

## 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 prompted 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. The record groups appear at the top and bottom of the list.

**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”. Grades for students performing satisfactorily may remain blank. All allowable grades are displayed, however, you are asked to enter mid-semester grades of “U” only.

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

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. You should click the **Submit Changes** button periodically so that you will not lose the information you have entered.

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, normally until the deadline for changing the grading option (end of the ninth week of classes).

**Please note:** The mid-semester grades that you enter on-line or submit via the mid-semester grade report forms are not entered on 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. 2561 or by email to registrar@smith.edu. Questions or concerns about particular students should be directed to the class deans.