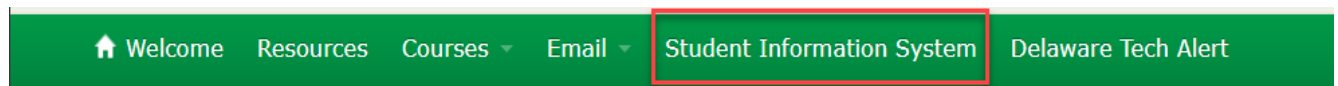
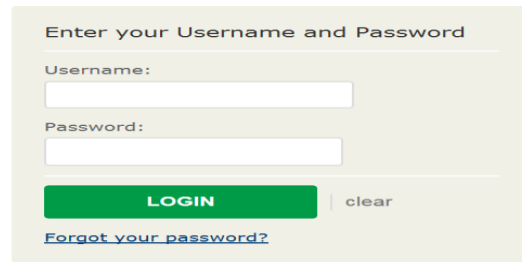
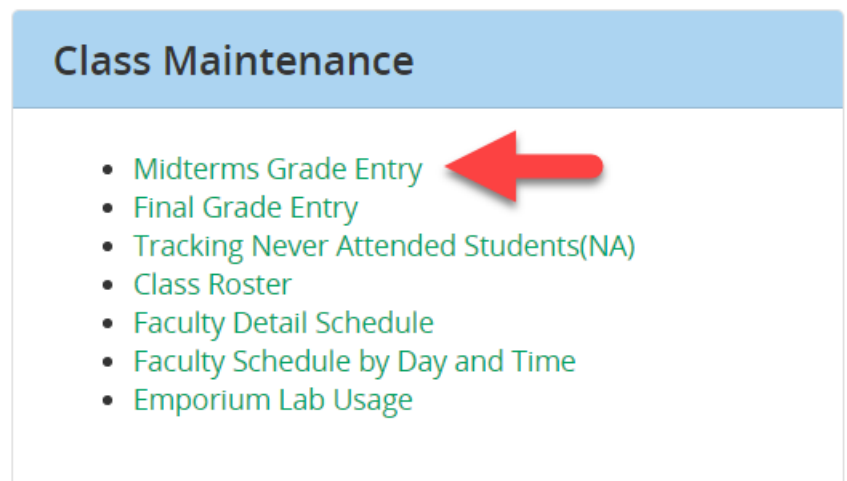


Student Information System –MIDTERM Grade Entry

1. GoTo My.dtcc.edu. Login with your Delaware Tech username and password.
Click on Student Information System on the top green navigation bar.



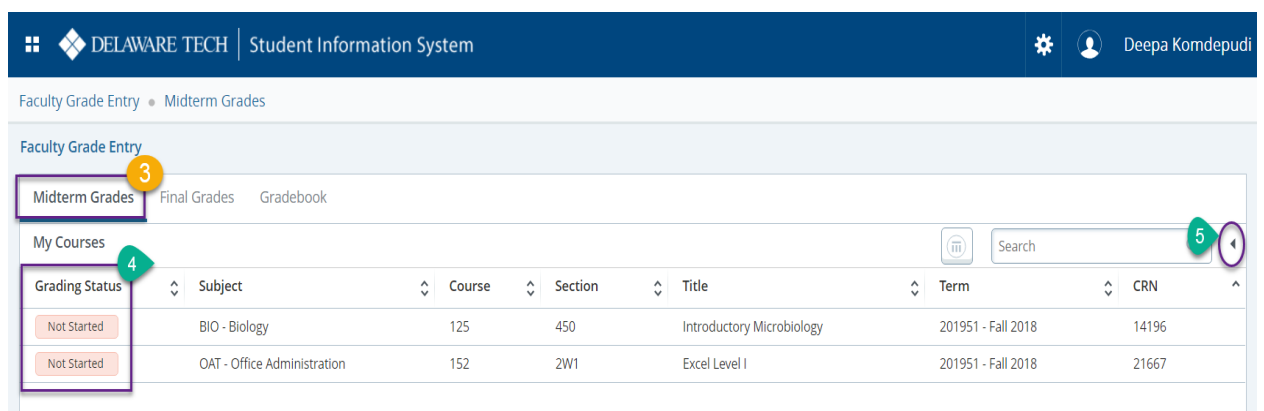
2. Click on the Midterms Grade Entry link under the class maintenance block.



