

THE NEW ON-LINE MID TERM GRADING

QUICK INSTRUCTIONS

- Go the Bloomsburg University website (www.bloomu.edu).
- Under Faculty and Staff ~ Click on Registrar's Office.
- Under Faculty Resources ~ Click on Midterm Grading Application.
- Type in your Instructor ID and Password.
(**This is the same information you use when logging onto your computer to get email**).
- Click the radio button of the course you want to start with and hit submit.
- Click the radio button on the grade to be issued
- After all Midterm Grades are entered click on the **review box** and then **commit grades**.

- To change a grade ~ Start from the beginning and click on the appropriate course
- Then click on the incorrect grade. You can only change one students grade at a time.
- Change the grade in the grade box and click update grade.
- Once you changed the grade you should see "**successful update**" ~ if not ~ try again! Once you receive the "successful update" message click on the [go back](#) button.
- If you have additional courses that need midterm grades entered, click on **Midterm Grade Sheets** and start the process over again. If you are finished click **log off**.

If you have any questions or need help call our office. 389-4263