







## Midterm Grading in NazNet Self Service

1. Log into **NazNet Self Service** <https://mynaznet.naz.edu/> using your MyNaz username and password. Having account access issues? Contact IT Services at [usl@naz.edu](mailto:usl@naz.edu) or 585-389-2111 for assistance.
2. Once logged in, click on the “Faculty” menu button.

Hello, Welcome to Colleague Self-Service!

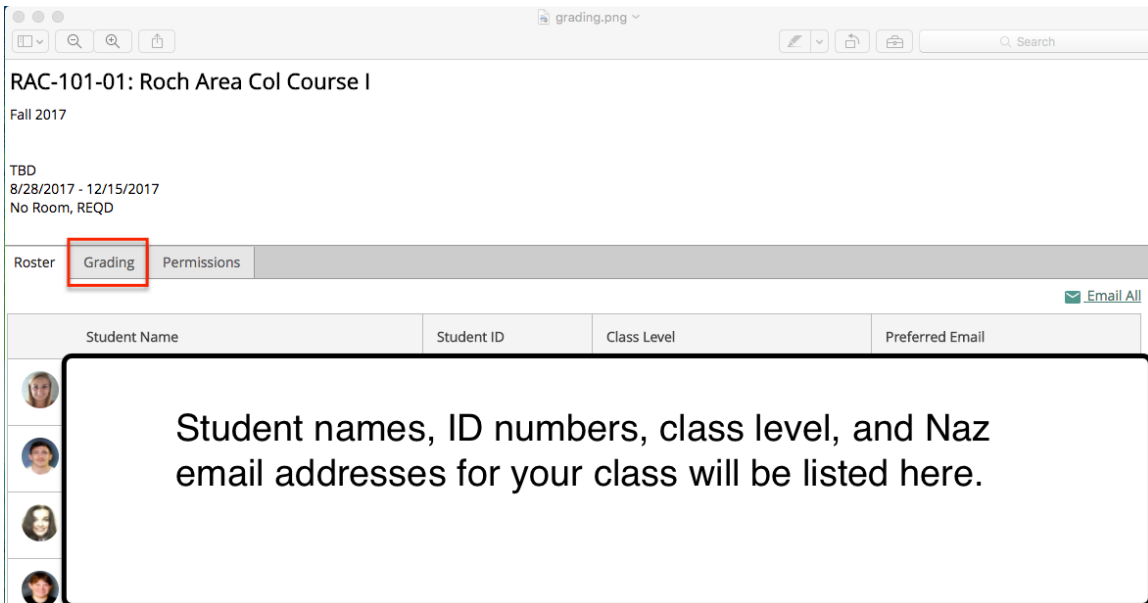
Choose a category to get started.

 <b>Student Finance</b> Here you can view your latest statement and make a payment online.	 <b>Banking Information</b> Here you can view and update your banking information.
 <b>Employee</b> Here you can view your tax form consents, banking information, and timecards.	 <b>Course Catalog</b> Here you can view and search in course catalog
 <b>Advising</b> Here you can access your advisees and provide guidance & feedback on their academic planning.	 <b>Faculty</b> Here you can view your active classes and submit grades and waivers for students.

3. Click on the course section you would like to grade.

Section	Times	Locations
<a href="#">RAC-101-01: Roch Area Col Course I</a>	TBD 8/28/2017 - 12/15/2017	No Room, REQD Standard

4. Next, click the grading tab above the class roster listing which appears.







RAC-101-01: Roch Area Col Course I

Fall 2017

TBD  
8/28/2017 - 12/15/2017  
No Room, REQD

Roster **Grading** Permissions

Email All

Student Name	Student ID	Class Level	Preferred Email
			
			
			
			

Student names, ID numbers, class level, and Naz email addresses for your class will be listed here.

5. Once on the grading tab, click “Midterm 1” and use the drop down menu for each student to select the appropriate midterm grade.
  - a. Traditional letter grades may be submitted (A, A-, B+ etc.),  
\*\*\*OR\*\*\*
  - b. If you are unable to submit specific letter grades use one of the following letter conventions: S, U, or F. Note: “S” is for C or better, and “U” is for C-, D+, D-, and “F” is for failure.

The screenshot shows the 'Grading' tab with 'Midterm 1' selected. Below the navigation tabs, there are three main sections: 'Overview', 'Midterm 1', and 'Permissions'. The 'Midterm 1' section contains a table with columns for 'Student Name', 'Student ID', and 'Midterm Grade'. Each student row has a dropdown menu for selecting a grade. A callout box with a black border and white background contains the following text:

Use the drop down menu for each student to select the appropriate Midterm Grade.

a. Traditional letter grades may be submitted (A, A-, B+ etc.),

OR

b. If you are unable to submit specific letter grades use of the following: S, U, or F. Note: “S” is for C or better, and “U” is for C-, D+, D-, and “F” is for failure.

Red arrows point from the callout box to the dropdown menus for the first two students in the table.

6. Once all students have been given grades, you are finished. Note: there is no submit button. You can either click “Back to Courses” to select an additional course section to grade or log out.

The screenshot shows the 'Section Details' page. At the top, there is a purple header 'Section Details' and a blue link '< Back to Courses' with a red arrow pointing to it. Below this, the course information is displayed:

RAC-101-01: Roch Area Col Course I  
Fall 2017  
TBD  
8/28/2017 - 12/15/2017  
No Room, REQD

Note: You may return to the midterm-grading tab to adjust the midterm grades for any student during the midterm-grading period. Check the [Academic Calendar](#) posted on the Registration and Records website for specific dates. Once the midterm-grading period is done you will not have this ability in NazNet Self Service and will need to submit a change of grade form to adjust a student’s grade.