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.

Visit http://www.abac.edu/myabac
Click the “Banner” link/icon
Login by providing credentials
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.