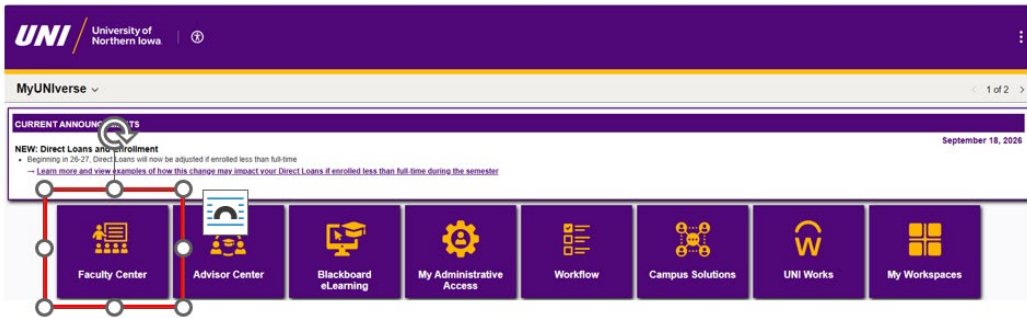
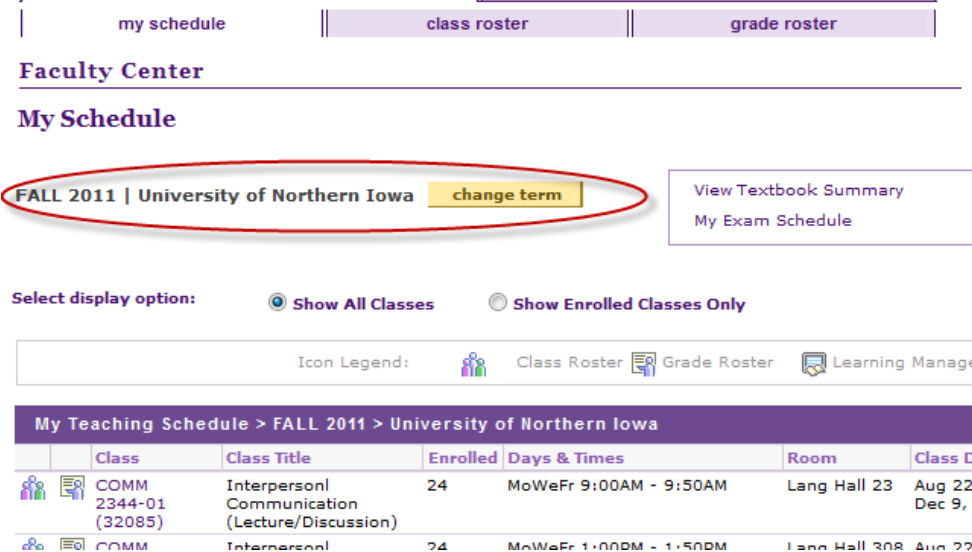


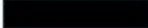
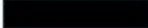
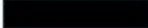
Entering Mid-Term Grades (Faculty)

Purpose: Mid-term grade rosters will be created by the Office of the Registrar for all Fall and Spring full semester sections, approximately two weeks prior to the mid-term grades due date. After faculty enter mid-term grades, they are available to view (**there is no need to approve and submit, simply enter and save**).

Note: Beginning Fall 2026, the option to import grades from Blackboard is available. To use this method instead of entering mid-term grades manually, see the **Importing Mid-Term Grades from Blackboard job aid**.

The following instructions describe how faculty enter mid-term grades using Faculty Center.

Step	Action
1.	Log onto MyUNiverse and click on the Faculty Center tile. 
2.	On the my schedule tab, <u>make sure you are on the desired term.</u> Note: This tab defaults to the last term you viewed. To change the term, click the yellow change term button. 

