

Office of the Registrar

Dept. 3964 • 1000 E. University Ave • Laramie, WY 82071-2000

(307) 766-5272 • fax (307) 766-3960 • e-mail: registrar@uwyo.edu • www.uwyo.edu

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

How to submit Midterm Grades through WyoWeb

- Go to WyoWeb - <https://wyoweb.uwyo.edu/>
- Click on the Faculty & Staff link in the WyoRecords column
- Log in
- Select Midterm Grades under 'Quick Links' on the upper left-hand side of the page



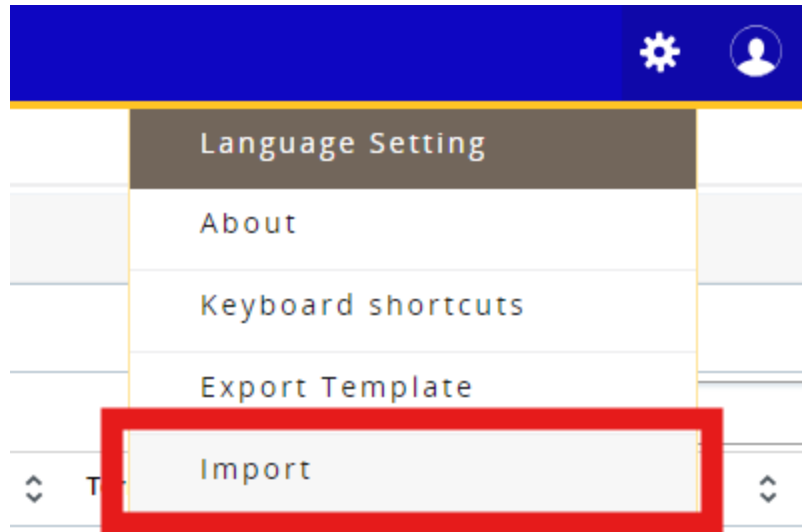
- Select course to grade
 - You may find it helpful to change the number of courses per page to 50 or 100, and then sort by Term (screenshot below)

Term	CRN
202510 - Fall 2024	18113
202510 - Fall 2024	18188
202510 - Fall 2024	18498
202510 - Fall 2024	18643
202510 - Fall 2024	18752

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5
10
25
50
100

- 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.
 - **UW Regulation 2-106 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)
 - **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."
 - You may upload grades from a spreadsheet via the cogwheel in the upper right-hand corner.



- You might see other letter grades, but you do not need to calculate letter grades for midterms (e.g. A, B, or C are not necessary).

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.

Assistance with Grade Submission

If you need assistance submitting your grades through WyoWeb, please contact the Office of the Registrar 307-766-5272 or stop by our office in the west wing of Knight Hall

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

Your cooperation is appreciated!