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OVERVIEW: MIDTERM GRADING PROCESS

Midterm grading provides early feedback to students which allow the opportunity to work with faculty and academic support services to improve academic performance. Mid-semester grading is an important component of a comprehensive retention plan.

1. To allow instructors to enter student’s mid-semester grades in a convenient fashion.
2. To provide students with a mid-semester progress report.
3. To provide information to students’ advisors regarding their academic performance.
4. To connect students with faculty and academic support services to allow for improved academic performance.

THE NAU MIDTERM GRADING PROCESS:

The NAU Midterm Grade system allows faculty to submit midterm grades for courses using the Faculty Self-Service portion of the LOUIE system which is integrated with BbLearn and GPS.

The Registrar’s Office will notify faculty/instructors/graders when the midterm grade rosters are available for online grading. Midterm grade rosters are normally available beginning the 5th week of the 16wk session.

Faculty who are unable to submit their grades online must designate a "grader" to submit grades online on their behalf. (The grader may be a graduate student, an individual in the Flagstaff Extended Campuses Service Center, or another designated staff member.) The Registrar’s Office may request written confirmation of the designated grader by the instructor of record.

The individual in the department (or Extended Campuses site) who is responsible for maintaining the schedule of classes will also be responsible for ensuring that designated graders are recorded on the class section in the LOUIE system.

Graders should be designated at the beginning of the term, preferably when the class is scheduled, but can be designated at later times if needed.

Per NAU Policy all Mountain and Statewide 16-week 100-200 level classes must have midterm grades entered and saved by the published midterm grade submission deadline.

Students can view their midterm grade report via LOUIE as midterm grades are submitted by instructors.
G R A D E  R O S T E R

1. Navigate to Main Menu>Faculty Center
2. The Faculty Center page show all classes assigned to the instructor for the current term

3. If the term is incorrect, click on the "Change Term" icon and choose the correct term from the menu
4. Click on the Grade Roster icon on the left side of the page, in the row of the class to be graded
NOTE: In the top Grade Roster section, verify that all information about the class is correct.

NOTE: In the Display Options section, verify that the roster type is 'Mid-Term Grade'.

5. There are several ways to input grades in the system:
   • Importing Grades from Bb Learn: To import grades from Bb Learn into the mid-term grade roster, select the correct yellow button for the column with your mid-term grades:
Office of the Registrar

Grade Roster: Midterm

This button will pull in your grades from the Bb Learn column and add them to the “Imported Grade” column in the mid-term roster:

(Please note that if no grades exist in Bb Learn in these columns, the import buttons will be disabled/grayed out).
Once you review the grades in the “Imported Grades” column, select the Copy button to add all student grades to the “Roster Grade” column:

(Please note: Do NOT add individual grades in the “Roster Grade” column before copying all of your Bb Learn grades over. These grades will be overwritten!)
For additional information on setting up your Bb Learn grade columns correctly for use in the grade rosters, please review the BbLearn Setup training by clicking on this link.

- Importing Grades from GPS: To import grades from GPS to your mid-term grade roster, select the yellow button "Latest GPS Grades:"
Select the “Copy” button to move grades from the “Imported Grade” column to the “Roster Grade” column:

6. Enter grades using the drop-down box: You may use the “Roster Grade” drop down button to choose from a list of grades:
<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Roster Grade</th>
<th>Official Grade</th>
<th>Grade Basis</th>
<th>Program and Plan</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Student Name</td>
<td>LTR</td>
<td>A</td>
<td>UGRD-Degree Seeking - Business (PREP)</td>
<td>Sophomore</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Student Name</td>
<td>LTR</td>
<td>B</td>
<td>UGRD-Degree Seeking - Marketing (BSBA)</td>
<td>Freshman</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Student Name</td>
<td>LTR</td>
<td>C</td>
<td>UGRD-Degree Seeking - Business (PREP)</td>
<td>Freshman</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Student Name</td>
<td>LTR</td>
<td>D</td>
<td>UGRD-Degree Seeking - Religious Studies (BA)/Accountancy (BSACCT)</td>
<td>Senior</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Student Name</td>
<td>LTR</td>
<td>F</td>
<td>UGRD-Degree Seeking - Business Economics (BSBA)</td>
<td>Freshman</td>
<td></td>
</tr>
</tbody>
</table>
7. Enter the same grade to ALL selected students: You may select ALL of the students in your class and choose a single grade to apply to each student. At the bottom of the roster, click on “Select All.” Then, choose the grade you want applied to all students and click on the “Add this grade to selected students.”

8. Enter Grades for Selected students: You may also select only a few students and assign grades by clicking the checkbox next to the students’ name, then using the drop down to select the grade. Click on the “Add this grade to selected students” button to assign the grade.

9. Enter grades directly in box: You may also enter grades directly in the Grade Input text box. To enter the next student’s grade, press the tab key twice to advance to the following text box.

10. Once you have entered all grades, click on the SAVE button.

Note: Make sure to use the individual check boxes, or Select All function to Notify Selected Students as well.

NOTE: If you are not entering all the midterm grades at the same time you can click the Display Ungraded Students Only check box to get a list of students without grades entered.

NOTE: If you are a grader, change the Approval Status to “Ready for Review” to indicate that all grades have been entered so the class instructor can review them.

11. Should you need to make corrections, click on the Approval Status dropdown list and select “Not Reviewed.” Once you make the necessary corrections click on the SAVE button.
Office of the Registrar

Grade Roster: Midterm

**MIDTERM GRADING - GRADING FREQUENCY AND DEADLINES**

Faculty will be notified via email once midterm rosters become available online each term. The notification will include details about how and where to access the grade rosters as well as the deadline for grade submission.

