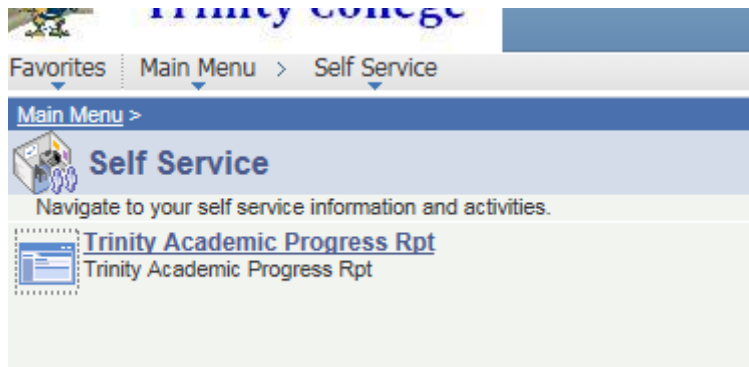# Entering Academic Progress (formerly called Mid-Term) Reports

1. From the Self-Service menu click on the Trinity Academic Progress Rpt.

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.

3. Click on the link for the appropriate course. This will bring up the form to be completed.

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.

Trinity Academic Progress Rpt

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 approriate, with the Director of the Writing Center and the Director of the Mathematics Center.

Instructor: M
Term: Fall 2016
Class: ECON 101 01

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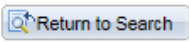☑ Consultation with Instructor   ☐ Referral to Mathematics Center
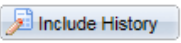☑ Consultation with Advisor   ☐ Referral to Writing Center
☐ Consultation with Dean of Students

Comments:
[   ]

💾 Save   🔍 Return to Search   🗐 Update/Display   🗐 Include History

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, select **My Schedule** and then click on the **Grade Roster** icon next to the grade roster you want to use.   This icon will only appear once the grade rosters have been created for the course.   [icon] Grade Roster

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. For students taking a course on a "converted" grade basis, please enter the actual grade earned. The computer will automatically convert it to the P/LP/F grade.

3.) After a grade has been "posted" for a student (a process run in the Registrar's Office), 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   [Final Grade ▼]   ☐ Display Unassigned Roster Grade Only

Approval Status   Not Reviewed

Find | 📅

[Student Grade] [⊞▶]

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