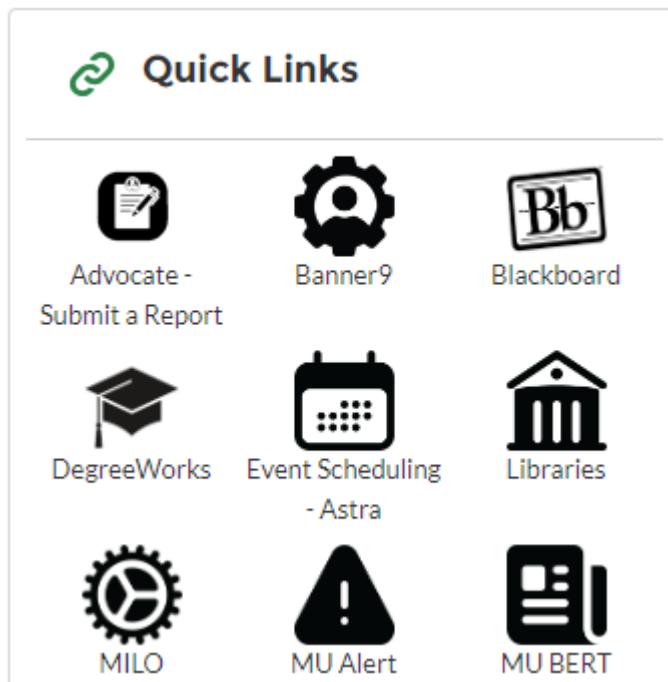


Marshall University – Entering Midterm Grades

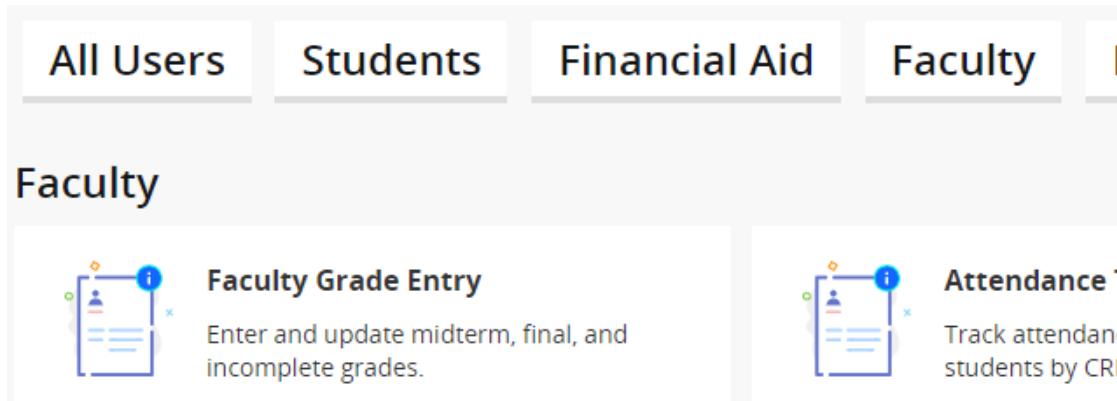
Log into MyMU and proceed for the following:

1. Navigate to MILO in Quick Links, located on the right side of the screen. Alternatively, click on one of the two links mentioned above.



2. This will take you to the “Welcome to Self-Service Banner”. Of the multiple tabs available at the top, select “Faculty”.

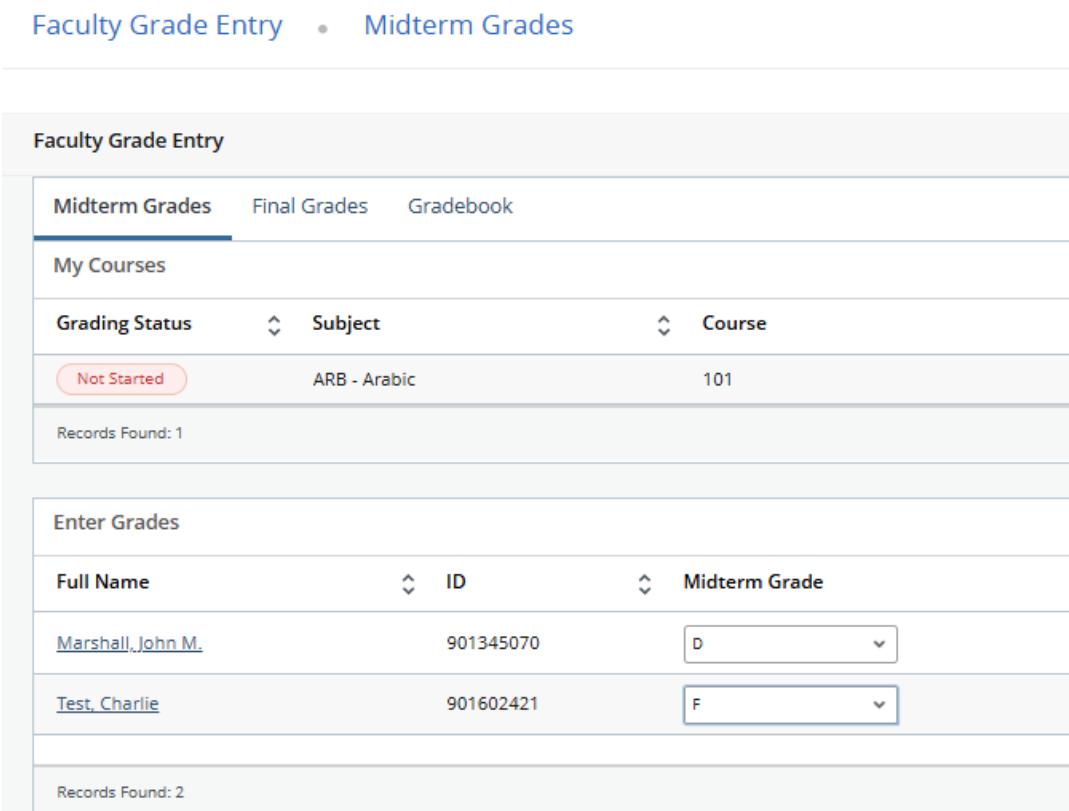
3. Select “Faculty Grade Entry”.



The screenshot shows a navigation bar with tabs: All Users, Students, Financial Aid, Faculty, and a search bar. The Faculty tab is selected. Below the tabs, the word "Faculty" is displayed in a large, bold, dark blue font. There are two main sections: "Faculty Grade Entry" and "Attendance". Each section has an icon (a person with a clipboard and a person with a bell), a title, and a brief description.

Icon	Title	Description
	Faculty Grade Entry	Enter and update midterm, final, and incomplete grades.
	Attendance	Track attendance of students by CRI

4. From here, select “Midterm Grades”. This is where classes will show to enter your midterm grades.



The screenshot shows the "Faculty Grade Entry" page with the "Midterm Grades" tab selected. The top navigation bar shows "Faculty Grade Entry" and "Midterm Grades". The main content area has a header "Faculty Grade Entry" and a sub-header "Midterm Grades". It includes filters for "Grading Status" (Not Started), "Subject" (ARB - Arabic), and "Course" (101). The results table shows one record: "Marshall, John M." with ID 901345070 and a dropdown menu showing "D". Below this is another row for "Test, Charlie" with ID 901602421 and a dropdown menu showing "F".

Full Name	ID	Midterm Grade
Marshall, John M.	901345070	D
Test, Charlie	901602421	F

5. Once finished, press “Save”, located directly below the list.

