Instructions for Mid-Term Grading

1. Log in to mySFA.

2. Under the myServices tab, click on Online Services (Self Service Banner.)

3. Select Faculty and Advisors or the Faculty Services tab.

4. Click on Midterm Grades.

5. Select the section you want to enter midterm grades for. Then click Submit.

6. A list of your students will appear. There will be a drop down menu next to each student under the Grade column. Select the appropriate grade for each student. Please heed the warning on the page. There is a time limit. You might want to Submit often.
   a. Please do NOT enter any information into the Last Attend Date nor the Attend Hours columns.

7. Once you have completed selecting grades, click Submit at the bottom. Grade entry for the section you selected is complete. To select a different section, return to the Faculty and Advisors menu and select CRN Selection. Then select Midterm Grades.