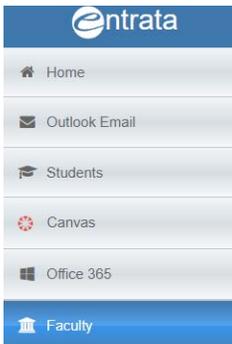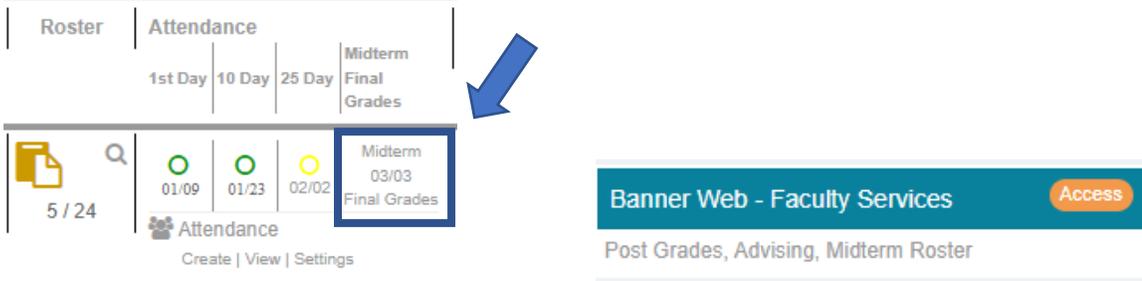# Faculty Midterm and Final Grade Entry

To enter Midterm Status / Grade & Final Grade login to the **Entrata** Portal and select the **Faculty** Menu.

Select the **Midterm Final Grades** text under the Attendance area next to your course (midterm date is displayed here) or by selecting **Banner Web – Faculty Services**

Faculty Services

Hello ████████████████

Instructions
To better understand course completion standards, as well as grade entry instructions, please consult the below resources.

[Learn About Roster Standards] [Entry and Submission Instructions] [Faculty Detail Schedule]

For more information about the criteria that should be used for dropping students, please contact **Student Records**.
For technical assistance, please contact the **IT Help Desk**.

Midterm
Your certification of the accuracy of each midterm roster is a requirement of the Illinois Community College Board and of the IECC Board of Trustees.
Note: This is midterm status only, no letter grades are assigned at this point.

- Do not use letter grades.
- For students you need to withdraw from the midterm roster, select 2.DROP.
- For students who are actively pursuing completion of the course, select 1.OK.
- Students who have previously withdrawn will appear as a W. Do NOT change.

Midterm Certification Statement - Please read prior to submitting.
I hereby certify the students listed on each roster, except for those otherwise noted, are currently enrolled and actively pursuing completion of the course at midterm. I have proper documentation to support this certification.

[Submit Midterm]

_____

Final Grades
- A grade must be selected for each student.
- Do not use 1.OK or 2.DROP
- For a grade of I, you must access the Incomplete Form through your Entrata roster and submit the form in addition to the grade of I.
- For a grade of F, a last date of attendance must be entered
- If the class was seven days or less in length, my signature (by electronic submission) signifies that the student was in attendance at the midterm date of the course.

[Submit Final Grades]

Learn About Roster Standards – Additional information regarding roster standards.

Entry and Submission Instructions – Instruction sheet for entry.

Faculty Detail Schedule – Information regarding your scheduled courses and a class list of registered students.

Midterm Entry

To enter Midterm Status / Midterm Grade
Click the **Submit Midterm** button on the Faculty Services page

Submit Midterm

Faculty Grade Entry • Midterm Grades						
Faculty Grade Entry						
Midterm Grades Final Grades Gradebook						
My Courses					Search	
Grading Status ⌄	Subject ⌄	Course ⌄	Section ⌄	Title ⌄	Term ⌃	CRN ⌄
Not Started	NCHF - NC HEALTH & FITNESS	N125	L01	YOGA	202160 - SPRING 2021	63849

In the **Grading Status** column click **Not Started** to begin entry of the Midterm for the course.

Grading Status

Not Started

Your course roster will appear at the bottom. *Scrolling may be needed.*

Grading Status ⌄	Subject ⌄	Course ⌄	Section ⌄	Title ⌄	Term ⌃	CRN ⌄
Not Started	NCHF - NC HEALTH & FITNESS	N125	L01	YOGA	202160 - SPRING 2021	63849
Records Found: 1					Page 1 of 1	Per Page 10

Enter Grades				Search	
Full Name ⌄	ID ⌄	Midterm Grade ⌄	Last Attend Date ⌄	Hours Attended ⌄	
		⌄	🔳		
Records Found: 1				Page 1 of 1	Per Page 25
				Save	Reset

Midterm
Your certification of the accuracy of each midterm roster is a requirement of the Illinois Community College Board and of the IECC Board of Trustees.
Note: This is midterm status only, no letter grades are assigned at this point.

- Do not use letter grades.
- For students you need to withdraw from the midterm roster, select 2.DROP.
- For students who are actively pursuing completion of the course, select 1.OK.
- Students who have previously withdrawn will appear as a W. Do NOT change.

Under the **Midterm Grade** dropdown select 1.OK or 2.DROP as instructed above.
Please see the Faculty Services page for more information regarding roster standards.

Midterm Grade

[⌄]

Choose **Save** after entry complete.

Save

To complete entry for another course simply scroll up and click the next course under **Grading Status** and repeat the same process described above.

Not Started   Entry has not been started

In Progress   One or more students have an entry. Students previously dropped in semester will show roster In Progress.

Completed   Entry for the course is completed

When you are done choose the user profile icon and select **Sign Out**

⚙ 👤

Sign Out

Final Grade Entry

To enter Final Grades

Click the **Submit Final Grades** button from the Faculty Services page

In the **Grading Status** column click **Not Started** to begin entry of Final Grades for the course.

Your course roster will appear at the bottom. *Scrolling may be needed.*

Final Grades
- A grade must be selected for each student.
- Do not use 1.OK or 2.DROP
- For a grade of I, you must access the Incomplete Form through your Entrata roster and submit the form in addition to the grade of I.
- For a grade of F, a last date of attendance must be entered
- If the class was seven days or less in length, my signature (by electronic submission) signifies that the student was in attendance at the midterm date of the course.

Under the **Final Grade** dropdown select the appropriate grade. See above for additional information and the Faculty Services page for more information regarding roster standards.

Choose **Save** after entry complete.

To complete entry for another course simply scroll up and click the next course under **Grading Status** and repeat the same process described above.

 Entry has not been started

 One or more students have an entry. Students previously dropped in semester will show roster In Progress.

 Entry for the course is completed

When you are done choose the user profile icon and select **Sign Out**