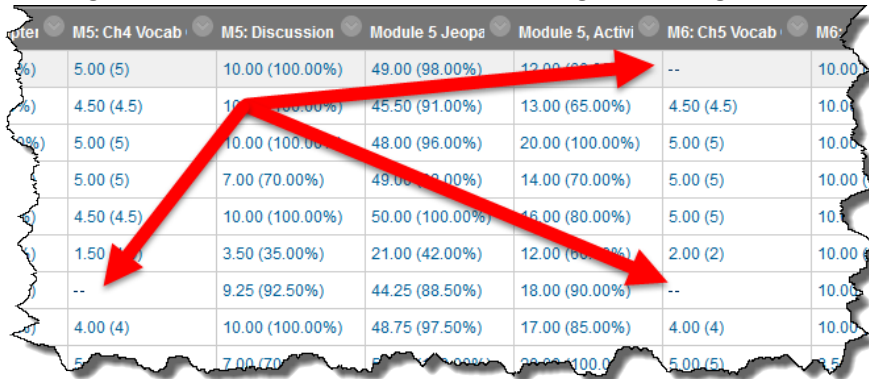


PUBLISHING MIDTERM GRADES FOR INSTRUCTORS USING THE GRADE CENTER IN WTCLASS

SETTING UP THE GRADE CENTER FOR PUBLISHING MIDTERM GRADES

Step 1. Enter Missing Grades/Zeros

Before you submit your students' grades, be sure to **enter missing grades and/or zeros** where grades need to be entered. Cells with no grades are ignored in final calculations.



A screenshot of a grade center grid showing student scores across several modules. The grid has columns for 'M5: Ch4 Vocab', 'M5: Discussion', 'Module 5 Jeopa', 'Module 5, Activi', 'M6: Ch5 Vocab', and 'M6:'. The rows represent individual students. Red arrows point to empty cells in the grid, indicating where missing grades or zeros should be entered.

Student	M5: Ch4 Vocab	M5: Discussion	Module 5 Jeopa	Module 5, Activi	M6: Ch5 Vocab	M6:
1	5.00 (5)	10.00 (100.00%)	49.00 (98.00%)	12.00 (100.00%)	--	10.00
2	4.50 (4.5)	10.00 (100.00%)	45.50 (91.00%)	13.00 (65.00%)	4.50 (4.5)	10.00
3	5.00 (5)	10.00 (100.00%)	48.00 (96.00%)	20.00 (100.00%)	5.00 (5)	10.00
4	5.00 (5)	7.00 (70.00%)	49.00 (98.00%)	14.00 (70.00%)	5.00 (5)	10.00
5	4.50 (4.5)	10.00 (100.00%)	50.00 (100.00%)	16.00 (80.00%)	5.00 (5)	10.00
6	1.50 (1.5)	3.50 (35.00%)	21.00 (42.00%)	12.00 (60.00%)	2.00 (2)	10.00
7	--	9.25 (92.50%)	44.25 (88.50%)	18.00 (90.00%)	--	10.00
8	4.00 (4)	10.00 (100.00%)	48.75 (97.50%)	17.00 (85.00%)	4.00 (4)	10.00
9	5.00 (5)	7.00 (70.00%)	49.00 (98.00%)	20.00 (100.00%)	5.00 (5)	10.00

Step 2. Review Grading Schemas

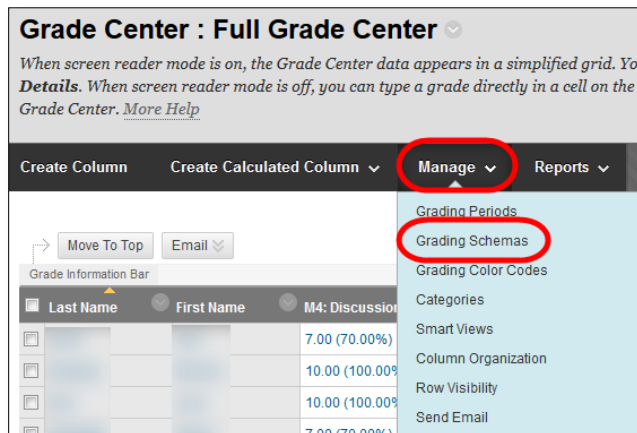
(if you do not need to alter from the default Grading Schema as seen below, skip to Step 3.)

The default Grading Schema used is "Letter Grade (no rounding)":

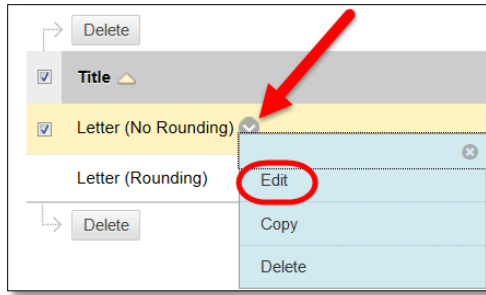
- A – 90-100%
- B – 80-89.9%
- C – 70-79.9%
- D – 60-69.9%
- F – 0-59.9%

To **alter** the Grading Schema:

- Go to **Full Grade Center > Manage > Grading Schemas.**



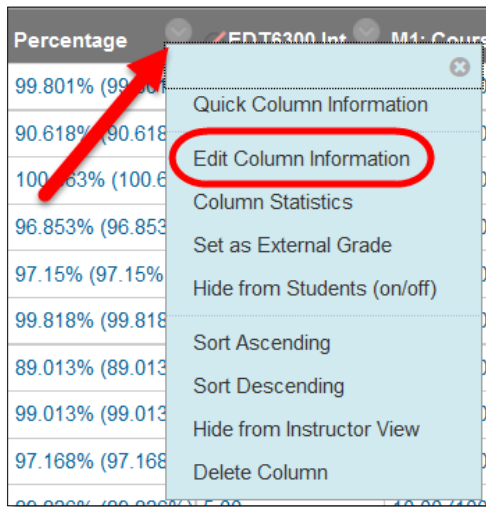
- b. Click **“Edit”** if you need to review or make edits to this Grading Schema.



