Midterm Grading in Self-Service

Select Midterm Grades

Select the term from the drop-down menu then click "Submit"

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

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

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

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

Click "Submit." 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.

Click “CRN Selection” to enter grades for another course.