

Complete documentation for entering Midterm Grades is on the Clarkson web

http://www.clarkson.edu/sas/ps_documentation/faculty_center_8.9.pdf – see page 3.


Remember, in this version of PeopleSoft, you can enter the same grade for everyone at once. If most of your students are getting an S, use this tool, then change the exceptions.



Three steps: **Enter Grades** **Change Status to Approved** **Save**

Top questions we typically answer:

1. **Where** is the grade roster?

Click on the  icon to the left of your class in PeopleSoft. This opens the grade roster.

2. **What grades** should be entered for mid-terms?

Acceptable grades are S (satisfactory) and U (unsatisfactory -- below a C) or N (insufficient information)

3. I entered the grades and get an error that there are **missing grades**.

A grade must be entered for every student unless they already have an official grade of W or LW (drop)

4. I made a **mistake** -- how can I change a grade?

Go back into the roster and change the Approval Status from Approved back to Not Reviewed.

Save

Change the Grade

Approve -- Save

5. What grade do I give for **Thesis students** and why do they need mid-term grades?

Thesis students should also be given an S or U at mid-term. The importance of giving these students a grade is the opportunity this affords to confirm that all of your thesis students are properly enrolled in the correct thesis section and for the correct number of credits -- as well as providing them feedback.