Midterm Grading Directions

1. Log into NazNet
2. Click on "Grading"

3. You should now be on the screen below - *Grading*
4. Click the drop down menu for "Term" and select the current term
5. Click on "Submit"

6. You should now be on the screen below - *Grading*
7. Click the drop down menu and select "I – Midterm/Intermediate" (A)
8. Select the roster you wish to enter grades for (B)
9. Click on "Submit" (C)

10. You should be on the screen below – ***Midterm Grading*** (shows all the students on your roster for the class you selected to grade in step #8)
11. Acceptable midterm grades should be entered in the "Midterm Grade" column (A):
    a. Traditional letter grades may be submitted (A, A-, B+ etc.),
       OR
    b. If you are unable to submit a specific letter grade use one of the following: S, U, or F. Note: "S" is for 'C' or better, "U" is for C-, D+, D, D-, and "F" for failure.
12. Use the "Last Date of Attendance" column (B) *if needed*.
    a. If the student stopped attending class, fill in this column with the last date they attended
    b. If they are still attending class, please leave this field blank.
13. Use the "Never Attended" column (C) *if needed*. Only check this box if the student never attended the class.

If you have students who have deficit mid-term grades or attendance issues, remember that in addition to submitting this information through NazNet, you can raise a "flag" on students in Starfish. This will reinforce the concern and ensure that students are notified of available support resources.

14. Click on "Submit" once you have all grades have been recorded.

Midterm Grading

Class Name ACS*101*10
Title   Academic and College Success
Location
Term   Fall 2016
Instructor
Mrs. Mackenzie N. Bramble

Student	ID	Status	Midterm Grade (A)	Last Date of Attendance (B*)	Never Attended (C)	Class	Credits	CEUs	Cross-Listed Section
		N	A		☐	FF	1.00		
		N	B		☐	FF	1.00		
		N	C		☐	FF	1.00		
		N	D		☐	FF	1.00		
		N	F	09/27/2016	☐	FF	1.00		
		N	F		☑	FF	1.00		
		N			☐	FF	1.00		
		N			☐	FF	1.00		
		N			☐	FF	1.00		
		N			☐	FF	1.00		
		N			☐	FF	1.00		
		N			☐	FF	1.00		
		N			☐	FF	1.00		
		N			☐	FF	1.00		
		N			☐	FF	1.00		
		N			☐	FF	1.00		
		N			☐	FF	1.00		

This column shows your student names and id numbers

*IMPORTANT: Only enter last date of attendance if the student stopped attending class.

If they are still attending leave blank.

SUBMIT

15. Now you should be on the screen below – *Grading Confirmation Form*
16. Review your submitted information. If everything looks correct, click on "OK." If you have errors, please click the back button in your Internet browser, change the incorrect grades, and then click on "Submit" again.

Grading Confirmation Form

Class Name ACS*101*10
Title   Academic and College Success
Location
Term   Fall 2016
Instructor
Mrs. Mackenzie N. Bramble

** Your changes have been saved. Modified records are shown below **

Student	ID	Status	Final Grade	Expire Date	Last Date of Attendance	Never Attended	Midterm Grade	Class Level	Credits	CEUs	Cross-Listed Section
These columns show your student names and id numbers		N	A					A	FF	1.00		
		N	B					A	FF	1.00		
		N	C					A	FF	1.00		
		N	D					A	FF	1.00		
		N	F			09/27/16		A	FF	1.00		
		N	F				Y	A	FF	1.00		
		N	C					A	FF	1.00		
		N	B					A	FF	1.00		
		N	B					A	FF	1.00		
		N	A					A	FF	1.00		
		N	A					A	FF	1.00		
		N	A					A	FF	1.00		
		N	A					A	FF	1.00		
		N	A					A	FF	1.00		
		N	A					A	FF	1.00		
		N	A					A	FF	1.00		
		N	A					A	FF	1.00		

OK

17. If you have additional rosters to grade, click "Faculty Menu" at the top and repeat steps #2-16

LOG OUT | MAIN MENU | FACULTY MENU | HELP | CONTACT US