Step	Action																																												
3.	Click the Grade Roster icon  next to the class for which you would like to enter grades. NOTE: Clicking the grade roster tab takes you to the first grade roster on your list and continues to return to the last grade roster used. It is best to use the Grade Roster icon to go directly to the grade roster you need. My Teaching Schedule > FALL 2011 > University of Northern Iowa <table><tr><th></th><th>Class</th><th>Class Title</th><th>Enrolled</th><th>Days & Times</th><th>Room</th><th>Class Dates</th></tr><tr><td></td><td>COMM 2344-01 (32085)</td><td>Interpersnl Communication (Lecture/Discussion)</td><td>24</td><td>MoWeFr 9:00AM - 9:50AM</td><td>Lang Hall 23</td><td>Aug 22, 2011- Dec 9, 2011</td></tr><tr><td></td><td>COMM 2344-04 (32088)</td><td>Interpersnl Communication (Lecture/Discussion)</td><td>24</td><td>MoWeFr 1:00PM - 1:50PM</td><td>Lang Hall 308</td><td>Aug 22, 2011- Dec 9, 2011</td></tr><tr><td></td><td>COMM 4322-01 (32135)</td><td>Adv Interpersnl Communctn (Lecture/Discussion)</td><td>21</td><td>MoWeFr 12:00PM - 12:50PM</td><td>Lang Hall 308</td><td>Aug 22, 2011- Dec 9, 2011</td></tr></table>		Class	Class Title	Enrolled	Days & Times	Room	Class Dates		COMM 2344-01 (32085)	Interpersnl Communication (Lecture/Discussion)	24	MoWeFr 9:00AM - 9:50AM	Lang Hall 23	Aug 22, 2011- Dec 9, 2011		COMM 2344-04 (32088)	Interpersnl Communication (Lecture/Discussion)	24	MoWeFr 1:00PM - 1:50PM	Lang Hall 308	Aug 22, 2011- Dec 9, 2011		COMM 4322-01 (32135)	Adv Interpersnl Communctn (Lecture/Discussion)	21	MoWeFr 12:00PM - 12:50PM	Lang Hall 308	Aug 22, 2011- Dec 9, 2011																
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4.	On the Grade Roster, the <i>Grade Roster Type</i> will display Mid-Term Grade as the <i>Grade Roster Type</i>. The <i>Approval Status</i> is set to Not Reviewed. <i>Note:</i> The approval status should remain “Not Reviewed” for mid-term grades. Grade Roster FALL 2026 Full Semester University of Northern Iowa Undergraduate  FAM SERV 1010 - 01 (31168) Change Class Human Identity and Relationships (Lect/Disc) <table><tr><th>Days and Times</th><th>Room</th><th>Instructor</th><th>Dates</th></tr><tr><td>TuTh 9:30AM-10:45AM</td><td>Sabin 002</td><td></td><td>08/24/2026 - 12/11/2026</td></tr></table> Display Options ☐ Display Unassigned Roster Grade Only Grade Roster Action *Grade Roster Type Mid-Term Grade *Approval Status Not Reviewed Save Import Grades from LMS Personalize Find View 100   First 1-20 of 174 Last <table><tr><th>Student Grade</th><th>Transcript Note</th><th>ID</th><th>Name</th><th>Roster Grade</th><th>Faculty Notes</th><th>Official Grade</th><th>Program and Plan</th><th>Level</th></tr><tr><td>☐</td><td></td><td></td><td></td><td></td><td>Create Note</td><td></td><td>Soc & Behav Sci-Undergraduate - Social Work/Mental Health/Health and Social Services/Addictions Tr</td><td>Junior</td></tr><tr><td>☐</td><td></td><td></td><td></td><td></td><td>Create Note</td><td></td><td>Education-Teaching - Elementary Education/Health Education</td><td>Freshman</td></tr><tr><td>☐</td><td></td><td></td><td></td><td></td><td>Create Note</td><td></td><td>Soc & Behav Sci-Undergraduate - Social Work</td><td>Senior</td></tr></table>	Days and Times	Room	Instructor	Dates	TuTh 9:30AM-10:45AM	Sabin 002		08/24/2026 - 12/11/2026	Student Grade	Transcript Note	ID	Name	Roster Grade	Faculty Notes	Official Grade	Program and Plan	Level	☐					Create Note		Soc & Behav Sci-Undergraduate - Social Work/Mental Health/Health and Social Services/Addictions Tr	Junior	☐					Create Note		Education-Teaching - Elementary Education/Health Education	Freshman	☐					Create Note		Soc & Behav Sci-Undergraduate - Social Work	Senior
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Step	Action
5.	Entering grades on the Grade Roster: - Use the drop-down box in the Roster Grade field to select the desired grade for each student. - You may add the same grade to multiple students by using the select checkbox to choose the students, select the grade, and click the add this grade to selected students at the bottom. A ▾ <- add this grade to selected students - If you select an “F” grade, you must enter a note. This is to support Federal Financial Aid reporting requirements. If you have more than 20 students, use the View All or page navigation buttons to see additional students. ☐ 20 ##### Pam Panther ▾ Create Note GRD Education-Teaching - Early Childhood Education View All Download ⏮ ⏪ ⏩ ⏭ Rows 1 - 20 of 25 ⏭ ⏩ ⏮ ⏪

