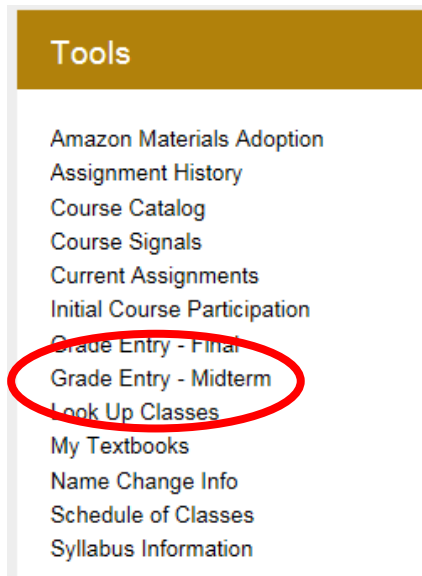


PURDUE

UNIVERSITY™

Office of the Registrar Midterm Grade Submission

- Log into myPurdue using career account username and password
 - <https://mypurdue.purdue.edu> .
- In your *Faculty tab Tools channel*, click on *Grade Entry-Midterm*



- Select the appropriate term for which you are submitting grades and hit submit.



- Find the CRN you need to enter grades for and hit submit.

Select a CRN

CRN:

- Note the special instructions at the top of the page. This portion also alerts you to the number of grades submitted.

Mid Term Grades

Enter mid-term grades. If Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information

Aeromechanics I - AAE 20300 001

CRN: 10001

Students Registered: 90

Please submit the grades often. There is a 90 minute time limit starting at 03:26 pm on Sep 17, 2015 for this page.

Record Sets: [1 - 25](#) [26 - 50](#) [51 - 75](#) [76 - 90](#)

Mid Term Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	
1		12	3.000	**Web Registered** Apr 20, 2015	A	
2		81	3.000	**Web Registered** Mar 25, 2015	A	
3		56	3.000	**Web Registered** Mar 24, 2015	B	
4		71	3.000	**Web Registered** Apr 13, 2015	B	
5		97	3.000	**Web Registered** Apr 13, 2015	None	
6		64	3.000	**Web Registered** Mar 27, 2015	None	
7		09	3.000	**Web Registered** Mar 24, 2015	None	
8		82	3.000	**Web Registered** Jul 20, 2015	None	
9		54	3.000	**Web Registered** Jul 20, 2015	None	
10		73	3.000	**Web Registered** Mar 26, 2015	None	
11		13	3.000	**Web Registered** Mar 24, 2015	None	
12		98	3.000	**Web Registered** Mar 24, 2015	None	
13		56	3.000	**Web Registered** Apr 13, 2015	None	

Special Grading Instructions

Midterm grades will be viewable to students and advisors in myPurdue.

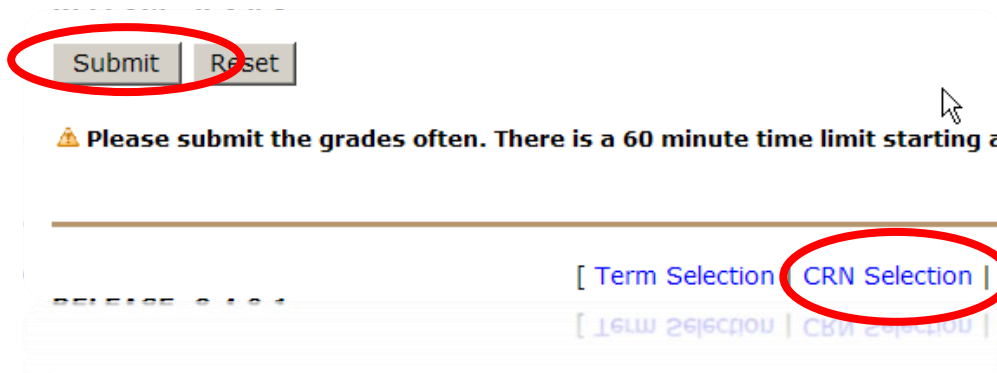
Midterm grades will not display on an unofficial or official transcript.

A grade of F (Failing) is awarded to students who have completed the course assignments and participated in activities through the date of midterm reporting but fail to achieve the course objectives.

