

# Mid-term Grade Submission Instructions for insideND

## IMPORTANT NOTES ABOUT MID-TERM GRADES

- **All** First Year undergraduates must be graded for all courses regardless of the grade (A - F).
- Any upperclassman with a deficient grade (D or F) must have his/her grade reported.
- If an upperclassmen is receiving a passing grade (A – C-), this grade does **NOT** need to be reported. Leave the drop down menu as “none” for these students.
- "X" grades cannot be assigned at mid-term.
- If a student has not been attending class, assign him/her the grade he/she has earned thus far.
- Graduate, Graduate Business, and Law students DO NOT receive mid-term grades.
- If you are assigning a deficient grade of "D" or "F", you will note that there are grades and indicators of D1, D2, D3 ...F5, F6 to allow you to select the deficient grade and the most appropriate reason for the deficient grade. Only one deficiency grade and reason combination can be selected per student. *[Example a mid-term grade of "D" for a student with "Excessive Absences" would result in be a D3 grade. This same student may have also had poor test scores, but the primary reason has been his/her poor attendance.]*

### D Grade Options

- D1 – Poor Test Grades
- D2 – Poor Class or Lab Performance
- D3 – Excessive Absences
- D4 – Failure to Hand in Required Work
- D5 – Deficient in Written Work
- D6 – Deficient in Reading and/or Written English

### F Grade Options

- F1 – Poor Test Grades
- F2 – Poor Class or Lab Performance
- F3 – Excessive Absences
- F4 – Failure to Hand in Required Work
- F5 – Deficient in Written Work
- F6 – Deficient in Reading and/or Written English

## STEP-BY-STEP INSTRUCTIONS FOR GRADING

1. Log into insideND.
2. Go to the Academic tab. On the Academic tab, a Faculty Services Channel exists. Click on the link to Mid-term Grade Submission.
3. Select the current semester using the drop down box and then click on submit.
4. Choose the class you want to grade by using the drop down box. The drop down box will list only the classes for which you are listed as an instructor.
5. Press “Submit.” (The result will be your class list.) You may need to scroll down or click on the next record set to view additional students.
6. Click on the drop down arrow for each student to see the eligible grades.
7. Click on the grade you are assigning the student. Once you have clicked on it, it will appear in the box.
8. Press “Submit” often to save the grades you have entered.
9. Continue entering mid-term grades for the appropriate students (see IMPORTANT NOTES...above).
10. Press submit before moving on to the next page (record set) if applicable. **NOTE: You can continue to access the class list and adjust your grades until the deadline announced by the Office of the Registrar.**
11. If you have another class to grade, click on the “CRN link” at the bottom of the page and repeat steps 1-10.
12. When finished grading make sure you have pressed “submit” to save the grades entered. To close the browser, click on the “X” in the upper right corner of the screen.

For additional grading information and an on-line demonstration of the grading process, please view the grading tutorial at [http://registrar.nd.edu/tutorials/midterm\\_grades\\_tutorial/midterm\\_tutorial.swf.html](http://registrar.nd.edu/tutorials/midterm_grades_tutorial/midterm_tutorial.swf.html)

If you have questions, please contact the Office of the Registrar at 574-631-6488 or e-mail Jennie Brackett at [jbracket@nd.edu](mailto:jbracket@nd.edu).