



Last Updated: 10/16/2025 TB

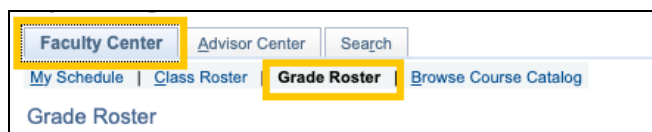
Mid-Term Grading Guide

MyU > Faculty Center

[Mid-Term Grade Alerts policy](#)

How to Enter Mid-Term Grades in Faculty Center

1. Clear your browser's history (cached memory). [Instructions](#) on how to reset or clear browser cache & cookies.
2. Log into www.myu.umn.edu with your University Internet ID and password
3. Select **Key Links > Faculty Center > Grade Roster**
4. The **Grade Roster Type** must be set to **Mid-Term Grade**.



The **Approval Status** should be **Not Reviewed**

The roster displays 20 students. Click **View All** if more than 20 students are enrolled.

5. **Enter grades** using one of the 3 options:
 - a. Individually enter grades per student in the Faculty Center (easiest for small classes)
 - i. Note: Mid-Term rosters are DIFFERENT than final grade rosters.
 1. Not everyone requires a grade
 2. "Last Date of Participation" is not required
 3. You do not "submit" and will not get a message that the information was sent to the Registrar.
 - b. Use the checkbox option to "mass enter the grade to selected students"
 - c. Please note that the Upload Grades from Canvas to PeopleSoft function does not work for the Mid-Term Grade Roster.
6. Use the [Percentage of Work, Engagement and/or the Note options](#) to share additional information with students and advisors. This also helps keep a record for your future use.
7. Leave the **Approval Status** as **Not Reviewed**. Click **Save**. There will not be a confirmation message. Mid-term grades are posted to the student record immediately and can be viewed by the student in MyU.

Optional Mid-term Grading Features

Optional Feature 1: Use the **Percentage of Work** field to record the percentage of class work on which the mid-term grade is based.

Optional Feature 2: Click on the magnifying glass in the **Engagement** column to look up and select the student's level of engagement/attendance in class.

Optional Feature 3: Click the **Note** link to open a text box where additional comments can be provided to the student regarding the grade.

Grade Roster

[View FERPA Statement](#)

Fall 2019 | 001 Regular Academic Session | Twin Cities/Rochester | Undergraduate

[Change Class](#)

MUS 3263 - 001 (17074)
German Diction for Singers (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 11:15AM-12:05PM	Ferguson Hall 90	Goldy Gopher	09/03/2019 - 12/11/2019

To upload grades from a file, click Grade Upload. [mid-term grade upload](#)

Display Options

*Grade Roster Type:

☐ Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status: [Save](#)

Student Grade

ID	Name	Roster Grade	Official Grade	Last Date of Participation	Grading Basis	Program and Plan	Level	Percentage of Work	Engagement	Note
1 #####	Allegro, Cadence				A-F	College of Liberal Arts - Music B Mus/Music Education	Sophomore 2nd Term			Note
2 #####	Concerto, Elegy				A-F	College of Liberal Arts - Music/Psychology B S	Senior 2nd Term			Note
3 #####	Trumpet, Reed				A-F	College of Liberal Arts - Music B Mus	Junior			Note

[Select All](#) [Clear All](#) [Printer Friendly Version](#) [Grade Roster Audit](#)

[Add this grade to selected students](#)

[Notify Selected Students](#) [Notify All Students](#)

[Save](#)

Look Up Engagement

Select one of the following values:

☐ Intermittent

☐ Never

☐ Regular

☐ Unknown

[Cancel](#)

②

Additional Functions

Use the **<- Add this grade to selected students button** to add the same grade to a selection of students, or all students.

To email specific students, click the checkbox next to the student's name(s) and then click **Notify Selected Students**. Or, you use the **Notify All Students** button to send an email to everyone enrolled.

Student Notification

Faculty can notify students through the Mid-term Grade Roster.

Advisors who use APLUS will receive a notification when one of their advisees receives a mid-term grade of D or F. Advisors are able to view the mid-term alert in APLUS and can email the student directly through APLUS regarding the alert.

The screenshot shows the APLUS interface with tabs for Overview, Characteristics, Academics, Contacts, Notes (7), and Referrals (0). Under the 'General' tab, there is a section for 'Contact Info' and a message stating: 'Below is an overview of various information about the student. For more detailed information, click on the link below.' A red banner at the bottom of this section reads: 'Mid-Term Alert (UMNDL) Issued: Mar 02, 2023 09:25 AM'.

The Office of the Registrar works with One Stop Student Services to send an email to all students who receive one more more mid-term grades the day after mid-term grades are due. The email instructs students to view their mid-term grade through their MyU: Academics > Grades.

Student Service Center - Viewing Mid-term Grades

1. Advisors can view any mid-term grades entered for a student through PeopleSoft's Student Service Center.
2. Search by student ID
3. Select **Grades** from the "Other Academic Information" drop down menu.

The screenshot shows the 'Student Center' page with the 'Academics' tab selected. On the left, under 'Other Academic Information', the 'Grades' option is highlighted in a yellow box. The main content area displays 'This Week's Schedule' with a table of classes and their schedules. On the right, there are sections for 'Search for Classes', 'Communication Center' (showing 0 pending messages and 59 communications), and 'Holds' (showing Athlete Registration Hold).

4. A popup window will appear - select the **Mid-term Grades** tab

The screenshot shows the 'View My Grades' popup window. At the top, it says 'Spring 2023 | Duluth' and has a 'Change Term' button. Below, the 'Class Grades - Spring 2023' section is expanded. The 'Mid-term Grades' tab is selected and highlighted in a yellow box. The table below shows the mid-term grades for several classes.

Class	Mid-term	Percentage of Work	Engage	Show all columns
EXSC 3200				
EXSC 3400				
EXSC 3430	A	40	Regular	
PSY 3111	A	100		