



Midterm Grading

Do I Submit Midterm Grades?

- Only enter midterm grades for undergraduate courses
- Midterm grades only need to be entered for undergraduate students who are making a “D” or an “F”.
- Other professors are **not** required to enter midterm grades on the midterm worksheet.

Where do I go to enter my grades?

Step 1: Log on to your MyLeo. From the main screen, click on myLeo.



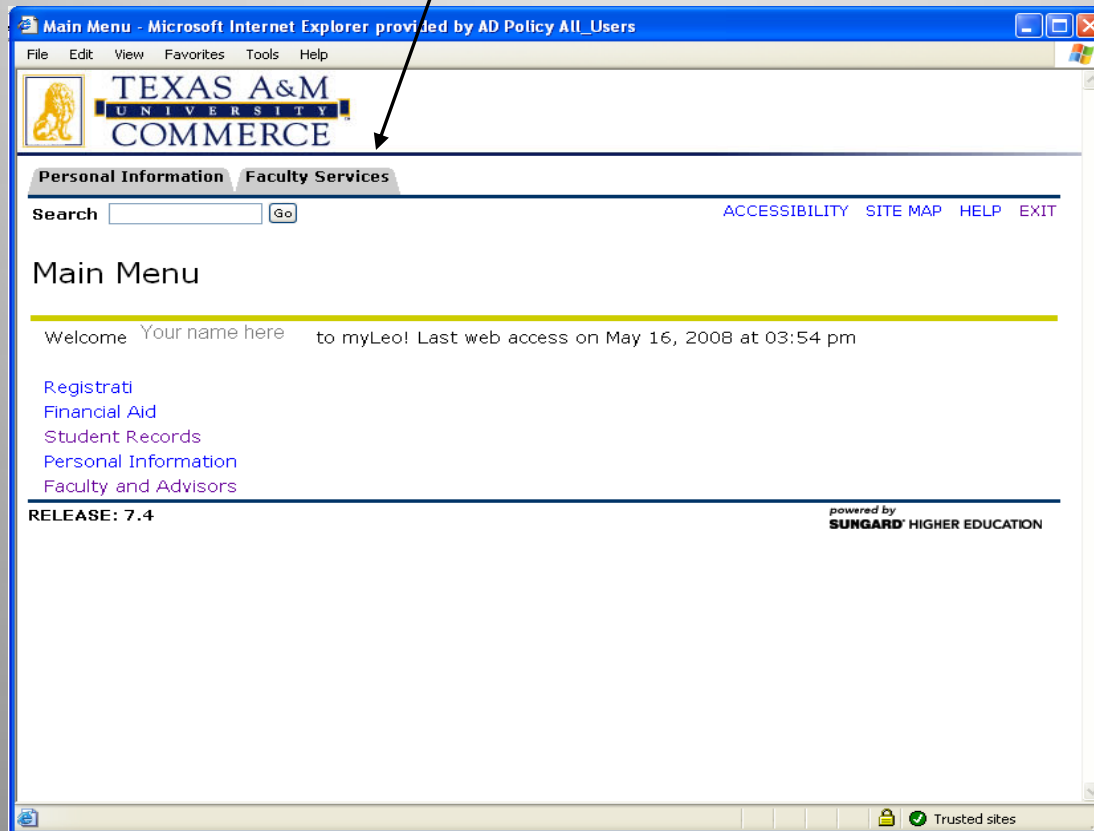

[myLeo](#) | [LeoPay](#) | [eCollege](#) | [Options](#) | [Logoff](#)

Welcome To keep your personal information secure, update your password.	A&M-Commerce Events 1 Day 7 Days 30 days 180 days
myLeo Registration, Records, Grades Drop Class Management 12th Day Roster Early Intervention	
LeoPay Check your balance or make payments toward your balance Enroll in a payment plan so you can pay your balance in installments Authorize others (parents, employers, etc) to view your bill and make payments Enter your bank account information so refunds can be deposited electronically	



