

# Spring 2020 Mid-Semester Grading

**Mid-Semester Grades are due by 11:30 pm on Wednesday, April 1st.**

Grades are submitted online via Your Connection. If you need assistance, and have difficulty with the directions given below, kindly call the Registrar's Office at ext. 3171.

## **To get started:**

1. Log in to "[Your Connection](#)" using your USER ID (F-ID number) and PIN (Please call if you don't know your PIN).
2. Click on the **Faculty and Advisors** menu link.
3. Click on the Mid-term Grades option link.
4. Select the appropriate term from the pull-down menu. Once you do this, your "session" will remain in that term unless you change it.
5. Select the course for which you would like to assign midterm grades.

## **Assigning grades:**

1. Assign the appropriate grade for each student.
2. "*Never Attended*" student? Assign an "F" grade and enter the number "0" (zero) in the "Attend Hours" field. This will notify the student of a problem with their schedule.
3. Student attended but is not on your roster? It will be the student's responsibility to process a late add form with your signature.
4. Only 25 students are displayed at a time. For courses with more than 25 students, submit the grades, then use the links at the top or bottom of your roster to go to the next group (page) of students.
5. **BE SURE TO PRESS THE SUBMIT BUTTON AT THE BOTTOM OF EACH PAGE.**

## **Web Grade Hints:**

- To go to another roster, use the CRN Selection link at the bottom of the page. You will need to click "Midterm Grades" again to get to the grade roster.
- Do not use the Back or Forward buttons on your browser. This can result in grades not being submitted correctly.
- If you're not sure the grades were submitted, use the "CRN Selection" link at the bottom of the page to view grade submission information for all sections.
- Be cautious when using the scroll wheel of your mouse. It is easy to scroll through the grade selection field and accidentally assign an incorrect grade.