

# How to Enter Midterm Grades

Midterm Grades are required for fall and spring 16-week term courses.

1. Go to your Gradebook
2. Locate "Select Gradebook View" and select unit where Midterm Grade content item is located and click "Go"
3. Locate the Midterm Grade column header and click on it
4. Enter letter grade for each student
5. If you prefer students do not see their Midterm Grades, uncheck "Share Grade with Students"
6. Click "Save Changes"

Course Admin | **Gradebook** | Dropbox | Journal | Webiography | Tech Support | Help

Gradebook

[View Gradebook](#) | [User Activity](#) | [Setup Gradebook & Rubrics](#)

Select Gradebook View: Grades To Date  [Export View](#)

Sort By: Last Name  Display: 40 rows per page  Displaying 1 - 28 of 28 Go to: 1 - 28

Student	Course Points To Date	Course Average To Date
	<a href="#">1365/1570 (B+)</a>	(86.94%)
	<a href="#">1490/1570 (A)</a>	(94.90%)
	<a href="#">1497/1570 (A)</a>	(95.35%)
	<a href="#">1518/1570 (A)</a>	(96.69%)
	<a href="#">1527/1570 (B+)</a>	(96.94%)

Gradebook

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Select Gradebook View: Week 7 - 10/7 - 10/13  [Export View](#)

Sort By: Last Name  Display: 40 rows per page  Displaying 1 - 28 of 28 Go to: 1 - 28

Week 7 - 10/7 - 10/13

Points Possible:	Discussion 15 pts.	Chapter 7 Assignment 35 pts.	Chapter 7 Quiz 45 pts.	Midterm Grade 0 pts.	Unit 7 100 pts. Possible
	<a href="#">15/15</a>	<a href="#">35/35</a>	<a href="#">44/45</a>	A	94/95 (98.95%)
	<a href="#">15/15</a>	<a href="#">35/35</a>	<a href="#">48/45</a>	A	98/95 (103.16%)

Gradebook

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Week 7 - 10/7 - 10/13 : Midterm Grade [Save Changes](#)

	Numeric Grade 0 pts. <a href="#">Edit Grades</a>	Letter Grade	Share w/ Student? <input type="checkbox"/>	Comments
	<input type="text"/> pts.	A	<input checked="" type="checkbox"/>	
	<input type="text"/> pts.	A	<input checked="" type="checkbox"/>	
	<input type="text"/> pts.	A	<input checked="" type="checkbox"/>	
	<input type="text"/> pts.	A	<input checked="" type="checkbox"/>	
	<input type="text"/> pts.	A	<input checked="" type="checkbox"/>	
	<input type="text"/> pts.	F	<input checked="" type="checkbox"/>	

**Please Note:** Plus and minus grades are accepted. Grades of "W" for *Withdrawn* may **NOT** be entered. Every student in the Gradebook should be assigned a Midterm Grade.