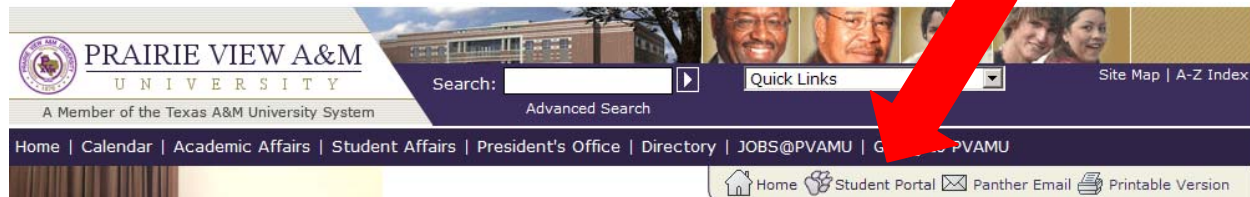


# Mid-term Grade Submission

Note: PVAMU requires that midterm grades be submitted for all undergraduate students. Midterm grading posting for graduate students is strongly encouraged.

## How to access Faculty Services via Banner Panthertracks:


1. Click on the Student Portal, located at <http://ww.pvamu.edu>



2. Select **Click Here for Fall 2008**
3. Select **Enter Secure Area**
4. Enter your Faculty ID number starting with a capital F.
5. Enter your six digit Personal Identification Number (PIN). (This number will expire every 90 days. Click on the **Personal Information Tab** and select **Change Your PIN**) (Contact Institutional Research at 936/261-2184 for assistance with a PIN reset.)

## Entering Mid-Term Grades:

1. Click on the **Faculty Services Tab** and select link labeled **Midterm Grading** (Note: The following message means that the midterm grading cycle is not open at the time of selection

 **The Mid-Term Grade Worksheet is unavailable.**

2. When prompted, select the **Term** and click the **Submit** button
3. Using the drop down button, select the CRN for which you will enter the midterm grades and click the **Submit** button
4. The Mid-Term Grade Worksheet will appear for students currently enrolled in the class. Each student has a drop down box in the column labeled 'Grade' which has a default value of 'None.'
5. Select the grade for each student.
6. Type in the **Last Attend Date** for students who are **no longer** attending the class (this is a Financial Aid Title IV requirement). If you do not know the exact last day, but need to verify that the student is no longer attending the class, then type in the date that the mid-term grades are posted.

7. Leave the Attend Hours column blank

Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99
C	09/27/2008	
None		
A		
B		
C		
D		
F		

8. After selecting the grades for all students, click the **Submit** button at the bottom on the class list. Once grades are submitted, students and advisors will be able to view them online in Banner Panthertracks under the Registration History link.

**Note:** Only 25 student records display per page. Select the Record Sets at the top of the page to grade the remaining students in the class.

**Record Sets:** 1 - 25    26 - 28

**Note:** Per the instructions at the top of the page, submit grades often. There is a 10 minute time limit. Banner will give you a counter for the time limit and will refresh the 10 minute count whenever you select the **Submit** button.



Please submit the grades often. There is a 10 minute time limit starting at 12:32 pm on Sep 30, 2008 for this page.



Please submit the grades often. There is a 10 minute time limit starting at 12:33 pm on Sep 30, 2008 for this page.