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

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  Contact the Office of the Registrar (ext. 2066 or 2062) if you feel a student should be withdrawn from your class.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).