A grade of FN (Failing/Nonauthorized Incomplete) is awarded to students who have not officially withdrawn from the course, but who are failing to participate in course activities.

This grade is to be used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible.

- Enter your midterm grades for each student and submit at the bottom.



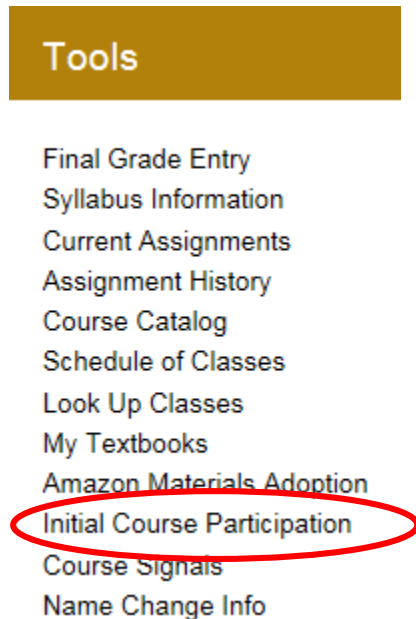
The screenshot shows a web interface for entering grades. At the top, there are two buttons: 'Submit' and 'Reset', both of which are circled in red. Below the buttons is a warning message: 'Please submit the grades often. There is a 60 minute time limit starting a'. At the bottom of the interface, there are two links: 'Term Selection' and 'CRN Selection', with the latter circled in red.

- To select another grade roster, scroll to the bottom of the page to find the “CRN selection” link and click on that. This will provide you with a drop down of all CRNs you are assigned to.
- *Any grades not submitted by 8:00 a.m. on the deadline will not be reportable with via myPurdue or Blackboard. Faculty should plan to provide the required graded feedback directly to the student/s.*
- Your session will time out at 60 minutes so be sure to submit frequently to prevent losing your work.

Initial Course Participation Instruction Reminders

(For Instructors that did not complete this step at beginning of term)

- From myPurdue Faculty Tab, go to the Tools channel and select Initial Course Participation.



- Select **CURRENT** term to enter ICP.

Select Term

Select a Term: ▼

- Fall 2015
- Summer 2015
- Spring 2015
- Fall 2014
- Summer 2014
- Spring 2014
- Fall 2013

- Select course to report ICP, then Submit. *Only gradable courses are required to be reported. If a grade (S, U, P, N, A thru F) is to be reported at the end of the term, then ICP is required.*

Select a CRN

Click on the CRN to enter or update Initial Course Participation.

Assignments

CRN	Course	Enrollment	Initial Course Participation
57512	AAE 20000 SO1: Ugrad Sophomore Seminar	54	54 of 54 records have been submitted for this class.
20655	HONR 19900 002: Science And Pseudoscience	17	0 of 17 records have been submitted for this class.
21439	ME 20000 001: Thermodynamics I	70	63 of 70 records have been submitted for this class.
55191	VCS 86600 017: Large Animal Surgery I	3	0 of 3 records have been submitted for this class.

- The first time a section is accessed, you will find that Initial Course Participation has been prepopulated with Yes.

Student Name	ID	Credits	Registration Status	Initial Course Participation
Katie A.	016965555	3.000	**Web Registered** Mar 29, 2011	<input checked="" type="checkbox"/>
Kristen M.	022673139	3.000	**Web Registered** Apr 04, 2011	<input checked="" type="checkbox"/>
..., Hannah R.	021980523	3.000	**Web Registered** Apr 04, 2011	<input checked="" type="checkbox"/>
erton, Katie A.	022725245	3.000	**Web Registered** Apr 04, 2011	<input checked="" type="checkbox"/>
z, Allison D.	022068943	3.000	**Web Registered** Apr 04, 2011	<input checked="" type="checkbox"/>
..., Lindsey A.	022787593	3.000	**Web Registered** Apr 04, 2011	<input checked="" type="checkbox"/>
ns, Megan R.	023387201	3.000	**Web Registered** Apr 04, 2011	<input checked="" type="checkbox"/>
o, Karl R.	021867124	3.000	**Web Registered** Apr 04, 2011	<input checked="" type="checkbox"/>

- Submit after each page.**