







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 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.

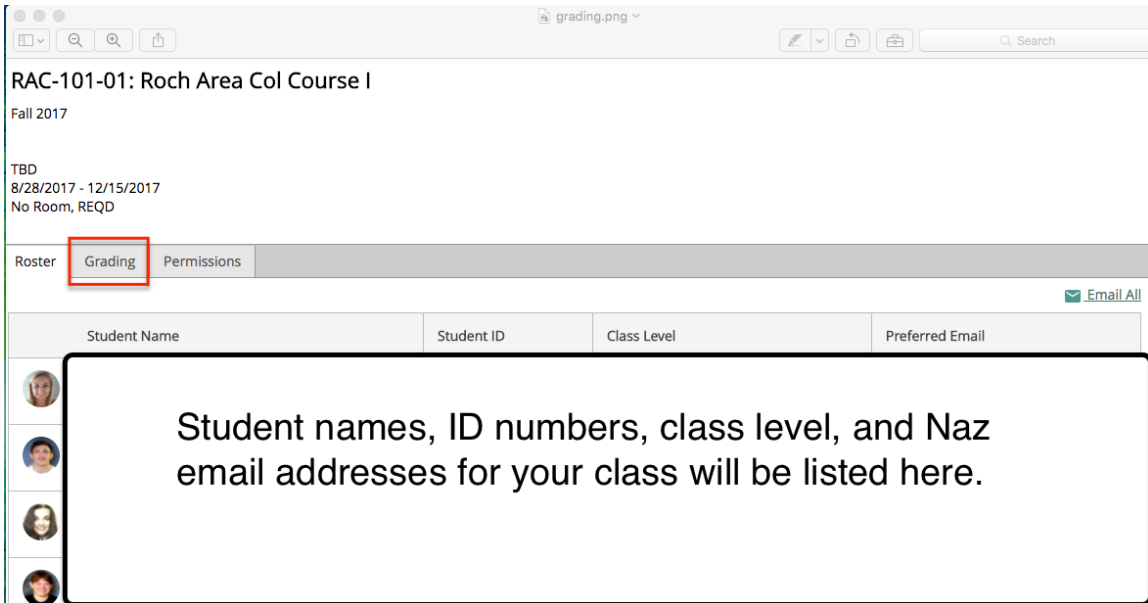
 Student Finance Here you can view your latest statement and make a payment online.	 Banking Information Here you can view and update your banking information.
 Employee Here you can view your tax form consents, banking information, and timecards.	 Course Catalog Here you can view and search in course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

Fall 2017

Section	Times	Locations
RAC-101-01: Roch Area Col Course I	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 a web interface for grading. At the top, there are tabs for 'Roster', 'Grading', and 'Permissions'. Under 'Grading', there are sub-tabs for 'Overview' and 'Midterm 1', with 'Midterm 1' highlighted by a red box. Below the tabs is a table with columns for 'Student Name', 'Student ID', and 'Midterm Grade'. Each row contains a student's profile picture, name, ID, and a drop-down menu for selecting a grade. A text box with a black border and white background is overlaid on the table, containing instructions: 'Use the drop down menu for each student to select the appropriate Midterm Grade.' followed by 'a. Traditional letter grades may be submitted (A, A-, B+ etc.),' and 'OR' and '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 text box to the grade selection menus for the first two students.

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'. Below it, there is a link '< Back to Courses' with a red arrow pointing to it. The main content area displays the following information: 'RAC-101-01: Roch Area Col Course I', 'Fall 2017', 'TBD', '8/28/2017 - 12/15/2017', and '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 Registrar’s 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.