Faculty can expect to receive notifications during the fall and spring 16 week sessions.

Midterm grading will occur for fall and spring mountain and statewide 16 week sessions. Midterm grading may run concurrently with first 5 and 8 week sessions.

**MIDTERM GRADING - FACULTY SELF-SERVICE FREQUENTLY ASKED QUESTIONS**

**HOW DO I KNOW WHAT TYPE OF MIDTERM GRADE TO GIVE A STUDENT (I.E. AUDIT, PASS/FAIL, LETTER, ETC.)?**

Your midterm grade roster will indicate the “grading basis” for each student and will only allow you to select the grades that are appropriate for each student. For example, a student who is auditing your course can only be awarded a grade of AU (audit) or AUF (failed audit).

**WHAT DO I DO IF THE GRADE I NEED TO AWARD IS NOT AVAILABLE FOR THE STUDENT ON MY ROSTER?**

All appropriate grades for the student are listed on your roster. If you believe the grading basis for the student should be different, you will need to refer the student to the Registrar’s Office for assistance.

Example: You believe a student is auditing your course, however, your roster indicates you must assign a grade from the “Letter” grading basis. The student will need to file appropriate paperwork to have his grading basis changed from Letter” grading basis to an “Audit” grading basis.

In the meantime, select the grade the student has actually earned thus far in your class. If, by chance, the student does not follow-through with the paperwork, the correct grade will be assigned and you need not take further action.

**HOW WILL I BE NOTIFIED OF DEADLINES FOR GRADE SUBMISSION?**

Faculty will be notified via email once midterm rosters become available online. The notification will include details about how and where to access the grade rosters as well as the deadline for grade submission.
Faculty can expect to receive notifications during the fall and spring 16 week sessions.

Midterm grading will occur for fall and spring mountain and statewide 16 week sessions. Midterm grading may run concurrently with first 5 and 8 week sessions.

**CAN I DESIGNATE SOMEONE ELSE TO ENTER MY GRADES FOR ME?**

The Online Grading Policy that was approved May 7, 2002, includes the detail on assigning a "grader". The policy states:

Delivered LOUIE(PeopleSoft) functionality will be utilized by requiring faculty to submit their midterm and/or final grades online through the Faculty Self-Service portion of the web application during specified time periods each term. Faculty who are unable to submit their grades online (i.e. statewide faculty without computer access) will need to designate a "grader" who will submit grades online on their behalf. The grader in these instances may be an individual in the Flagstaff Distance Learning Service Center. In these cases, the designated grader should be identified at the beginning of the term, preferably at the time the class is scheduled. Both the instructor and the grader will then be identified on the Schedule of Classes for that particular class, so that either individual can access the instructor’s midterm (if applicable) and/or final grade roster.

**HOW DO I CHANGE GRADES AFTER I HAVE SUBMITTED THEM?**

You may modify a midterm grade anytime during the midterm grade period. To do this, change the status of the roster to “Not Reviewed”. Doing so will make the grade entry fields available to you. Make any necessary changes to grades and Save.

Midterm grade rosters will be available until the final grade rosters are created for that session.

**WHAT HAPPENS IF I DO NOT SUBMIT MY GRADES ONLINE OR I MISS THE GRADE SUBMISSION DEADLINE?**

ALL Midterm grade rosters must be entered and saved by the published midterm grade submission deadline.

Students can view their midterm grade report via LOUIE as midterm grades are submitted by instructors. If grades are not approved by the midterm grading deadline, the students midterm grade report will be incomplete.

If you do not submit your grades by the published grade submission deadline, the advisor reports will not reflect all midterm grading activity.

Assistant Deans, Associate Deans, and/or Deans who request access will be granted the online security to monitor midterm grade submissions by their faculty. The Registrar’s Office will also monitor grade submission prior to and after the midterm grade submission deadline.
Grade Roster: Midterm

**WHAT HAPPENS IF A STUDENT ADDS A COURSE AFTER THE GRADE ROSTERS ARE GENERATED?**

The student will not appear on the midterm grade roster. Please communicate the midterm grade to the student.

**WHAT SHOULD I DO IF A STUDENT IS NOT ON MY ROSTER, BUT HAS BEEN ATTENDING REGULARLY AND HAS EARNED A GRADE?**

You should notify the student that he/she does not appear on your roster. The student should be referred to the Registrar’s Office where the situation can be researched and appropriate action can be taken.

**WHAT SHOULD I DO IF A STUDENT IS ON THE ROSTER, BUT HAS NOT ATTENDED CLASS AT ALL AND HAS NOT APPEARED ON THE ROSTER BEFORE NOW?**

The Undergraduate Catalog states:

If a student has not participated in a course but also has not officially dropped that course and their name appears on the final grade report, the student will receive a failing grade for that course. The instructor cannot record a W on the final grade report.

In accordance with this policy, you should submit a midterm grade of "F" for the student. If this is an inappropriate grade, the student needs to contact the Registrar’s Office to request research into the issue.

**WHAT HAPPENS IF, AFTER I’VE SAVED THE GRADE ROSTER, I DISCOVER I ENTERED THE WRONG GRADES FOR STUDENTS?**

If the deadline for submitting the midterm grade has not passed, return to the grade roster, change the Approval Status to Not Reviewed, change the grades and Save. If this is discovered after midterm grades have been communicated to the student, please speak with the student.