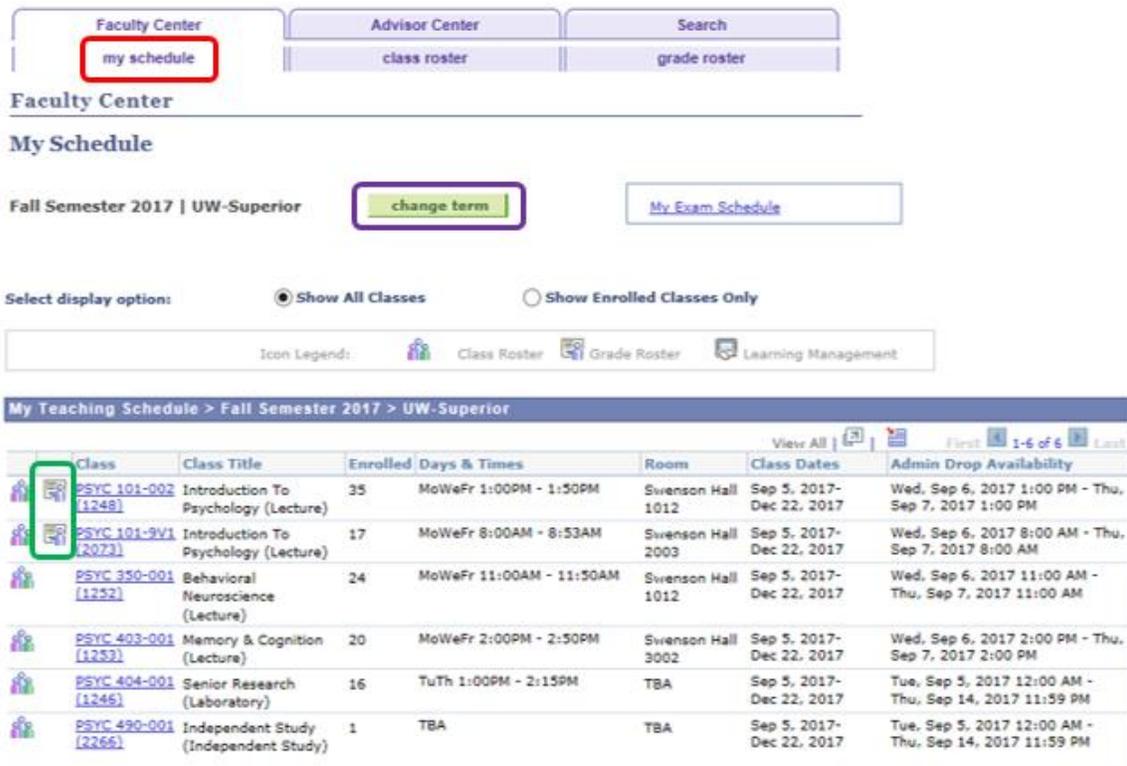


Assigning Mid-Term Grades on Faculty Center (E-Hive)

1. **Login into the E-Hive.** If you don't know your User Name or password, contact the technology help desk (SWEN 1061) at 715-394-8300 or 800-806-2890
2. From **Main Menu**, click **Self Service** » click **Faculty Center**.
3. Choose the **My Schedule** menu option to grade the desired class.
4. **Change the term** to the correct grading term if necessary.
NOTE: The system remembers the last term you've viewed.
Your personalized *Faculty Center* page will appear, along with your teaching schedule for the current semester. To display all rows for larger rosters, select the View All link lower left of roster. If a class is missing, contact your department's academic associate to make sure that you have been added as faculty for the respective class
5. Click on the **Grade Roster**  icon to the left of the class you wish to work with.
HINT: The class link simply takes you to a detailed description of the class.
Below is an image showing the previous steps:



Faculty Center

my schedule

Advisor Center

class roster

Search

grade roster

Faculty Center

My Schedule

Fall Semester 2017 | UW-Superior

change term

My Exam Schedule

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend:  Class Roster  Grade Roster  Learning Management

