

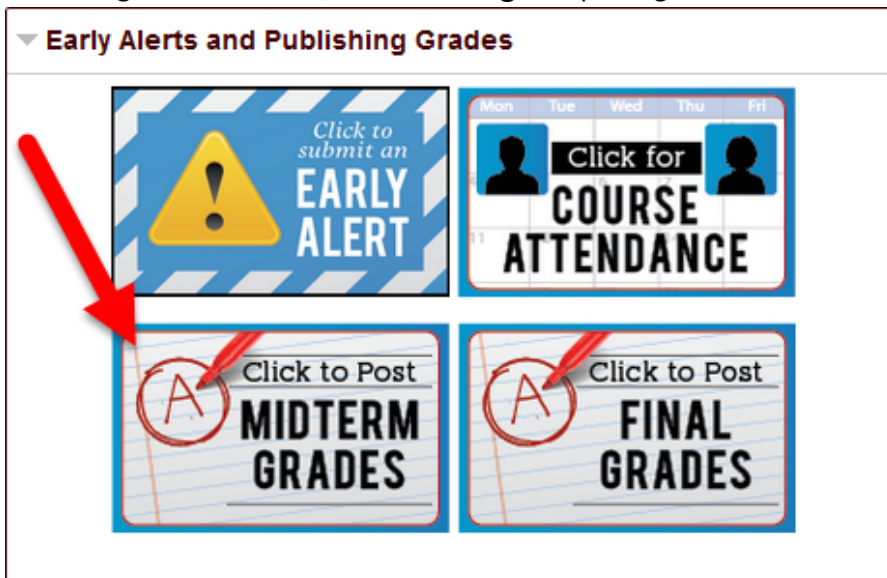
PUBLISHING MIDTERM GRADES FOR INSTRUCTORS NOT USING GRADE CENTER IN WTCLASS

1. Login to WTClass

- a. Go to www.wtamu.edu
- b. Click on the **Buff Portal** link.
- c. Login to the Buff Portal.
- d. Click on the **WTClass** icon.

2. Access your course to publish grades in.

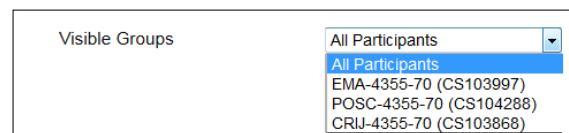
3. On the **Home Page** (the first page you come to inside a course), in the **Early Alerts and Publishing Grades** module, **Click the Image** for posting **Midterm Grades**.



4. Change the **Visible Groups** field to your **Course Name and ID**. Example: "HIST-1301 (10001)". This will populate student names and current grades in the table.



Visible Groups for one course



Visible Groups for a cross-listed course

5. Enter the grade to publish for each student.

MIDTERM GRADES

Visible Groups: HIST-1301-71 (CS104076) ▼

Populate midterm grade from current grade: --Select the column to populate-- ▼

Click "Clear Grades on form" to start over.

Once the values are cleared you can repopulate Midterm 1 grades from Current Grade.

First Name	Surname	Current Grade	Midterm 1
			<input type="text" value="A"/>
			<input type="text" value="B"/>
			<input type="text" value="C"/>

6. Click **“Submit Grades”** to submit grades.

Please note: there is not a “confirmation” on successful submission.

To verify grades have been successfully submitted to the Registrar’s Office for final verification:

- a. Exit the Publishing Grades page (click on the Home Page tab).
- b. Return to the Publishing Grades page by clicking on the Image for posting Midterm Grades.
- c. If the “Populate midterm grade from current grade” dropdown menu is set to **“Select the column to populate”** and grades are shown in the **“Midterm”** column textboxes, grades have been successfully published.

MIDTERM GRADES

Visible Groups: HIST-1301-71 (CS104076) ▼

Populate midterm grade from current grade: --Select the column to populate-- ▼

Click "Clear Grades on form" to start over.

Once the values are cleared you can repopulate final grades from Current Grade.

First Name	Surname	Current Grade	Midterm 1	Expire Date
		95.00 (A)	<input type="text" value="A"/>	<input type="text"/>
		87.00 (B)	<input type="text" value="B"/>	<input type="text"/>
		63.00 (D)	<input type="text" value="D"/>	<input type="text"/>

7. **If you are teaching a cross-listed course - publish grades for each course individually. (Follow steps 4 through 7 for each course.)**

NOTE: Instructors must publish course grades *prior* to the deadline set each semester by the WTAMU Registrar. **Failure to publish by the deadline will result in the necessity to complete grade cards by hand at the Registrar’s office.** Grades will automatically be updated in Buff Advisor from the grades published in WTClass within 24 hours.

If you have made a mistake in posting a grade, you will need to complete a Grade Change form with the Registrar’s Office.