Begin by logging into the SIS at case.edu/sis with your CWRU Network ID and password.

1. From **Faculty Home**, click the **My Schedule & Rosters** tile. This will present the **My Schedule** page. Locate the class to assign grades.

   Alternatively, from the **NavBar**, select Navigator > Faculty & Advising > My Schedule & Rosters.

   Note: To see a past or future term, click the **Change Term** button. See **Teaching Schedule** on the SIS Resources page for more information.

2. Click the **Grade Roster** icon to the left of the class.

3. The **Grade Roster** screen appears. At the top of the page is the class meeting information.

   The Grade Roster Type dropdown list contains the value **Mid-Semester Grade**. The **Student Grade** grid contains a roster of all students enrolled in the class. Listed to the right of each student are their **Program and Plan**, **Level, Admit Term**, and **Expected Grad Term**.

4. To assign a grade to a student, click on a dropdown list in the **Roster Grade** column.

5. All applicable mid-semester grades appear in the dropdown list. Select the appropriate grade for the student.

   Note: **S** and **U** are acceptable mid-semester grades. Repeat for all students on the grade roster.

6. Click **Save**.

   Students' grades for the class will be immediately available for their review in the **Student Center**.

   Note: Once the **Mid-Semester Grade Roster** is saved, grades are immediately visible to students. This process is unlike entering and submitting final grades, which requires that the **Approval Status** dropdown list be changed to **Approved**. The **Approval Status** dropdown list has been removed from mid-semester rosters. Consequently, if a mistake is made to a student's grade that requires that it be changed after having been saved, the student will be able to see the mistake and its correction in the **Grades** screen of their **Student Center**.

   Click the **Download** icon at the top of the grid to the left of the word **First** to download the data on the screen into an Excel spreadsheet.

This completes the process of entering mid-semester grades.