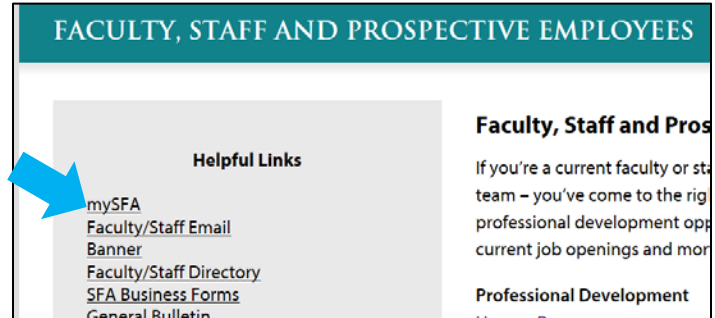
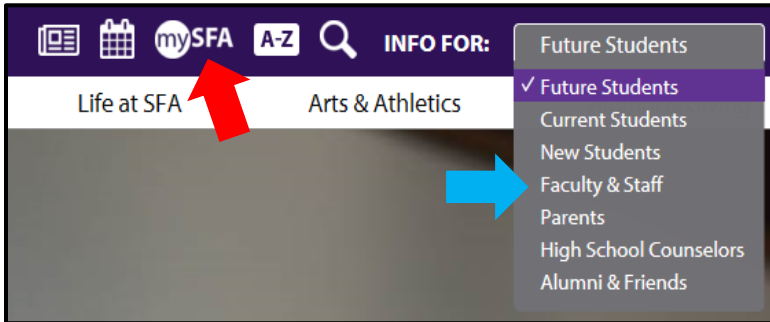
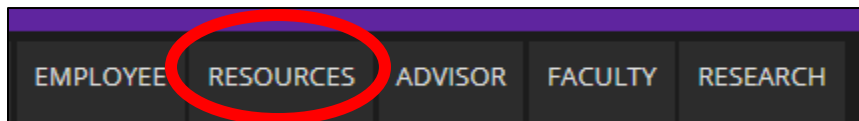


# FACULTY INSTRUCTIONS FOR MIDTERM GRADE ENTRY

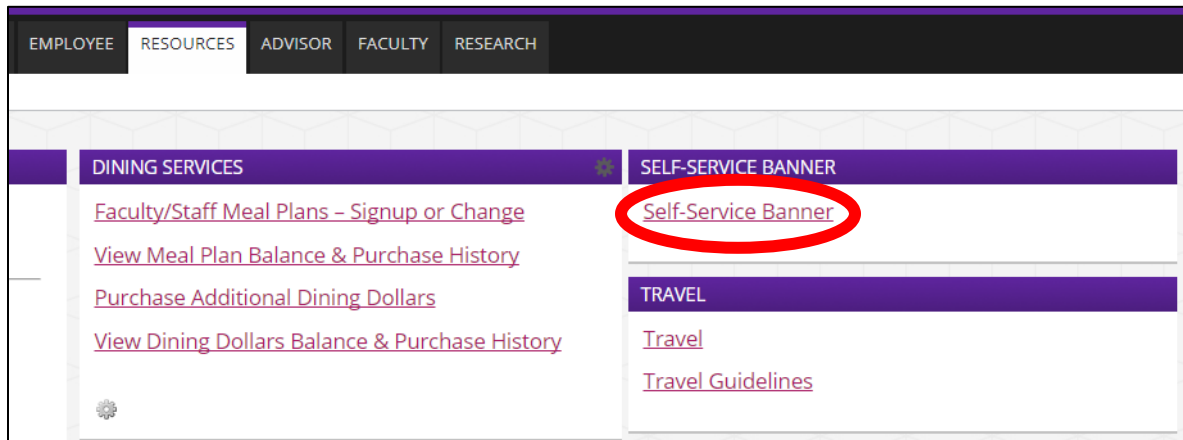
1. Go to <http://www.sfasu.edu/> and navigate your way to your mySFA account one of the following ways:
  - a. Click on the mySFA icon to go directly to the mySFA login (red arrow)
  - b. Click on the drop down menu in the top right corner and choose "Faculty & Staff", then click mySFA on the left-hand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



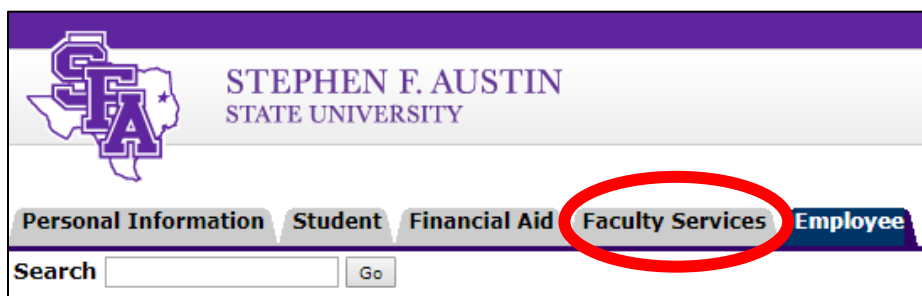
2. Login to your mySFA account.
3. Select the [Resources Tab](#).



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.

### Faculty and Advisors

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[Student Information Menu](#)  
View a student's transcript, mid-term grades, holds, schedule, TSI information, etc.

