Overview

This process will define how Registrar staff can process mid-term grades for students.

- There are two ways to submit a mid-term grade: distributed data entry by the instructors, or the instructors can submit a paper roster to the Registrar’s office.

- Distributed data entry consists of instructors entering data directly into the SIS pages using the Grade Roster component via One.IU. See the Instructors Enter Early Evaluation Grades via One.IU job aid.

- Instructors may instead choose to request a paper roster from the Registrar’s office. The paper roster must be returned to the Registrar’s office by a specified date for grades to be recorded. The Registrar’s office will then manually enter mid-term grades into the SIS Grade Roster pages. Registrars are encouraged to offer assistance to instructors to do their own data entry, rather than accept these requests for paper rosters.

- Mid-term grades are not posted to the enrollment table (STDNT_ENRL) the way final grades are. The mid-term grade roster is the only record in SIS. The IUIE tables serve as a second record. The SIS mid-term grade roster is purged before final grade roster generation, leaving the IUIE roster as the final snapshot.

- Students can view their mid-term grades online through Self-Service in the Student Center > My Academics & Grades > Grades page. Mid-term grades have their own tab, next to Official Grades, if they exist (not every campus or every population of student will have mid-term grades). The mid-term grade rosters are deleted before final grades processing, and then the mid-term grades will no longer display in the Student Center.

- A report will be generated through IUIE that will create specific populations for which grades will be reported. The IUIE report will be a generated once and will be a frozen report.

- Before rosters can be generated, all block enrollment classes must be untied. The mid-term grade rosters will be generated using the population identified by the IUIE report. For example, the population for IUBLA will be all high school students, all freshmen, and all sophomores in UDIV. At IUCOA, IUKOA and IUSB, the population will include all freshmen. Rosters will not be regenerated, so mid-term grades will reflect enrollment at the point in time of creation.

- Instructors may begin doing data entry immediately after the rosters are generated, and are encouraged to request data entry help from the Registrar’s office, if needed. Alternately, they may request a paper roster in lieu of using the rosters in SIS. The paper copy must be returned to the Registrar’s office by a specified date for grades to be recorded.

- Once grades are collected in SIS, grade notifications can be printed through the IUIE starting the next day. These grade notifications should be based on only rosters which have a status of “Approved” to ensure that instructor sign-off has been received.

- There is no security to lock down ungraded mid-term grade rosters once grade notifications are printed. Instructors who try to get back in to grade ungraded mid-term grades will probably be able to do so. Instructors can not make changes to mid-term roster once they have clicked the “Approve and Submit to Registrar” button in Self-Service.
**Student Records**  
*Registrars Processing Mid-Term Grade Rosters*

### Steps

#### Generate Grade Rosters

1. Generate the *Midterm Grade Rosters* report through the IUIE. Specify the population for which grades will be reported. This report can be found in the following folder: Student/Records/Rosters/

<table>
<thead>
<tr>
<th><strong>NOTE:</strong> Before rosters can be generated, each institution must make sure its block enrollment classes are not tied to the block enrollment students. Otherwise, there will be one roster generated for the block instead of a roster generated for each class in the block.</th>
</tr>
</thead>
</table>

2. IUIE will generate the report once for each campus and will be used to populate SIS grade roster tables with only the target population (for example, freshmen at IUBLA, sophomores in UDIV at IUBLA, freshmen at IUKOA, etc).

#### Enter Mid-term Grades – Administrative Grade Entry

1. Navigate to: Curriculum Management > Grading > Grade Roster.
2. Enter the Academic Institution. If the User Defaults are set, this field may automatically populate.
3. Enter Term.
4. Enter Subject Area.
5. Enter Catalog Nbr.
6. Click Search.
7. Select the correct class to be graded. The Grade Roster Type page is displayed.

<table>
<thead>
<tr>
<th><strong>NOTE:</strong> Do not click the Create button to recreate a mid-term grade roster. The mid-term rosters are custom generated and produce a roster with a smaller population than are actually enrolled in the classes. Using the Create button to create or recreate a mid-term roster will cause inaccurate data to be included by adding students who should not receive mid-term grades.</th>
</tr>
</thead>
</table>

8. Select the Grade Roster tab.
9. On the Grade Roster tab, verify that the Roster Type is Mid-Term.

10. Enter grades into the Roster Grade fields.

11. When you have completed entering the grades for all students, select the Grade Roster Type page.

12. In the Approval Status field, select Ready for Review if the rosters are entered by the staff in the Registrar’s Office. This indicates that the roster is ready to be verified against the source roster.
13. Click [Save].

14. The next day, print the IUIE rosters in “Ready for Review” status and verify the grade entry. To do this, select the value of “Ready for Review” in the Approval Status field of the Midterm Grade Rosters report in the IUIE. If you are going to verify the rosters online using the SIS Admin pages, you do not have to wait until the next day to do this.

15. Make any necessary changes to the Mid-Term Grade roster.
   - If changes are needed, select “Not Reviewed” in the Approval Status field on the Grade Roster Type page in SIS. If the Approval Status is set to anything other than “Not Reviewed”, the Roster Grade field will be disabled.
   - Select the Grade Roster page and enter the necessary grade changes.

16. When you have completed making changes and/or verifying the grades, click on the Grade Roster Type page and change the Approval Status to “Approved”.

17. Click [Save].

**NOTE:** You must rely on IUIE to tell which rosters are in the “Approved” status and which rosters are not yet completed.

**Notify Students**

1. The end of the grade collection period is based on date and communicated to instructors. After the published ending date, there should be no changes to the rosters; however, there is no security to keep instructors out of ungraded mid-term rosters before the rosters are purged at the end of the semester.

2. Once grades are collected in SIS, grade notifications can be printed through the IUIE starting the next day; however most campuses no longer print mid-term notifications.

3. These grade notifications should be based on only rosters which have a status of "Approved" to ensure that instructor sign-off has been received.