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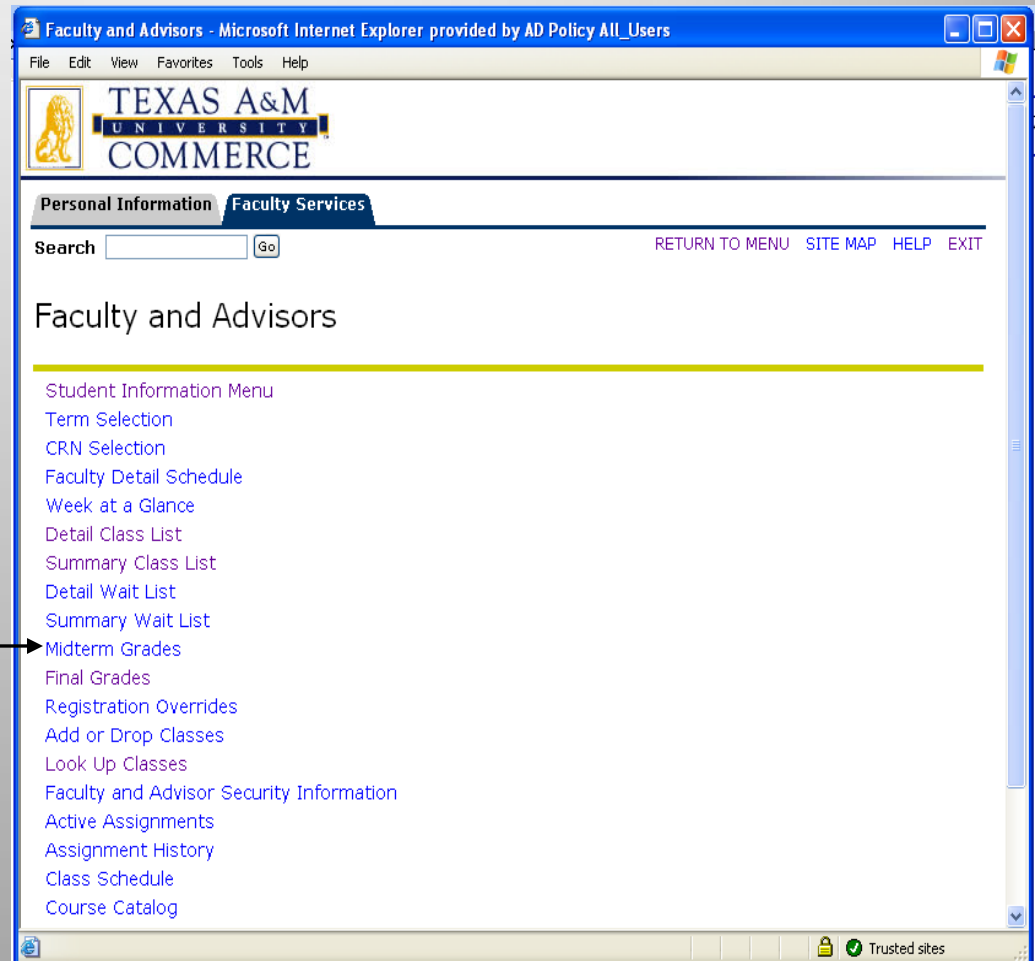
Step 2: Click on the Faculty Services tab





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**Step 3: Click on
“Midterm Grades”**





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Step 4. Use the pull down arrow to view terms. Highlight the term in which you want to enter grades.

Step 5. Click on Submit

The screenshot shows a web browser window titled "Select Term - Microsoft Internet Explorer provided by AD Policy All_Users". The page header includes the Texas A&M University Commerce logo and navigation links: "Personal Information" and "Faculty Services". A search bar with a "Go" button is present. The main heading is "Select Term". On the right, it says "Judith K. Vergara" and "May 23, 2008 10:11 am". Below the heading, there is a "Select a Term:" label followed by a dropdown menu. The dropdown menu is open, showing a list of terms: "Fall 2008", "August Mini-term 2008", "Summer II 2008", "Summer I 2008", "May Mini-term 2008", "Spring 2008", "Winter Mini-term 2008", "Fall 2007", "August Mini-term 2007", "Summer II 2007", "Summer I 2007", "May Mini-term 2007", and "Spring 2007". A "Submit" button is located below the dropdown menu. At the bottom left, it says "RELEASE: 6.1". At the bottom right, it says "powered by SUNGARD HIGHER EDUCATION". The browser's status bar at the bottom shows "Done" and "Trusted sites".



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Step 6. If you are teaching more than one course, all courses will be listed. In this case, highlight only the course to be graded.

Step 7. Click on Submit

A screenshot of a web browser window titled "CRN Selection - Microsoft Internet Explorer provided by AD Policy All_Users". The browser shows the Texas A&M University Commerce website. The page has a header with the university logo and name. Below the header, there are two tabs: "Personal Information" and "Faculty Services". The "Faculty Services" tab is active. Under this tab, there is a "Search" section with a text input field and a "Go" button. Below the search section, there is a "Select a CRN" section with a dropdown menu. The dropdown menu is open, showing a list of courses, with "Electronic Commerce - 21755" selected. Below the dropdown menu is a "Submit" button. To the right of the "Select a CRN" section, there is a user information box that reads "Judith K. Vergara Spring 2008 May 23, 2008 10:35 am". At the bottom of the page, there is a "RELEASE: 7.3" notice, a link "[Enter CRN Directly]", and a "powered by SUNGARD HIGHER EDUCATION" logo. The browser's status bar at the bottom shows "Trusted sites".



You will now be presented with your grading roster.

Step 8. If a “W” is automatically entered under a student’s Grade, please enter the Last Attend Date for that student and the Attend Hours if available. You will not be able to override a “W” grade.

For all other grades, use the pull down arrow to select the appropriate grade for each student.

****Remember, you only need to enter D’s or F’s.**

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Student Name	ID #	3.000	Web Registered Oct 25, 2007	None ▾	N			18

Step 9. Students who have dropped the class will be assigned a “Q” grade, and instructors do not need to make any changes. The “Q” grade will count toward undergrad students 6 drop rule.

19	STUDENT'S NAME	STUDENT'S ID #	3.000	Drop with grade Mar 12, 2008	Q	N			25
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Step 10. After you enter all of your grades, be sure and hit SUBMIT button on each page!

****Note that the grade sheet will time out if midterm grades are not submitted in a timely manner. If you are concerned that this happened, contact our office and we can double check.**

Record Sets: [1 - 25](#) [26 - 31](#)

Submit

Reset



Please submit the grades often. There is a 30 minute time limit starting at 05:30 pm on May 28, 2008 for this page.



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