[Term Selection](#)

[CRN Selection](#)

[Class Roster with Student Photos](#)

[Faculty Detail Schedule](#)

[Week at a Glance](#)

[Detail Class List](#)

[Summary Class List](#)

[Office Hours](#)

[Active Assignments](#)

[Assignment History](#)

[Class Schedule Search](#)

[Concise Class Schedule](#)

[Course Catalog](#)

[Send Text Message/Email to Students](#)

[Final Grades](#)

[Faculty Grade Summary](#)

[Midterm Grades](#)

[Incomplete Grades Summary](#)

[Grade Change](#)

[Course Proposal](#)

[Curriculum Committee](#)

[Official Attendance Roster](#)

[Attendance Re-Verification](#)  
Click here to re-verify students attendance that were marked as Never Attending on your Official Attendance Roster.

[Minigrant Application](#)  
Click here to apply or approve a minigrant application. [Click here to view Minigrant Guidelines](#)

RELEASE: 8.5.3

7. Select the current term and click Submit.

### Select Term

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**Select a Term:**

8. Select a course and click Submit.

### Select a CRN

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**CRN:**

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.
- Please note that there is a 120 minute time limit on the page – please **Submit** often.
  - 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).

**Mid Term Grades**

[Choose a different section for mid term grade entry](#)

Enter mid-term grades. **Please do not enter any information into the Last Attend Date and Attend Hours.** If Confidential appears next to a student's name, the personal

**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 starting at 09:44 am on Nov 22, 2017 for this page.

**Mid Term Grades**

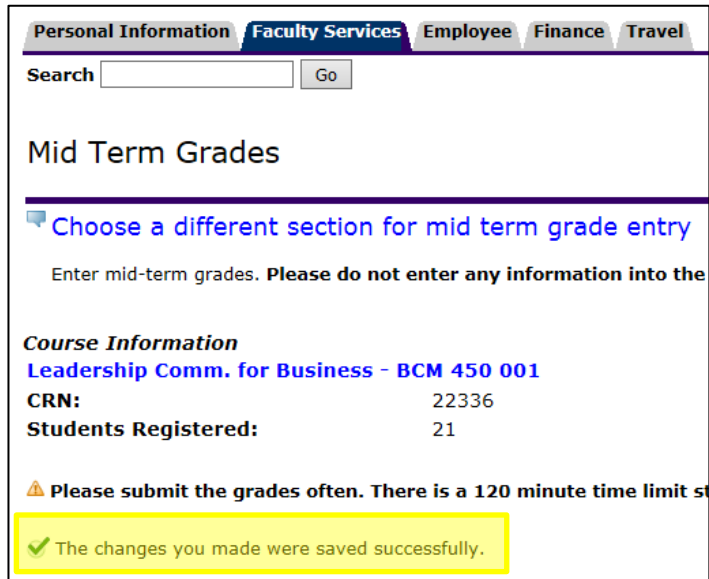
Record Number	Student Name	ID	Credits	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	[REDACTED]	[REDACTED]	3.000	Web-Registered Nov 15, 2016	None			8
2	[REDACTED]	[REDACTED]	3.000	Web-Registered Nov 14, 2016	None			3
3	[REDACTED]	[REDACTED]	3.000	Web-Registered Nov 14, 2016	None			6
4	[REDACTED]	[REDACTED]	3.000	Web-Registered Nov 14, 2016	None			1
5	[REDACTED]	[REDACTED]	3.000	Web-Registered Nov 15, 2016	None			7
6	[REDACTED]	[REDACTED]	3.000	Web-Registered Nov 14, 2016	None			5
7	[REDACTED]	[REDACTED]	3.000	Web-Registered Nov 17, 2016	None			19
8	[REDACTED]	[REDACTED]	3.000	Web-Registered Dec 08, 2016	None			24
9	[REDACTED]	[REDACTED]	3.000	Web-Registered Nov 17, 2016	None			20

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.

17	[REDACTED]	3.000	Web-Registered Nov 16, 2016	A			18
18	[REDACTED]	3.000	Web-Registered Nov 22, 2016	A			23
19	[REDACTED]	3.000	Web-Registered Nov 16, 2016	A			14
20	[REDACTED]	3.000	Web-Registered Nov 15, 2016	A			9
21	[REDACTED]	3.000	Web-Registered Nov 16, 2016	A			15

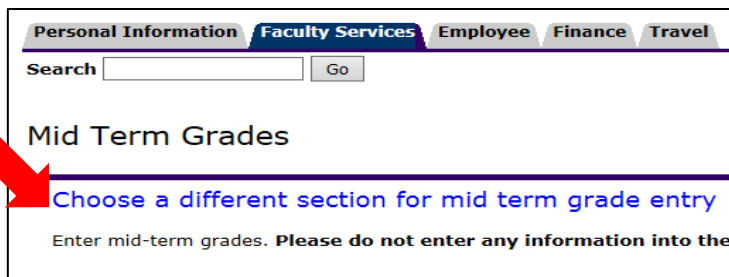
Please submit grades often. There is a 120 minute time limit on this page.

- 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):



The screenshot shows a web interface with tabs: Personal Information, Faculty Services, Employee, Finance, and Travel. The Faculty Services tab is active. Below the tabs is a search bar with a 'Go' button. The main heading is 'Mid Term Grades'. Below this is a link: 'Choose a different section for mid term grade entry'. Underneath is a text prompt: 'Enter mid-term grades. Please do not enter any information into the'. Below that is a section titled 'Course Information' with the text 'Leadership Comm. for Business - BCM 450 001'. This is followed by two lines: 'CRN: 22336' and 'Students Registered: 21'. Below these is a warning message: 'Please submit the grades often. There is a 120 minute time limit st'. At the bottom, a yellow box contains a green checkmark and the text: '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.



This screenshot is identical to the one above, but with a large red arrow pointing to the link 'Choose a different section for mid term grade entry'.

**\*END INSTRUCTIONS\***