

Fall 2009 Mid-Term Grade Collection Process

Schedule

- Initial load of MIDTERM grade comments – 9/16
- Update grade comments for late add/drop registration activity – 9/23 and 9/30
- Midterm Grade document on FMS site – 10/1
- Open midterm grade entry – 10/1
- Grades due – 10/13 (12 NOON)
- Students will be able to view mid-term grades on Web for Student – 10/13 (afternoon)
- View Direct reports available – 10/14
- Deadline to drop an undergraduate semester course without a grade of W – 10/19**

***Note: This academic deadline has been extended due to the Banner upgrade scheduled 10/16 – 10/18*

Mid-Term Grade Population

- Registrar's Office will identify student population
 - New First Time Freshman – SU09 or FA09
- Grade Comment (MIDTERM – Midterm Grade Required) will be loaded for above students
 - Gradable CRNs
 - Only Part of Term = 1 Full Term
- DMI Consolidated Class Roster System
 - Students needing mid-term grades will be notated with an * in the Grade column

Grade Collection Process

- Web for Faculty
 - Menu item – Mid-Term Grade Entry
 - Mid-Term Worksheet will only display if there are students who require a mid-term grade
 - Subset of class roster will be displayed
 - Only students with a MIDTERM grade comment
 - Enter grades
 - Only applicable grades will display in the drop-down grade field

Communication (10/1)

- Office of the Registrar will send faculty an email:
 - List of their specific courses (CRNs) that require submission of mid-term grades
 - Deadline for submitting mid-term grades
- Email to COAR, colleges, department schedulers and ADVIS-L with Mid-Term Grades information

Reports for Colleges/Departments/Advisors

- View Direct reports available 10/14
 - Mid-Term Grades (SR1MGRA01B)
 - Grade report for all students requiring mid-term grades, indexed by college
 - Mid-Term Grades Below "C" (SR1MGRA02B)
 - Grade report for students with at least one mid-term grade below a "C", indexed by college
 - SR1MGRA03B - downloadable data version will contain select demographic data elements
- Mid-Term Data will be in the EDW (Registration)
 - MIDTERM Grade Comments
 - Mid-Term Grades
- Decision Support - Solution Library
 - <http://www.ds.uillinois.edu/web/Home/SolLib.aspx>
 - Create a List of Students with Their Mid-Term Grades by Term

Student Notification of Mid-Term Grades

- Web for Student
 - Menu item – Mid-Term Grades
 - Lists course subject, number, title, etc
 - Displays grades submitted by instructors
 - Grades not assigned will be blank
 - Mid-Term GPA will not be calculated or displayed

Resources

- OR website
 - <http://registrar.illinois.edu/staff/records/grades.html>
 - Frequently Asked Questions
 - Mid-Term grade collection schedule
 - Grade entry instructions for faculty
 - View Direct report information
- FMS website
 - <http://www.fms.illinois.edu/ClassScheduling/InformationReports/>
 - List of courses with students requiring mid-term grades (CRN, subject, number, instructor)
- DMI Consolidated Class Roster System
 - <http://www.dmi.illinois.edu/>