classes have more than one page; Submit grades save page 1, then click on the second page to enter grades for page 2.

If you save is successful you will get the following message:

⚙ 👤 Mrs. Alexis Roen Scrimshire   1

✅ Save Successful

Note: There is only one message in the yellow box on the top right. Your grades are not successfully submitted until you have a "Save Successful" message without any errors.

7. If you have multiple classes, click on the next course you want to grade in the "My Courses" menu at the top.

Faculty Grade Entry							
Midterm Grades	Final Grades						
My Courses						Search	
Grading Status	**Subject**	**Course**	**Section**	**Title**		**Term**	**CRN**
Not Started	TECH - TECH	1001	014	ORIENTATION TO UNIVERSITY		202370 - Fall Term 2023	70375
Not Started	HIST - History	1903	TC4	SURVEY OF AMERICAN HISTORY		202370 - Fall Term 2023	71265

If you have questions or need assistance contact:
The Office of the Registrar
registrar@atu.edu
(479) 968-0272