Class Maintenance

- **Midterms Grade Entry**
- Final Grade Entry
- Tracking Never Attended Students(NA)
- Class Roster
- Faculty Detail Schedule
- Faculty Schedule by Day and Time
- Emporium Lab Usage

3. Click the "Midterm Grades" tab.
4. Click on the course in the "My Courses" section that you would like to grade.



DELAWARE TECH | Student Information System

Faculty Grade Entry • Midterm Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Subject	Course	Section	Title	Term	CRN
Not Started	BIO - Biology	125	450	Introductory Microbiology	201951 - Fall 2018	14196
Not Started	OAT - Office Administration	152	2W1	Excel Level I	201951 - Fall 2018	21667

Student Information System –MIDTERM Grade Entry

5. To view selected course details, click the arrow next to the search field.

Course Details Getting Started 5

BIO 125, Section 499

Introductory Microbiology
Course Reference Number: 14196

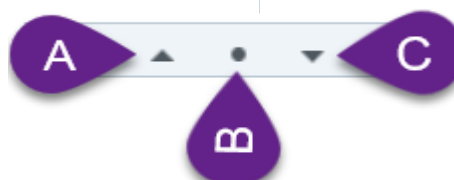
Grades Remaining: 14

Eligible: 16 Registered: 16

Graded Midterm: 2

Course Dates: 08/27/2018 - 12/06/2018
Primary Instructor: John Patrick Kaminski
Secondary Instructor(s): Dely W Smith, Laura Jean Dianco, Curtis J Line, Deepa Komdepudi

- A. Expand the class roster
B. Dashboard look
C. Collapse the class roster



6. Choose a Midterm grade from the drop down. U or UE grades are NOT to be given at midterms. Please do not enter a date in the Last Attend Date column.

Full Name	ID	Midterm Grade	Last Attend Date
Brown, Brian			
Castillo		A	
Ferrara			

Note: You can hover over the student name to see the student picture and other details.

7. Scroll down to save to submit grades or to reset.

Records Found: 16

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Save Reset

8. Check the notification.

Settings User Profile Deepa Komdepudi 1

Save Successful

Student Information System –MIDTERM Grade Entry

9. Click refresh or F5 on your browser to see the change in grading status.

a. Grading status:

i. In-progress denotes final grades are not complete for the section.

ii. Complete denotes final grades are complete for the section.

iii. Not Started denotes no grades are entered for the section.

Midterm Grades	Final Grades	Gradebook
My Courses		
Grading Status	Subject	
In Progress	BIO - Biology	
Not Started	OAT - Office Administration	

10. When all the Midterm are entered grading status changes to Completed.

Midterm Grades	Final Grades	Gradebook				
My Courses						
Grading Status	Subject	Course	Section	Title	Term	CRN
Completed	BIO - Biology	125	450	Introductory Microbiology	201951 - Fall 2018	14196
Completed	ENG - English	090	202	Reading & Writing	201951 - Fall 2018	18906
Not Started	OAT - Office Administration	152	2W1	Excel Level I	201951 - Fall 2018	21667

11. When Midterm window is closed, class roster will be in READ ONLY mode.

Enter Grades (Read Only)					
Full Name	ID	Midterm Grade	Last Attend Date	Hours Attended	
[Blurred]	70C	AE	[Blurred]	[Blurred]	
[Blurred]	70C	AE	[Blurred]	[Blurred]	
[Blurred]	70C	AE	[Blurred]	[Blurred]	

Records Found: 3

Page 1 of 1 Per Page 25

Save Reset