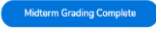


MIDTERM GRADES

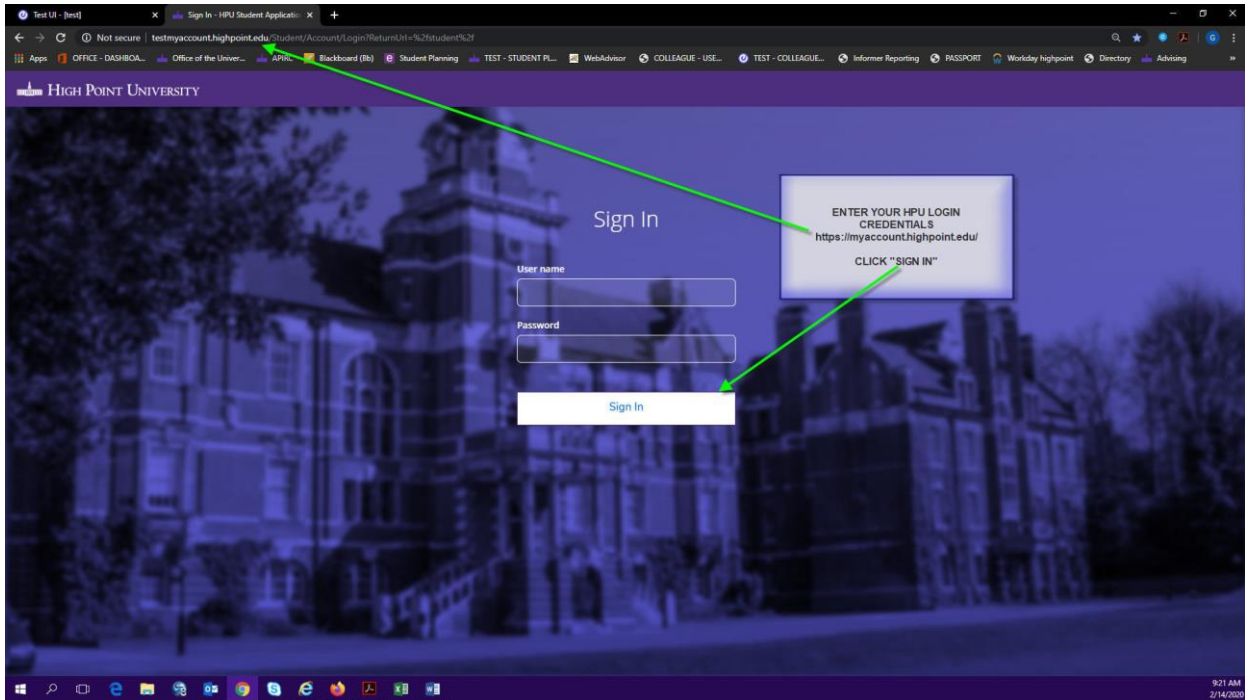
If the end date of a course you are teaching coincides with the midterm grade submission date, you may enter the FINAL GRADES for the course. For more information see the FAQ's listed on the last page of this document.

- Log-in to <https://myaccount.highpoint.edu/>
- Select Faculty from the Self-Service landing page
(You will be directed to Faculty Overview Page)
- Select the **Class Section** you wish to grade from the list below
(Be sure to choose the correct Class Section under the correct Academic Term.)
- The class section selected will appear
Click the tab labeled **Grading**
- An **Overview** of the **Grading** tab will appear.
Click **Midterm**
NOTE: Ensure the Midterm tab is chosen, NOT Final Grade tab
- The **Midterm** grading screen will appear
- Choose the **appropriate letter grade** to record via the **dropdown** box.
When finished entering **ALL** grades, click  **submit/post grades button.**
Once the midterm grade is entered, Colleague will update and record the midterm grade.
Midterm grades can be updated until the established "grades due date". If you make a mistake before the established "grades due date", simply log back in and make the change. Colleague will update.

