

TO: All Faculty/Staff Teaching **090-299** Classes Spring 2011

FROM: Dr. Diane Douglas – Registrar

SUBJECT: **MID -TERM GRADES -- ONLINE ENTRY PROCEDURES**
Deadline: **Friday, March 18, at Noon**

Faculty may begin entering Spring 2011 mid-term grades Friday, March 11.

Only rosters numbered 090-299 will display

STEPS FOR ENTERING MID-TERM GRADES:

1. Login into E-Hive. If you don't know your User Name or password contact the technology help desk (McCaskill 122) at 715-394-8300 or 800-806-2890.
2. Under Self Service, select **Faculty Center**, your grade rosters will be listed.
3. Click the grade roster icon, located directly **to the left** of each class, to display each of your rosters.
4. In the Roster Grade Field, enter only **D** or **F** grades by using the drop/down menu which display your grade choices.
5. When you have recorded all of the D or F grades, **change the "Approval Status"** field at the top of the Roster to **"Ready for Review"**
6. Click the green **SAVE** button at the bottom of the roster. .
7. If you **do not** have any **D** or **F** grades to assign **change the "Approval Status"** field at the top of the Roster to **"Ready for Review"** so that we know you have reviewed the roster for that class and then click the **SAVE** button at the bottom of the roster.
8. To print a copy of the grade roster for your records, click the printer icon on your browser Or click on FILE>PRINT on your browser's menu bar.
9. Please announce in your classes that **students will receive an email notice regarding D or F mid-term grades by March 23rd**.

Last day to drop classes is Thursday, March 31st

Faculty who should assign mid-term grades, but neglect do so, will be reported to Department Chairs and the Provost.

Further help (with screen shots) is available:

1. Click on "HELP!" located directed directly under the User ID and Password on MyE-Hive Login
2. Click on "Faculty/Advisor Help" (left-hand menu)
3. Click on "Grade Rosters" link
4. Page down to "Entering Mid-Term Grades"