My Teaching Schedule > Fall Semester 2017 > UW-Superior

Class	Class Title	Enrolled	Days & Times	Room	Class Dates	Admin Drop Availability
 PSYC 101-002 (1248)	Introduction To Psychology (Lecture)	35	MoWeFr 1:00PM - 1:50PM	Svenson Hall 1012	Sep 5, 2017- Dec 22, 2017	Wed, Sep 6, 2017 1:00 PM - Thu, Sep 7, 2017 1:00 PM
 PSYC 101-9V1 (2073)	Introduction To Psychology (Lecture)	17	MoWeFr 8:00AM - 8:53AM	Svenson Hall 2003	Sep 5, 2017- Dec 22, 2017	Wed, Sep 6, 2017 8:00 AM - Thu, Sep 7, 2017 8:00 AM
 PSYC 350-001 (1252)	Behavioral Neuroscience (Lecture)	24	MoWeFr 11:00AM - 11:50AM	Svenson Hall 1012	Sep 5, 2017- Dec 22, 2017	Wed, Sep 6, 2017 11:00 AM - Thu, Sep 7, 2017 11:00 AM
 PSYC 403-001 (1253)	Memory & Cognition (Lecture)	20	MoWeFr 2:00PM - 2:50PM	Svenson Hall 3002	Sep 5, 2017- Dec 22, 2017	Wed, Sep 6, 2017 2:00 PM - Thu, Sep 7, 2017 2:00 PM
 PSYC 404-001 (1246)	Senior Research (Laboratory)	16	TuTh 1:00PM - 2:15PM	TBA	Sep 5, 2017- Dec 22, 2017	Tue, Sep 5, 2017 12:00 AM - Thu, Sep 14, 2017 11:59 PM
 PSYC 490-001 (1266)	Independent Study (Independent Study)	1	TBA	TBA	Sep 5, 2017- Dec 22, 2017	Tue, Sep 5, 2017 12:00 AM - Thu, Sep 14, 2017 11:59 PM

- At this time of the semester, **Mid-Term Grade** will default.
- To assign a mid-term grade to a student, click on their **Roster Grade pull-down menu**. The appropriate grading basis appears in the dropdown list.
- Select the appropriate grade. Although all grade options exist in the dropdown, please **only assign D or F grades**.

Display Options:

*Grade Roster Type Mid-Term Grade ▼

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status Not Reviewed ▼ save

Student Grade	Transcript Note						
	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1		▼		GRD	Undergraduate - Bridge Program/Undeclared	Freshman
<input type="checkbox"/>	2		▼		GRD	Undergraduate - Biology	Freshman
<input type="checkbox"/>	3		▼		GRD	Undergraduate - Visual Arts: Art Therapy (BA)/Psychology	Junior
<input type="checkbox"/>	4		▼		GRD	Undergraduate - Undeclared	Freshman
<input type="checkbox"/>	5		▼		GRD	Undergraduate - Biology/Chemistry	Junior
<input type="checkbox"/>	6		▼	W	WWF	Undergraduate - Theatre (BA)/No Minor	Freshman

- If you are not able to complete the mid-term grading process, keep the Approval Status set to Not Reviewed and click **Save** SAVE and return later to finish grading.

- Student grades will not be posted until Approved. After you have graded any of your students with a D or F grade, from the *Approval Status* pull-down menu, select **Mid-Term Grades**. Click **Save**.

▼ **PSYC 101 - 002 (1248)** change class

Introduction To Psychology (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 1:00PM-1:50PM	Svenson Hall 1012	Pinnov, Eleni N	09/05/2017 - 12/22/2017

Display Options:

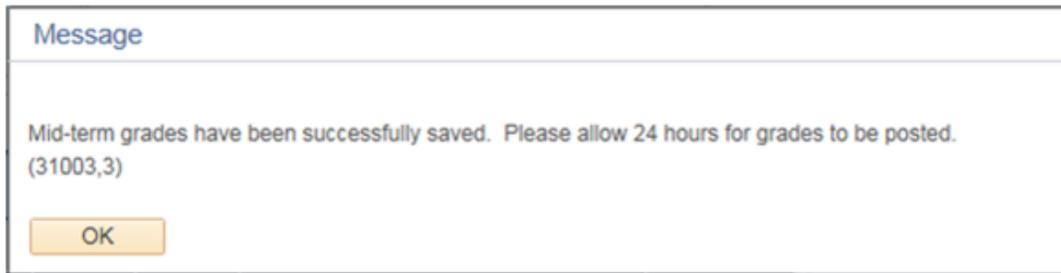
*Grade Roster Type Mid-Term Grade ▼

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status Mid-Term Grades ▼ save

11. Once you set your grades to **Mid-Term Grades** status a pop up window will appear alerting you if your grades were successfully submitted:



IMPORTANT NOTES:

- a. If you **do not have any D or F grades to assign**, simply change the *Approval Status* to **Mid-Term Grades** status with no grades assigned so the Registrar's Office knows you have reviewed the roster and no students are earning a D or F grade.
- b. When grades are in **Mid-Term Grades** status they cannot be changed. Please contact the Registrar's Office at x8288 or registrars@uwsuper.edu to have to roster set back into **Mid-Term Grades** status for you to make your corrections.
- c. Students and advisors will be able to see mid-term grades once they are placed into **Mid-Term Grades** Status.

Changing Grades

If after setting the *Approval Status* to **Mid-Term Grades** you realize a student has an incorrect grade, it can be changed. Please contact the Registrar's Office at x8288 or registrars@uwsuper.edu to have to roster set back into **Mid-Term Grades** status for you to make your corrections.