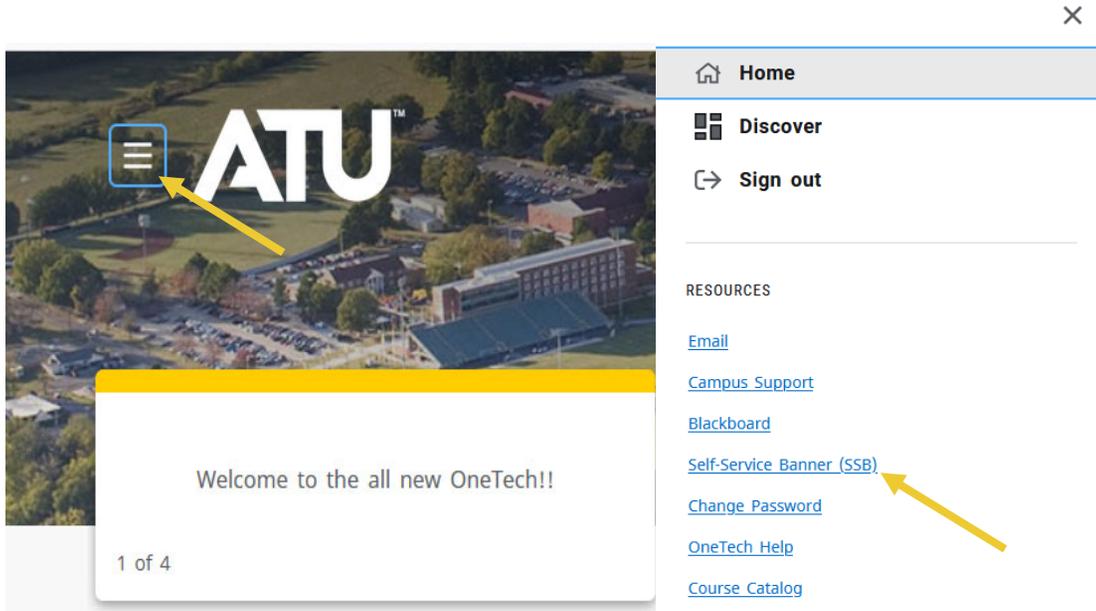
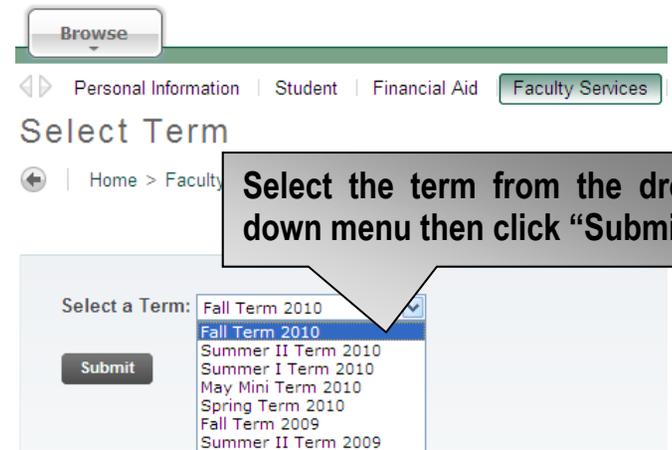
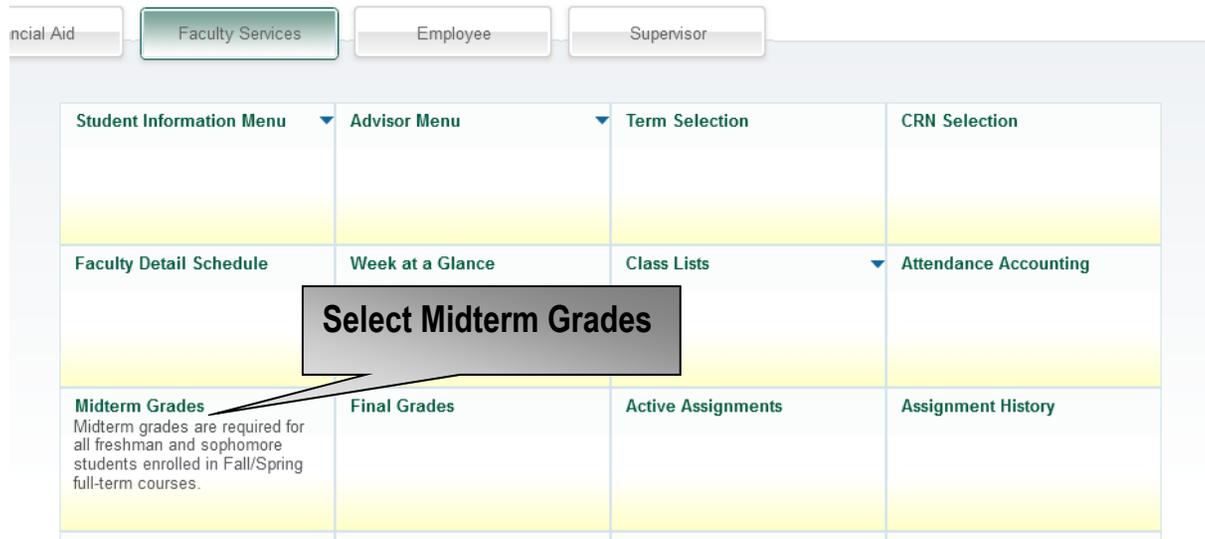
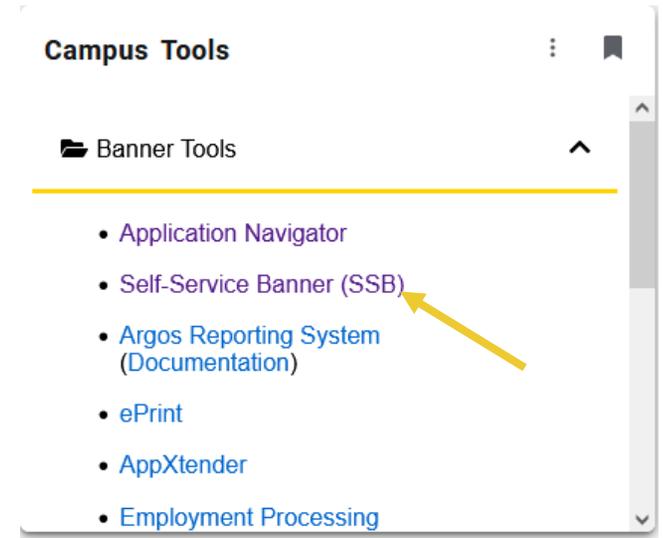


