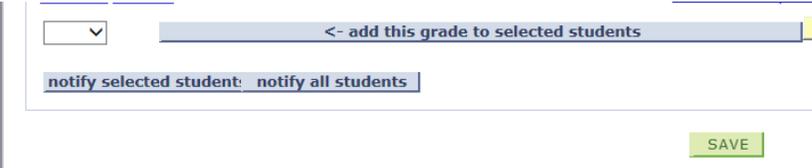


## Entering Mid-Term Grades

Steps	Descriptions																											
1.	Access the UHCL E-Services page at <a href="http://www.uhcl.edu/eservices">www.uhcl.edu/eservices</a> . Enter your UHCL network ID and password or your 7 digit ID and password.																											
2.	<p>Click on the <b>Faculty Center</b> tile</p> 																											
3.	<p>Once you have been notified that mid-term grade rosters are available, you can click on the <b>Grade Roster</b> icon next to the class number for which you want to enter grades.</p> <table border="1" data-bbox="201 1024 509 1184"> <thead> <tr> <th>Class</th> <th>Class Title</th> </tr> </thead> <tbody> <tr> <td> HIST 1301-02 (22419)</td> <td>US History I (Lecture)</td> </tr> </tbody> </table>	Class	Class Title	HIST 1301-02 (22419)	US History I (Lecture)																							
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HIST 1301-02 (22419)	US History I (Lecture)																											
4.	<p>The system will display the rosters and the UHCL Mid-term grading policy</p> <div data-bbox="201 1255 928 1390"> <p><b>Display Options:</b></p> <p>*Grade Roster Type: <input type="text" value="Mid-Term Grade"/></p> <p><input type="checkbox"/> Display Unassigned Roster Grade Only</p> <p><b>Grade Roster Action:</b></p> <p>*Approval Status: <input type="text" value="Not Reviewed"/></p> </div> <p><b>Interim Grade Reports</b>                      To help undergraduate students monitor their academic performance, faculty members teaching 1000 and 2000 level courses will provide six-week progress grades for students with unsatisfactory performance. Six-week progress grades are provided in fall and spring semesters only. Interim grades are advisory grades and are not recorded on the student's permanent record.</p> <p><b>Procedures for Entering Interim Grades</b>                      Faculty will report grades of "D" or "F" through E-Services. Interim grade rosters for 1000 and 2000 level courses will be available starting the Monday of the sixth week of class through Tuesday of the seventh week of class. The Office of Academic Records will notify faculty of the availability of interim grade rosters and the reporting deadlines each spring and fall semester. Students will be able to view interim grades in E-Services once the faculty deadline to enter grades has passed. Interim grade reports will be provided to academic advisers who will contact students experiencing difficulties.</p> <table border="1" data-bbox="201 1688 1068 1864"> <thead> <tr> <th>ID</th> <th>Name</th> <th>Roster Grade</th> <th>Official Grade</th> <th>Grade Basis</th> <th>Program and Plan</th> <th>Applied to Graduate</th> <th>Level</th> <th>Note to Advisor</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>[Redacted]</td> <td>[Dropdown]</td> <td></td> <td>GRD</td> <td>Science &amp; Computer Eng UG - Biological Sciences BA</td> <td></td> <td>Senior</td> <td>[Dropdown]</td> </tr> <tr> <td>2</td> <td>[Redacted]</td> <td>D-</td> <td></td> <td>GRD</td> <td>Science &amp; Computer Eng UG - Biological Sciences BS</td> <td></td> <td>Freshman</td> <td>Poor Participation</td> </tr> </tbody> </table>	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Applied to Graduate	Level	Note to Advisor	1	[Redacted]	[Dropdown]		GRD	Science & Computer Eng UG - Biological Sciences BA		Senior	[Dropdown]	2	[Redacted]	D-		GRD	Science & Computer Eng UG - Biological Sciences BS		Freshman	Poor Participation
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2	[Redacted]	D-		GRD	Science & Computer Eng UG - Biological Sciences BS		Freshman	Poor Participation																				

5.	<p>Enter grades for students who have either a "D", "D-", "D+" or "F" only. The Notes to Advisor drop down allows you to select a reason for the poor performance to assist the advisor with advising.</p>
6.	<p>Click <b>Save</b> after grades that need to be reported have been entered. Grades are visible to students once you hit Save and an email is sent to them informing them of a mid term grade being posted.</p> 
7.	<p>Click on  or  to return to the Home Page.</p>