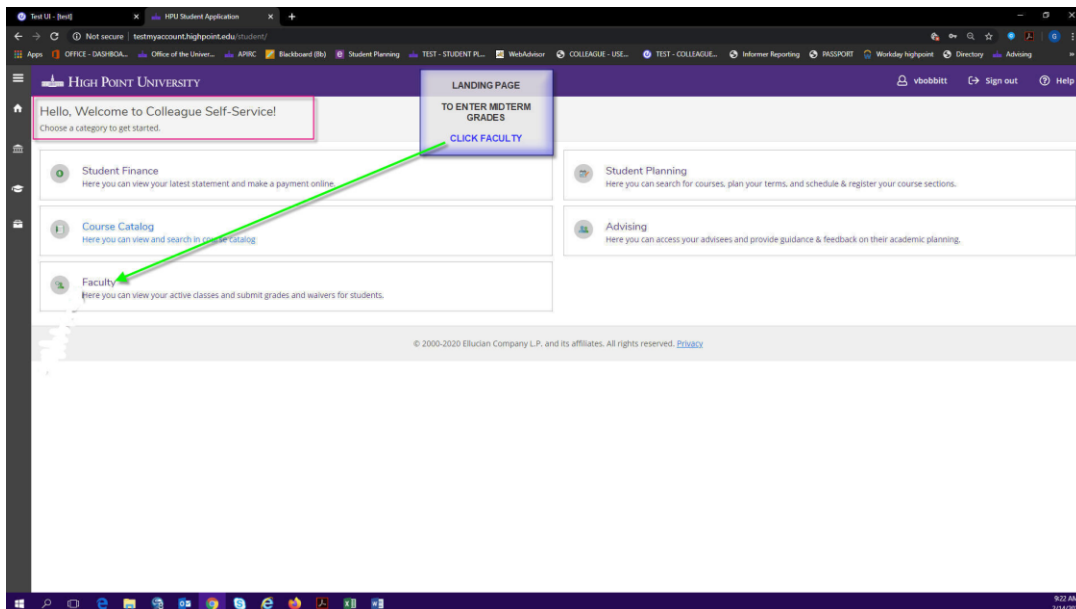
DETAILED SCREEN SHOTS LISTED BELOW

Sign-In Page

Log-in to <https://myaccount.highpoint.edu/>



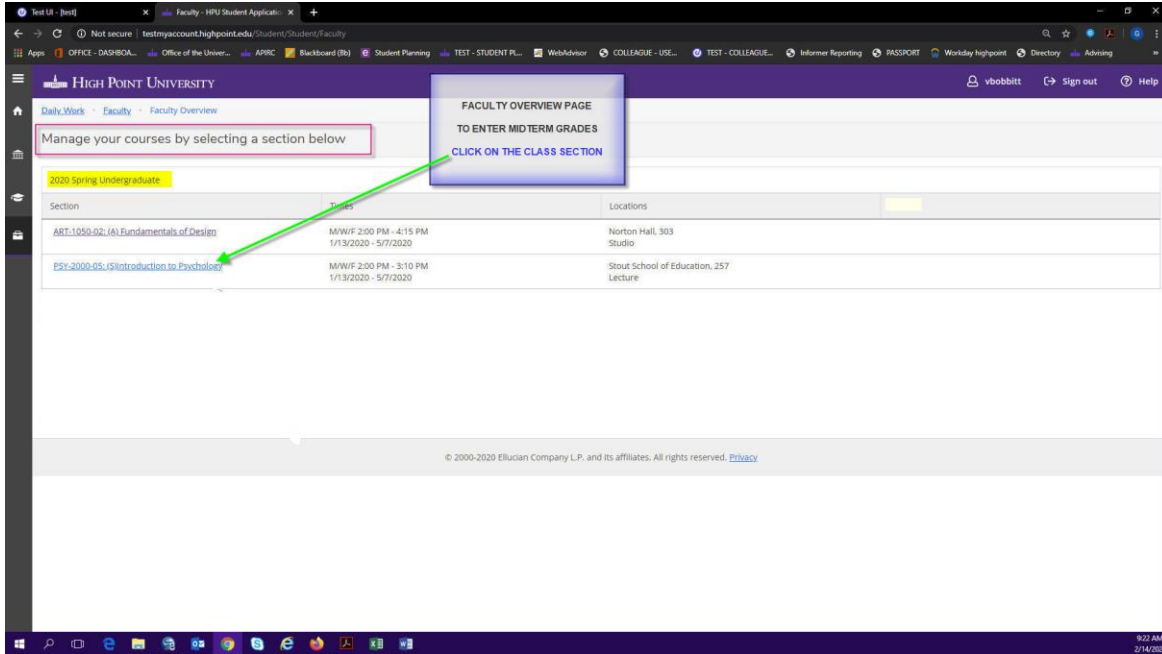
Landing Page - Select Faculty



Faculty Overview Page

Select the *Class Section* you wish to grade from the list below

NOTE: Be sure to choose the correct Class Section under the correct Academic Term.

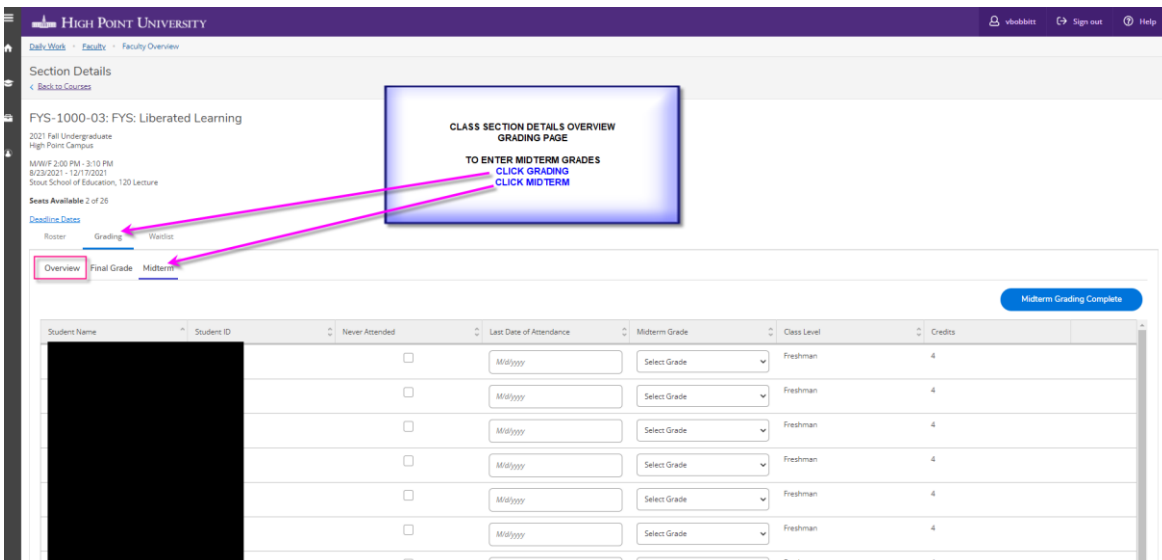


Class Section Details Overview Grading Page

Click the tab labeled *Grading*

Click the tab labeled *Midterm*

NOTE: Ensure the *Midterm* tab is chosen, NOT Final Grade tab



Class Section Details Midterm Grading Page

CLASS SECTION DETAILS MIDTERM GRADING PAGE

NOTICE THE COLUMNS LISTED
STUDENT NAME
STUDENT ID
NEVER ATTENDED
LAST DATE OF ATTENDANCE
MIDTERM GRADE
CLASS LEVEL
CREDITS

