FACULTY INSTRUCTIONS FOR MIDTERM GRADE ENTRY

1. Go to [http://www.sfasu.edu/](http://www.sfasu.edu/) and navigate your way to your mySFA account one of the following ways:
   a. Click on the mySFA icon to go directly to the mySFA login (red arrow)
   b. Click on the drop down menu in the top right corner and choose “Faculty & Staff”, then click mySFA on the left-hand side of the page (blue arrow)

2. Login to your mySFA account.

3. Select the Resources Tab.

4. Click the Self-Service Banner link.

5. Select the Faculty Services Tab.
6. Click the “Midterm Grades” hyperlink near the bottom of the form.

7. Select the current term and click Submit.

8. Select a course and click Submit.
9. A list of your students will appear. There will be a drop down menu next to each student under the Grade Column (see the purple arrow). Select the appropriate grade for each student.
   
a. Please note that there is a 120 minute time limit on the page – please Submit often.
   b. Please do not enter any information into the Last Attended Date or the Attended Hours columns (see the columns with a red X over them).

10. Once you have completed selecting grades, click Submit (see the purple arrow) at the bottom of the page. This will complete Midterm Grade Entry for the section that you have selected.
a. Once you have successfully submitted Midterm Grades for the chosen section, you will see the following message on above your class list (see yellow box below):

![Image of Mid Term Grades page]

**Choose a different section for mid term grade entry**

Enter mid-term grades. Please do not enter any information into the box above.

**Course Information**
Leadership Comm. for Business - BCM 450 001
CRN: 22336
Students Registered: 21

⚠️ Please submit the grades often. There is a 120 minute time limit! ⚠️

✔️ The changes you made were saved successfully.

11. To select a different section, click the “Choose a different section for mid term grade entry” link (see red arrow below), then repeat steps 5-7 for the new section.

![Image of Mid Term Grades page with red arrow]

**Mid Term Grades**

**Choose a different section for mid term grade entry**

Enter mid-term grades. Please do not enter any information into the box above.

*END INSTRUCTIONS*