

# Instructions for Submitting Mid-Term Grades

**Advisory grades of C's, D's and F's should be reported at mid-term of the full semester.**

Follow the steps below to submit mid-term grades for every CRN you teach during the full-time session.

- Login to Banner Web using your ID (918#) and PIN (6-digit password)
- Faculty Services
- Instruction Menu
- Mid Term Grade
- Select the term and CRN
- Assign C's, D's and F's using the pull down
- Submit changes for each CRN
- Select another CRN
- Continue until mid-term grades are submitted for each of your CRN's

**Short Session Classes.** Mid-term grades for short sessions are not entered into Banner Web, but each student with a mid-term grade of C, D or F must be informed at least 2 days before the Withdrawal without Academic Penalty deadline for that class.