Midterm Grading Complete

Student Name	Student ID	Never Attended	Last Date of Attendance	Midterm Grade	Class Level	Credits
		<input type="checkbox"/>	MM/YYYY	Select Grade	Freshman	4
		<input type="checkbox"/>	MM/YYYY	Select Grade	Freshman	4
		<input type="checkbox"/>	MM/YYYY	Select Grade	Freshman	4
		<input type="checkbox"/>	MM/YYYY	Select Grade	Freshman	4
		<input type="checkbox"/>	MM/YYYY	Select Grade	Freshman	4
		<input type="checkbox"/>	MM/YYYY	Select Grade	Freshman	4
		<input type="checkbox"/>	MM/YYYY	Select Grade	Freshman	4

Class Section Details Midterm Grading Page (cont.)

Choose the appropriate letter grade to record via the **dropdown** box.

NOTES:

When finished entering ALL grades, click **Midterm Grading Complete** submit/post grades button.

Once the midterm grade is entered, Colleague will update and record the midterm grade.

Midterm grades can be updated **until the established "grades due date"**.

If you make a mistake before the established "grades due date", simply log back in and make the change.

Colleague will update.

CLASS SECTION DETAILS MIDTERM GRADING PAGE

TO ENTER MIDTERM GRADES
ENSURE THE STUDENT NAME AND ID# ALIGN
SELECT GRADE FROM THE DROP DOWN BOX

Midterm Grading Complete
CLICK WHEN FINISHED ENTERING ALL GRADES

Student Name	Student ID	Never Attended	Last Date of Attendance	Midterm Grade	Class Level	Credits
		<input type="checkbox"/>	MM/YYYY	Select Grade	Freshman	4
		<input type="checkbox"/>	MM/YYYY	Select Grade	Freshman	4
		<input type="checkbox"/>	MM/YYYY	Select Grade	Freshman	4
		<input type="checkbox"/>	MM/YYYY	Select Grade	Freshman	4
		<input type="checkbox"/>	MM/YYYY	Select Grade	Freshman	4
		<input type="checkbox"/>	MM/YYYY	Select Grade	Freshman	4
		<input type="checkbox"/>	MM/YYYY	Select Grade	Freshman	4

FAQ's

- **The end date of one of the courses I am teaching coincides with the midterm grades submission date. Can I enter FINAL GRADES for this course? How would I issue an INCOMPLETE GRADE?**

If the end date of a course you are teaching coincides with the midterm grade submission date you may enter a FINAL GRADE for the course.

In cases where an Incomplete Grade is deemed necessary (as a FINAL GRADE) simply select "I". In addition to the grade of "I", the system will require an enforceable EXPIRATION DATE.

NOTE: The date entered will "expire" the day following. The day following the expiration date, the system will automatically "translate" the grade of "I" to a final grade of "F".

INCOMPLETE GRADES
When a grade of "I" Incomplete is issued, the system will require an Expiration Date. The Expiration Date should be a date that both the instructor and the student agree to. In addition, the Expiration Date issued, should reflect a reasonable timeframe with a maximum date reflecting no later than the End Date of the subsequent term.

Once the Expiration Date passes, if an incomplete grade change form has not been received/processed, the grade of "I" will translate automatically to a grade of "F".

Student Name	Student ID	Final Grade	Expiration Date	Class Level	Credits
[REDACTED]	1466160	I	Mid/yyyy	Freshman	4

Expiration date is required

- **How long do I have to submit grades using Self-Service?**
Not long... If you remain idle for too long (approximately 3-5 minutes) the system will log you out.
- **I entered my midterm grades a couple of days ago; however, I realize that I made a mistake. Can I still log-in and update the initial midterm grade?**
Yes! As long as you see the drop-down box, midterm grades can be submitted/updated.

For questions regarding Midterm Grading for 2022SP0 (SPRING 2022), please contact **Brooke Lutz**, Academic Records Manager [-blutz@highpoint.edu](mailto:blutz@highpoint.edu)