



How Do I?

Enter Mid-Term Grades into LEO

PeopleSoft Version 9

1. **Sign In to PeopleSoft version 9.**
Remember to use CAPS when entering your User ID.

2. **To Enter Mid-Term Grades:**
Self Service > Faculty Center

Faculty Center

[My Exam Schedule](#)
[View My Advises](#)
[View Personal Data Summary](#)

Spring 2008 | Southeastern LA University [change term](#)


Select display option: Show All Classes Show Enrolled Classes Only

[Class Roster](#) [Gradebook](#) [Grade Roster](#) [Learning Management](#)

My Teaching Schedule > Spring 2008 > Southeastern LA University

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
SE 101-10 (2843)	FRESH ACADEMIC SUCCESS (Lecture)	30	Tu 2:00PM - 2:50PM	CLASSROOM	Jan 22, 2008 - May 16, 2008
SE 101-14 (2843)	FRESH ACADEMIC SUCCESS (Lecture)	30	We 9:00AM - 9:50AM	CLASSROOM	Jan 22, 2008 - May 16, 2008

[View Weekly Teaching Schedule](#) [Go to top](#)

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

Faculty Center

Grade Roster [View FERPA Statement](#)

SE 101 - 10 FRESH ACADEMIC SUCCESS
Lecture (2843)

Spring 2008 | Regular Academic Session | Southeastern LA University | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
Tu 2:00PM - 2:50PM	CLASSROOM	Instructor Name	01/22/2008 - 05/16/2008

*Grade Roster Type: Mid-Term Grade Display Unassigned Roster Grade Only

[add this grade to all students](#)

Student Grade [Transcript Note](#) [Add](#)

ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
1	W# Student's Name	<input type="text"/>		GRD	Baccalaureate Studies - Elementary Educ Grades 1-5	Sophomore

(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 the Office of the Registrar (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).

