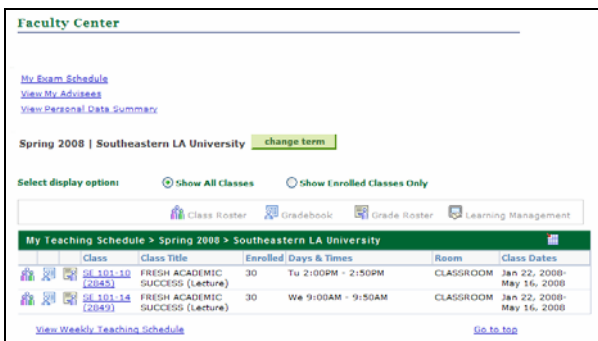





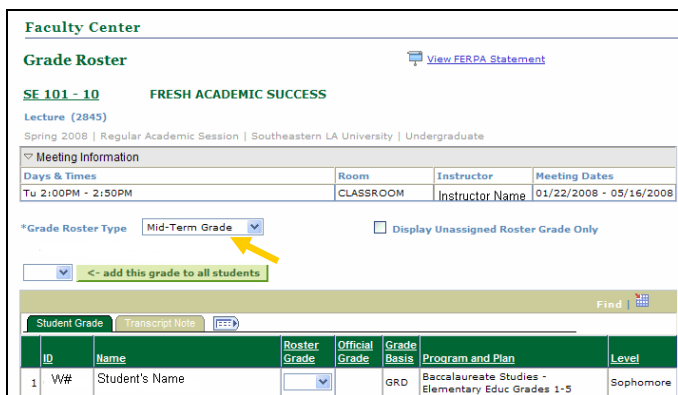
## How Do I? Enter Mid-Term Grades into LEO

PeopleSoft Version 9

1. Sign In to PeopleSoft Version 9 using your **W#** as your User ID.  
*Remember to use CAPS when entering your User ID.*
2. To Enter Mid-Term Grades, select Self Service > Faculty Center.



3. Click on the **Grade Roster** icon,  next to the Course you wish to enter mid-term grades.



*Make sure you are on the mid-term grade roster and not the final grade roster.*

4. Select the correct Grade in the Roster Grade input field, next to the student's name.
5. Save your work.  
*You may enter part of your grades, save your work, and re-enter at a later time to continue entering your grades.*
6. Review your work.  
*If you notice an incorrect grade, click the grade and change to correct grade from drop down box. Don't forget to **save** your work.*
7. Remember to Sign Out of PeopleSoft when you have finished your session.

## Things to Remember

when entering midterm grades into LEO:

- **Valid grade choices are:**
  - D = Below Average
  - FY = Failing, Yes student attended classes
  - FN = Failing, No student did not attend classes
  - UY = Unsatisfactory, Yes student attended
  - UN = Unsatisfactory, No student did not attend
- **Do not enter W (Withdraw) as a grade.** Contact Records and Registration (ext. 2066 or 2062) if you feel a student should be withdrawn from your class.
- **Note:** Mid-term grades are not part of the students' permanent record; therefore they cannot be viewed by students. Students will be notified by email and/or regular mail if they are deficient in your class (mid-term grade of D, F, or U).

