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| Office of the RegistrarDept 3964, 1000 E. University Avenue • Laramie, WY 82071-3964(307) 766-5272 • fax (307) 766-3960 • email: registrar@uwyo.edu • www.uwyo.edu/registrar  |

**TO:** UW Faculty Members

**FROM:** Lane Buchanan, Registrar

**DATE:**  October 14, 2016

**SUBJECT:** Mandatory Mid-Term Grades: *Due Wednesday, October 26, 2016 at 12 pm*

Grade submission for fall 2016 midterm grades is now available through WyoWeb. The following is included in this memo:

* information about midterm grades
* directions for submitting midterm grades
* information about assistance in grade submission

**Also please note that even if you entered Early Alert grades for your classes, it is still mandatory to enter midterm grades***.*

*A partial screenshot of entering midterm grades follows:*



When Eligible and Graded Midterm are the same value, all midterm grades have been entered for this course.

🡪 Midterm Grades Tab

 🡪 Click on Course you are grading

 🡪 Enter D, F, U grades

 🡪 Click on Set Unmarked Grades to “S” and Save

1. **Midterm Grade Information**

UW Regulation 6-722 mandates the reporting of midterm grades for all courses numbered below 5000 *for main campus, outreach and online courses*. **Please note that the reporting of midterm grades in courses numbered 5000 and above is optional.** Midterm grades serve three purposes:

1. To alert students to their academic progress
2. To provide instructors with up-to-date official class enrollments
3. To provide students with their official course enrollments

UW Regulation 6-722 indicates that the following grades may be assigned at midterm:

 S = Satisfactory (equivalent to a C or better [B or better in courses numbered 5000 or above]; may be assigned only in courses designated S/U or in courses which the student has requested S/U)

 D = Poor

 F = Failure (may be assigned as a grade for failure to attend, for academic dishonesty, or to indicate failure to formally withdraw)

 U = Unsatisfactory (equivalent to a D or F [C, D, or F in courses numbered 5000 or above]; may be assigned only in courses designated S/U or in courses which the student has requested S/U)

 UK = Unable to determine midterm grade

 NONE=Automatically assigned by the registrar’s office when a grade is not reported

The grade report accessible by students contains the statement “**The mid-semester grade received in any particular class reflects the assessment of student performance during the first portion of the semester only.”**

**2. How to submit Midterm Grades through WyoWeb**

* Go to WyoWeb - <https://wyoweb.uwyo.edu/>
* Click on the Faculty & Staff link in the WyoRecords column (The 2nd of 4 columns with gold headers)
* Log in
* Select Midterm Grades under ‘Quick Links’ on the upper left-hand side of the page
* Select course to grade
* Enter the grades by either typing the correct grade in the grade box to the right of the student or by using the drop-down arrow to select the grade. **Note: You only need to manually-enter grades of D, F, or U.**
	+ You may upload grades from a spreadsheet. See “Uploading Final Grades from Excel” at <http://www.uwyo.edu/registrar/faculty_and_staff/> for instructions with screenshots.
* Once all D, F, and U grades have been entered, use the

You may submit numerous times. You may enter grades for all or a portion of the students in your class. You may update midterm grades for courses that were previously graded up until the deadline for submission of midterm grades – October 26th.

1. **Assistance with Grade Submission**

If you need assistance submitting your grades through WyoWeb, please contact the Office of the Registrar 766-5272 or stop by our office in the west wing of Knight Hall

Note: Students may withdraw from individual courses through WyoWeb until 11:59 p.m. **Friday, November 11, 2016.**

Please do not hesitate to contact our office with any questions.

*Your cooperation is appreciated!*