

Entering Mid-Term Reports

1. From the menu on the left side of the page (or the Self-Service menu with the icons) click on the Trinity Mid-Term Grade link.

Menu

Search:

- > My Favorites
- > Self Service
 - ▷ Personal Information
 - ▷ Payroll and Compensation
 - ▷ Benefits
 - ▷ Learning and Development
 - Faculty Center
 - **Trinity Mid-Term Grade**
 - View My Advisees
 - Class Search
 - Browse Course Catalog
- My Personalizations
- My Dictionary

Trinity Mid-Term Grade

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Term:

Include History

[Basic Search](#)

2. Select the appropriate term (the current term should be the default) and click search. This will bring up a list of your current classes.

[Basic Search](#)

Search Results

View All First 1-5 of 5 Last

Class Nbr	Subject Area	Catalog Nbr	Class Section
1049	ENGL	101	04
1056	ENGL	466	03
2487	RHET	399	03
2527	ENGL	399	03
3766	FYSM	182	01

3. Click on the link for the appropriate course.
4. Enter the student ID or click on the magnifying class icon to search for a student by name. Complete the form and click save. This will generate an e-mail to the student and the student's adviser.




Midterm Grade Reports

Mid semester all students at Trinity College are evaluated on the basis of their progress and performance in academic course work. At that time, the areas of main concern are satisfactory performance, writing proficiency, and class attendance. This notification is intended to inform the student named above of an area which requires immediate attention if the course is to be satisfactorily completed. The information provided below will be shared, in confidence, with the student, the student's faculty advisor, the Dean of Students, and, if appropriate, with the Director of the Writing Center and the Director of the Mathematics Center.

Instructor: Butos, Cynthia L.
Term: Fall 2008
Class: ENGL 101 04

Select a student using the prompt below. To add another student click the plus button to the right.
When finished entering reports, click Save at bottom of page

Grade Reports Find | View All First 1 of 1 Last

*Student ID:   

Current

Grade: DateTime Stamp:


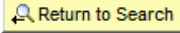
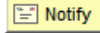
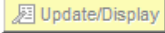
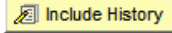
MID-TERM EVALUATION

Notification Only Unsatisfactory Work(U) Enrolled But Not Attending(ABS)

RECOMMENDATIONS


Consultation with Instructor Referral to Mathematics Center
 Consultation with Advisor Referral to Writing Center
 Consultation with Dean of Students

Comments:

5. Click on the plus sign on the right to continue with another student in the same class, or click return to search to select a different course.

Entering Final Grades

- 1.) From main **Faculty Center** page, click on the **Gradebook** icon  **Gradebook** next to the grade roster you want to use. This icon will only appear once the grade rosters have been created for the course.

- My Favorites
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[class search](#) | [browse catalog](#) | [learning management](#)

Faculty Center




[View My Advisees](#)

Fall 2008 | Trinity College

[change term](#)

Select display option: Show All Classes Show Enrolled Classes Only

 Class Roster
  Grade Roster

My Teaching Schedule > Fall 2008 > Trinity College						
	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	ENGL 101-04 (1049)	Writing (Lecture)	17	WeFr 8:30AM - 9:45AM	115 Vernon Street WC	Sep 2, 2008- Dec 19, 2008
	ENGL 399-03 (2527)	Independent Study (Independent Study)	0	TBA	TBA	Sep 2, 2008- Dec 19, 2008
	ENGL 466-03 (1056)	Teaching Assistant (Independent Study)	2	TBA	TBA	Sep 2, 2008- Dec 19, 2008
	FYSM 182-01 (3766)	Explo Hrtfd's Litrcy&Cultrl Sc (Seminar)	15	Th 1:30PM - 4:10PM	Life Sciences Center 138-9	Sep 2, 2008- Dec 17, 2008
	RHET 399-03 (2487)	Independent Study (Independent Study)	0	TBA	TBA	Sep 2, 2008- Dec 19, 2008

[View Weekly Teaching Schedule](#)

[Class Search](#)
 [Browse Catalog](#)
 [Learning Management](#)

- 2.) Enter the grade for each student by using the drop down menu in the grade column. Click save (found at the bottom of the page) when you are done. You may enter partial rosters at different times. After a grade has been "posted" for a student, the box for grade entry will disappear. Once that happens you can no longer make changes online and will need to submit a grade change form.

Faculty Center

Grade Roster

 [View FERPA Statement](#)

ENGL 101 - 04

Writing

Lecture (1049)

Fall 2008 | Regular | Trinity College | Undergraduate

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
WeFr 8:30AM - 9:45AM	115 Vernon Street WC	Cynthia L. Butos	09/02/2008 - 12/19/2008

*Grade Roster Type

Display Unassigned Roster Grade Only

Approval Status Not Reviewed

Student Grade							
ID	Name	Class Year	Units Taken	Roster Grade	Official Grade	Grade Basis	Program and Plan
1		FRES	1.00			GRD	Undergraduate - Undeclared