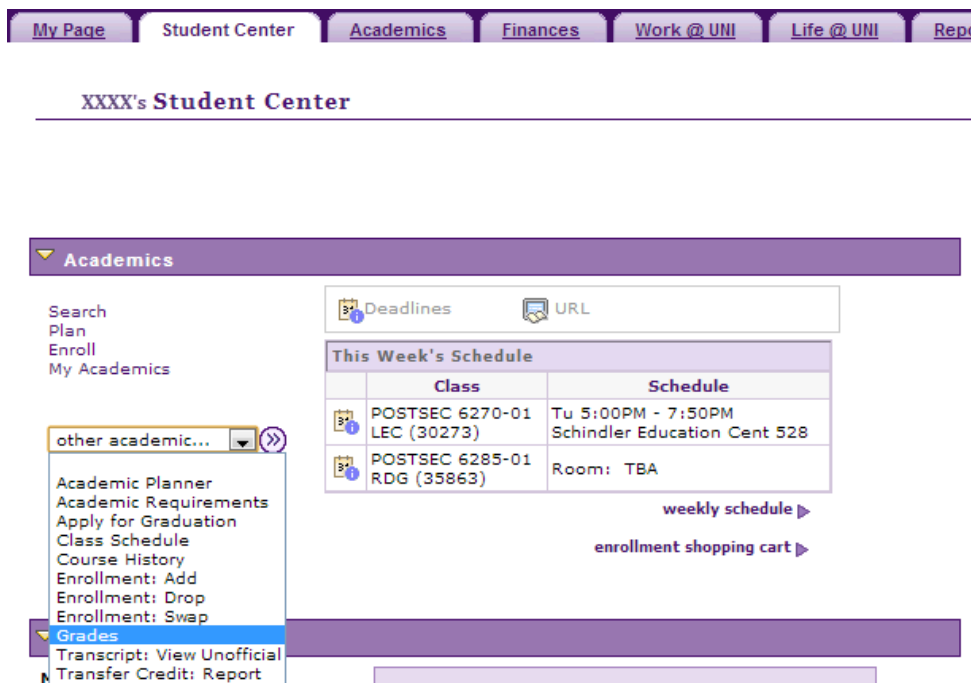
Step	Action
6.	Notes may be entered for any grade by clicking the Create Note link. The system will prompt you to enter a note if you select an “F” grade.  Grade Roster Notes Use this page to associate a note to the roster. You can view all notes, but only change those you have created. You can add as many categories as necessary to the student's grade roster. Grade Roster Information Term 2113 SPRING 2012 Class Nbr 51926 Seq Nbr 2 Student ID ##### Pam Panther, Academic Career UGRD Grade Roster Note Category Faculty Note Category Stopped Attending Approximate Date 02/01/2012 31 Entered by Last Update Date/Time Optional Comments Student stopped attending the first week in Feb. I emailed the student but there was no response. Entered by Last Update Date/Time OK Cancel Select the Faculty Note Category: • Based on Performance – Use this selection if the student academically earned an “F” • Never Attended – Select if appropriate • Stopped Attending – If selected, complete the Approximate Date field Optional Comments – Comments may be entered (free text entry with Spell Check feature) Click the OK button.

Step	Action
7.	Once grades are entered, click the Save button. Tip: The system displays the word “saved” momentarily in the upper right corner. Note: The approval status should remain “Not Reviewed” for mid-term grades. Simply SAVE, and they become available for viewing.

How do students view grades once they have been posted?

Students view grades in their **Student Center** (in My UNIVERSE).

- Students select **Grades** from the drop-down list in the *Academics* section.

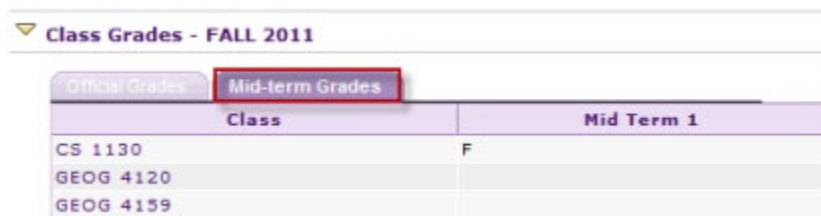


The screenshot shows the 'Student Center' navigation bar with tabs: My Page, Student Center, Academics, Finances, Work @ UNI, Life @ UNI, and Reports. Below the navigation bar is the header 'XXXX's Student Center'. The 'Academics' section is expanded, showing a search bar, a list of links (Search, Plan, Enroll, My Academics), and a dropdown menu. The dropdown menu is open, showing options: other academic..., Academic Planner, Academic Requirements, Apply for Graduation, Class Schedule, Course History, Enrollment: Add, Enrollment: Drop, Enrollment: Swap, **Grades** (highlighted), Transcript: View Unofficial, and Transfer Credit: Report. To the right of the dropdown menu, there is a 'Deadlines' section with a 'URL' link, and a 'This Week's Schedule' table.

Class	Schedule
POSTSEC 6270-01 LEC (30273)	Tu 5:00PM - 7:50PM Schindler Education Cent 528
POSTSEC 6285-01 RDG (35863)	Room: TBA

Below the schedule table are links for 'weekly schedule' and 'enrollment shopping cart'.

- Students select the *Mid-term Grades* tab.



The screenshot shows the 'Class Grades - FALL 2011' page. There are two tabs: 'Official Grades' and 'Mid-term Grades' (highlighted with a red box). Below the tabs is a table with columns 'Class' and 'Mid Term 1'.

Class	Mid Term 1
CS 1130	F
GEOG 4120	
GEOG 4159	