

Entering Midterm Grades

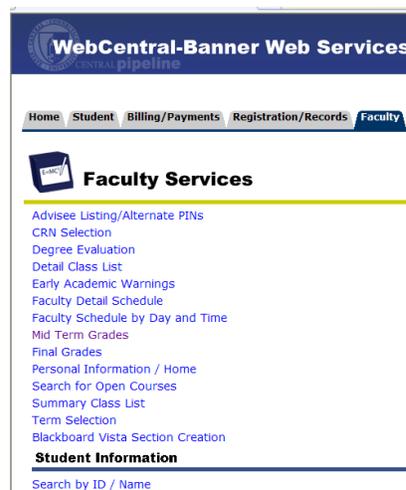
1. Navigate to the CCSU home page at www.ccsu.edu. Click on CentralPipeline from the upper-right corner, then click on WebCentral-Banner Web.



2. The Office 365 log in screen will open. Log in with your CCSU email address and BlueNet password, then approve the multi-factor authentication (MFA) request using your 2nd device (mobile device or phone).



3. Click on the **Faculty** tab, then **Mid Term Grades**.



4. Click on the down arrow next to **Select a Term**, select the term for which you would like to enter Mid Term grades, then click on the **Submit** button.



5. Click on the down arrow next to **Select a CRN** and select the course for which you would like to enter final grades, then click on the **Submit** button.



Entering Midterm Grades

6. The Mid Term Grade Worksheet for the course you selected is displayed. In the Grade column, click on the down arrow next to *None*, then **click on the appropriate grade**. Continue this process for each student in the course.

 Please submit the grades often. There is a 30 minute time limit starting at 11:19 am on Dec 08, 2005 for this page.

Mid Term Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Student, One	30010111	3.000	**Registered** Nov 14, 2005	A <input type="button" value="v"/>	N	<input type="text"/>	<input type="text"/>	4
2	Student, Two	30020222	3.000	**Registered** Nov 14, 2005	A <input type="button" value="v"/>	N	<input type="text"/>	<input type="text"/>	3
3	Student, Three	30030333	3.000	**Registered** Nov 14, 2005	INC <input type="button" value="v"/>	N	09/20/2005	<input type="text"/>	2

7. When you have finished entering all the grades, click on the **Submit** button located at the bottom of the screen. Note: There is a 30-minute time limit to enter your grades. The Submit button acts as a Save command, so you may press this button at any time during the grading process and the 30-minute time limit will start again. After clicking on the Submit button, you will see a message at the top of the worksheet that reads **“The grade or Last Attend Date you made have been saved successfully”** – this is your confirmation that your grades have been submitted.

 Please submit the grades often. There is a 30 minute time limit to enter your grades. The changes you made have been saved successfully.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status
1	Student, One	30010111	3.000	**Registered**

Additional Information:

- Last Attend Date** - If you have a student that has stopped attending your class and did not officially Withdraw, you must indicate this in the Last Attend Date column. Enter the appropriate grade for the student, then type the date they last attended your class in the Last Attend Date column – you must enter the date in MM/DD/YYYY format.
- Attend Hours** - Do not enter any information in the Attend Hours field – we do not use this field at CCSU.
- E-Mail** - You can e-mail students directly from the Mid Term Grades worksheet by clicking on the e-mail icon next to their name.
- Accessing the Worksheet for Other Courses** - To access the Final Grades worksheet for other courses you are teaching, click on the **CRN Selection** link at the bottom of the current worksheet. From this screen, **select another course** and click on **Submit**. You will be brought to the Faculty tab – click on Mid Term Grades to access the Mid Term Grades worksheet for the course you just selected.



Remember! Once you have finished using WebCentral-Banner Web, you should exit completely by clicking on the Exit button. If you need assistance, please contact the IT Help Desk at 860-832-1720.