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.   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 Grade Entry.

6.   Select the Mid Term Grades tab.

7.   Click on a course to access a roster of students.

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.   Click the Save button in the lower right-hand corner to save the grades you entered. A green "Save Successful" message should appear in the upper right-hand corner. Use the Grading Status button beside each course to track your progress. There are three statuses: 1) Not started (no grades entered) 2) In Progress (grades have been entered for some students but not all) 3) Completed (a grade has been entered for every student on that roster.) During the grade entry period, you can enter or change grades by returning to the menu and selecting a course. Be sure to hit the save button each time you make a change.

SUBMITTING GRADES THROUGH D2L BRIGHTSPACE- *One Section at a Time*

Faculty using the grade book in D2L Brightspace have the option to submit midterm grades to Banner through D2L Brightspace. This option is only recommended for those already using the D2L grade book. Grade submission will be available through D2L Brightspace during the regular submission period. The "Export Grades to Banner" option will only be visible in the D2L Brightspace grade book during the grade submission period. ***If you are submitting grades for a combined course in D2L, you can only submit one section at a time. Use the drop-down menu at the top of the page to choose which section you are working with.*** A detailed guide for the grade submission process through D2L Brightspace is located in the "Grades" section on the D2L Solutions page located at https://www.eiu.edu/d2lsolutions/ Questions or technical Issues regarding the grade submission process using D2L Brightspace can be directed to ITS User Services at 217-581-4357 or support@eiu.edu.