Midterm Grading in Self-Service

Once you have logged into OneTech, locate Self-Service Banner (SSB) by either clicking the hamburger menu and selecting SSB, or by locating the campus tools card and selecting SSB in the Banner Tools menu.



OR



NOTE: At any time while in Self-Service, click the "Faculty Services" tab at the top to return to the main faculty menu.

***Disregard Condensed Courses; midterm grades are only required for full-term courses**

Select the CRN* from the drop-down menu then click "Submit"

CRN:

Enter CRN Directly

Please enter midterm grades for every student listed below. You may notice that this list is different from your class list; ATU currently collects midterm grades only for freshmen and sophomores. Please do not enter anything in the "Last Attend Date" or "Attended Hours" fields. If 'Confidential' appears next to a student's name, all of his/her records (including directory information) are private and must not be shared.

Course Information

EXPERIMENTAL PSYCHOLOGY - PSY 2074 001

CRN: 70226

Students Registered: 39

⚠ Please submit the grades often. There is a 119 minute time limit starting at 09:20 am on May 28, 2010 for this page.

Mid Term Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Adair, Mikayla R.	T00056817	4.000	Web Registered Apr 14, 2010	None	<input type="text"/>	<input type="text"/>	36
2	Demoret, Elizabeth A.	T00096972	4.000	Registered Apr 16, 2010	None	<input type="text"/>	<input type="text"/>	38

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

SURVEY OF AMERICAN HISTORY - HIST 1903 001

CRN: 70729

Students Registered: 57

⚠ Please submit the grades often. There is a 119 minute time limit starting at 02:28 pm on Jun 25, 2010 for this page.

Record Sets: 1 - 55 56 - 57

NOTE: Classes with more than 25 freshman/sophomore students will have multiple pages (record sets). After selecting the appropriate grade for all students on page 1 (Record Set 1-25), click Submit; then, click on the next available record set to continue posting grades (Submit each page) for all remaining students.

8

Talley, Debbie R. T00049797 4.000 Web Registered Apr 09, 2010

None

28



Click "Submit."

Submit

Reset

After submitting, the following message should display: "The changes you made were saved successfully." If this message doesn't display, log out of OneTech then log back in and return to the midterm grading roster to check your submissions.

⚠ Please submit grades often. There is a 119 minute time limit on this page.

Click "CRN Selection" to enter grades for another course.

Term Selection ■ CRN Selection ■ Class List ■ Faculty Detail Schedule ■ Final Grades ■ Student Menu ■ Summary Class List