

MID-TERM GRADE SUBMISSION INSTRUCTIONS

Mid-term grade submission follows the same basic process as final grade entry. A last date of attendance should not be entered for mid-term grades. You may make changes to your mid-term grades until the file is closed. Once the file is closed, you will not have a mechanism for entering or changing mid-term grades.

Grades may be submitted through Banner Self-Service (PAWS) 24 hours a day except for Sunday mornings from 6:00 AM – 12:00 noon, when regularly scheduled maintenance occurs.

Grade Information may be found in Internal Governing Policy 46 <http://castle.eiu.edu/auditing/046.php>

SUBMITTING GRADES THROUGH PAWS

Contact the Office of The Registrar, 217-581-3512 or grades@eiu.edu, with questions regarding PAWS grade submission. In your email include the CRN or department/course/section and, if the question is about a specific student, the student's name and E# should be included.

1. Open Internet Explorer. Go to Eastern's home page click the PAWS link in the upper-right corner of the screen.
2. Click on Login to PAWS
3. Enter User ID and Password – Click Login.
4. Click on Faculty and Advisors.
5. Click on Midterm Grades.
6. Select term from drop down menu – submit.
7. Select course from drop down menu – submit.
8. Select grade from drop down menu for each student. (Some courses such as GST 1000 and MAT 1270 will show grades of RA, RB, RC, etc. on the drop down menu. An RA is equivalent to A, RB to B and RC to C, etc. The "R" is used for behind the scenes processing for courses that are treated differently in GPA or earned hour calculations.) Only the grades you are allowed to assign for the course will be shown in the drop down menu. If incorrect grades appear on your grade listing please contact our office. ENG 1001G, ENG 1002G and CMN 1310G are all graded as A,B,C,NC, NNC.
9. Please do not submit a last date of attendance with midterm grades.
10. At the end of the page – submit. At the top of the page a checkmark should appear with the message "The changes you made were successfully saved." (This message will only appear the first time you click submit.) An e-mail notifying you of the status of your roster (i.e. completed or missing grades) will be sent to your Eastern e-mail account. You may need to add – grades@eiu.edu – to your safe sender list to ensure you receive the e-mail.
11. Choose CRN Selection at the bottom of the page to return to the course menu and choose another class.

12. After you are finished submitting all grades for all rosters, click on 'Exit' at the top of the page to logout.