

**myMU for FACULTY**  
**Freshmen/Sophomore D/F**  
**Mid-term GRADE ENTRY INSTRUCTIONS**

Please review the following instructions carefully before attempting to enter grades.

**Fall 2019 (202001)–Midterm grade entry available 8:00 a.m. Monday, September 23<sup>rd</sup> until Noon Monday, October 7<sup>th</sup>.** Choose the Faculty Tab at the top of the screen.

- Once you are on the faculty page, the “Faculty Grade Assignment” box is located on the middle of the screen.
- Select **MIDTERM GRADES** - The grade option provides the ability for the faculty member to enter midterm grades for students in a particular course. **If a course is taught by more than one person, only the primary instructor is allowed to enter grades.**
- Each course for which you need to enter grades should be listed.
- Click on the green triangle to start grade entry for a course.
- The roster for the course will now be displayed.
- Under the “Grade” box a drop down menu will appear.
- **Post grades - You must enter a D/F or NC grade for freshmen or sophomore students only.** Please be sure to review the registration status of each student. A status code of "WC", "TW", or "NW" indicates that the student has withdrawn and the student must receive a "W" grade. Refer to the pull-down menu for valid grades for the course level.
- **If you have more than 25 freshmen/sophomore students registered for a course, you must submit grades for the first 25 students and then select the option at the bottom of the page to continue entering grades for the remaining students.**
- Please check all grade entries before exiting.
- When finished, click the **“Confirm Midterm Grade Submission”** button in the middle of the page.
- Please click on this button even if you do not have any D/F Midterm Grades to report.
- You may move to another course by choosing Midterm Grades again.
- **If you submit grades via MyMU(MILO), you do not need to complete the paper grade sheet. Simply return your blank grade sheets for confirmation. If there are no grades for a particular section, you may email notification to [registrar@marshall.edu](mailto:registrar@marshall.edu). Please include course information (CRN, Subject, Section) when reporting that there are no D or F Grades.**
- **Please submit grades often. There is a 60 minute time limit on this page.**

**STUDENTS ASSIGNED F OR NC GRADES:**

To assist the Office of Student Financial Aid in complying with Title VI regulations, if an F or NC grade is reported, please indicate the student’s last date of attendance at an academically related activity in the space provided to the right of the grade reported. This must be in the following format MM/DD/YYYY – example 10/7/2019. If the student completed the course earning an F or NC through normal evaluation of academic performance, a date is not required. If the student never attended or participated in an academically related activity for the course, please email the Financial Aid office at [sfa@marshall.edu](mailto:sfa@marshall.edu). If you have any questions regarding this, please contact 304-696-3162.

**Please do not wait until the NOON deadline to attempt to enter grades online as the server may unexpectedly be unavailable.**

If you encounter problems or have any questions, please contact Mr. Billy Biggs, Senior Associate Registrar, at 304-696-3413 or e-mail [biggs12@marshall.edu](mailto:biggs12@marshall.edu) or contact Dr. Sonja Cantrell, University Registrar, 304-696-2258 or e-mail [cantrel1@marshall.edu](mailto:cantrel1@marshall.edu) or Mr. AJ Hubbard, Associate Registrar 304-696-6632 or email [hubbard36@marshall.edu](mailto:hubbard36@marshall.edu), Thank you.