

Mid-Semester Grades through BannerWeb

- Select **Mid Term Grades** from the Faculty & Adviser menu (from Faculty Services).
 If you have not yet selected a term and course, you will be required to do so.
Select a term and click Submit Term.
Select a course and click Submit CRN.

Faculty Mid-Term Grade Worksheet: The top section of the form indicates the course number, title and enrollment count. The form displays the names of enrolled students in groups of 25. If your course has more than 25 students, the records will be displayed in groups and you must click on a record group to select more students.

Faculty Mid-Term Grade Worksheet : Fall 2000-2001

- Enter midterm grades, then click Submit Grades.
 - If the word "Confidential" appears next to a student's name, information is to be kept confidential
 - Click on a student's name to view the student's address(es) and phone(s).

12366 0000 000 0 Smith Course

Number of students registered for this course: 84

Welcome to Faculty Mid-Term Grade Worksheet on Feb 15, 2001 at 03:30 PM

Please click the Submit Grades button often. There is a 45 minute time limit on this screen.

Records: [1- 25](#) [26- 50](#) [51- 75](#) [76- 84](#)

Rec.#	Reg Seq.	Student Name	Credits	Reg. Status/Date	Grade	Last Attend Date MM/DD/YYYY
1	57	Abrams, Cassandra R.	16.00	**Registered** / May 15, 2000	None	

To Enter Grades: In the *Grade* column, you may either click on the "U" grade from the pull-down list or double-click "None" and type "U". The "Satisfactory" grades for other students may remain blank (please see the registrar's memo concerning mid-semester grades).

All allowable grades are displayed, however, you are asked to enter mid-semester grades of "U" only.

Records: [1- 25](#) [26- 50](#) [51- 75](#) [76- 84](#)

Rec.#	Reg Seq.	Student Name	Credits	Reg. Status/Date	Grade	Last Attend Date MM/DD/YYYY
1	57	Abrams, Cassandra R.	16.00	**Registered** / May 15, 2000	None	
2	10	Allen, Noelle C.	16.00	**Registered** / May 04, 2000	None	
3	22	Banfill, Michelle M.	16.00	**Registered** / May 04, 2000	A	
4	3	Bankert, Kelsey K.	16.00	**Registered** / Apr 03, 2000	B	
5	31	Bara, Rachel N.	16.00	**Registered** / May 12, 2000	B+	
6	75	Bass, Caitlin R.	16.00	**Registered** / May 15, 2000	B-	
7	66	Bates, Emily C.	16.00	**Registered** / May 15, 2000	C	
8	40	Bohuski, Elizabeth A.	16.00	**Registered** / May 12, 2000	C+	
					D	
					D+	
					D-	
					E	
					S	
					U	


Please disregard the "Last Attended Date" column as you need not enter this information.

Mid-Semester Grades through BannerWeb, cont'd.

Click "**Submit Changes**" once you have entered grades. The grades are recorded in the student system and are available to the class deans only after you click on the **Submit Changes** button. Please pay close attention to the time limit information displayed at the top and bottom of the form. As suggested, you should click the **Submit Changes** button often so that you will not lose the information you have entered.

23	86	Doughty, Jessica C.	16.00	**Registered** / May 15, 2000	U	
24	48	Dreyer, Leah R.	16.00	**Registered** / May 15, 2000	None	
25	76	Evans, Emily J.	16.00	**Registered** / May 15, 2000	None	

Records: [1 - 25](#) [26 - 50](#) [51 - 75](#) [76 - 84](#)

 **Please click the Submit Grades button often. There is a 45 minute time limit on this screen.**

[[Term Selection](#) | [CRN Selection](#) | [Class List](#) | [Faculty Detail Schedule](#) | [Final Grades](#)]

Mid-semester grades should be entered by the appropriate deadline. Access to this form is allowed for a limited period of time. Once you have entered grades on-line, you may go back and add or change grades during the period of time that the form is accessible. The form will be accessible approximately one week beyond the deadline for submission of mid-semester grades (see registrar's memo concerning mid-semester grades).

Please note: The mid-semester grades that you enter on-line or submit via the mid-semester grade report forms are not entered onto the students' permanent records. The mid-semester grades are solely for the use of the class deans in monitoring students' academic progress.

Questions concerning mid-semester grades or BannerWeb may be directed to the registrar's office at ext. 2552 or by email to registrar@smith.edu. Questions or concerns about particular students should be directed to the class deans.