

## HOW TO SUBMIT MIDTERM GRADES

1. Log into **MyUT** portal by entering your UTAD username and password.  
Website: [myut.utoledo.edu](http://myut.utoledo.edu)
2. Select the **Faculty & Advisor** tab.
3. Click the **Midterm Grades** link.
4. Select the desired term from the drop-down list and click **Submit**.
5. Select the desired course and CRN of the course you wish to grade and click **Submit**.
6. The roster will display in alphabetical order. For classes with more than 25 students, the list is divided into manageable groups of students called "Record Sets". You may select the "Record Set" link on the top and bottom of the page to access the next Midterm Grade Worksheet for that class. Be sure to **Submit** after entering each set of grades and before selecting the next set.
7. Click in the **Grade** box to use the drop-down list of midterm grades appropriate for each student and select a grade by clicking on it. Do not enter grades of IN or PR.
8. Click in the **Grade** box for the next student. Do not use the up or down arrow keys if a grade is highlighted as this will change the grade for that student.

**NOTE: If your course does not appear in the list, it is because you are not listed as the instructor in the system. Contact your Department Secretary who can notify the Registrar's Office of the instructor assignment.**

9. Enter a midterm grade for students on the roster. If the student has officially withdrawn, a 'W' will already appear in the grade box.
10. If a grade of 'W' does not appear and the student is no longer attending your course (but did attend at least once), use the **Last Attend Date** box to enter the date the student last attended. After submitting your midterm grades, the system will display an alert that the student has not withdrawn from the class. This does not indicate a system error however, you may wish to contact the student.

11. **IMPORTANT!** If a grade of 'W' does not appear and the student never attended, enter 08/24/2009 (first day of the term) in the **Last Attend Date** box and enter a 0 (zero) in the **Attend Hours** box. After submitting your midterm grades, the system will display an alert that the student has not withdrawn from the class. This does not indicate a system error however, you may wish to contact the student.
12. When finished entering grades, click **Submit** at the bottom of the page. Look for the message, "**The changes you made were saved successfully**" – this means your midterm grades have been received. To view submitted midterm grades, select **Summary Class List** from the **Faculty Services** menu.
13. To grade additional courses, select **RETURN TO MENU** at the top of the page. Select **CRN Selection** to choose the next course you wish to grade. You will be returned to the **Main Menu** where you should select **Midterm Grades**.
14. Repeat steps 8-13.
15. When you are done submitting midterm grades, close the window of the browser using the X in the upper right-hand corner of the window.