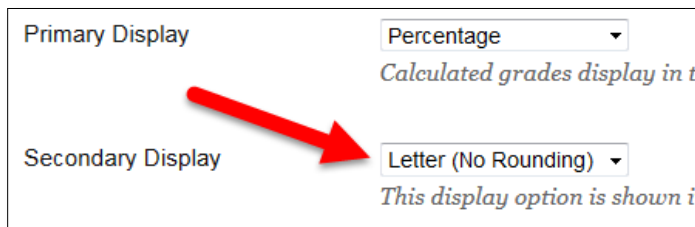
Step 3. Set the midterm grade column (may be titled Overall, Percentage, Points, or another name you have provided) with a Secondary Display.

The Secondary Display does **NOT** appear in student’s view of their grades (My Grades). This information only appears in the instructors view. The Secondary Display is used to automatically populate grades on the Publishing Grades page.

- a. **Click the dropdown menu to the right** of the column title for your midterm grade column (may be titled Overall, Percentage, Points, or another name you have provided), and select **“Edit Column Information.”**

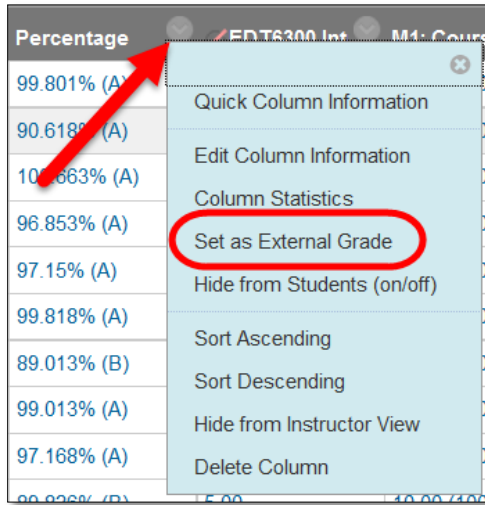


- b. Set the **Secondary Display to a grading schema.** “Letter (no rounding)” should be available if no other grading schemas have been setup.

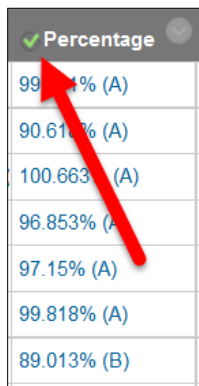


Step 4. **Set the midterm grade as the “External Grade”**

In the Full Grade Center, for the column that you wish to designate as the Midterm Grade (may be titled Overall, Percentage, Points, or another name you have provided), **click the dropdown menu** to the right of the column title, and select **“Set as External Grade.”**

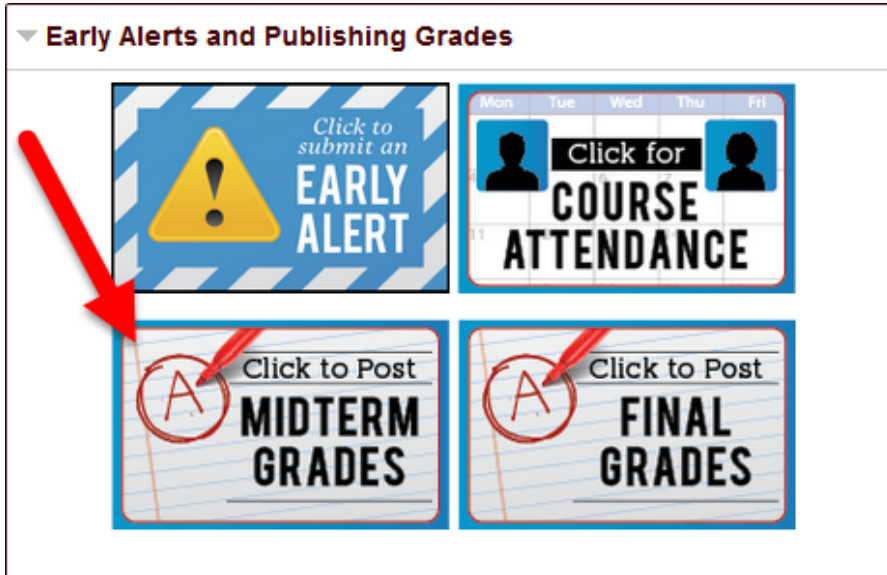


A green checkmark will appear to the left of the column title.



PUBLISHING MIDTERM GRADES

1. **Access your course** to publish grades in.
2. 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**.



3. 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 

Visible Groups for one course

Visible Groups

Visible Groups for a cross-listed course


4. Change the **"Populate midterm grade from current grade"** dropdown to **"Midterm."** This will populate the Midterm Grade column with current letter grades.

MIDTERM GRADES

Visible Groups

Populate midterm grade from current grade

Click "Clear Grades on form" to start over.



5. **Make changes to the Midterm Grade** by replacing the existing letter grade with the appropriate midterm grade.
If the Midterm Grade column did not auto-populate, please refer to [Setting up the Grade Center](#)

[for Publishing Midterm Grades](#) section at the beginning of this document.

MIDTERM GRADES

Visible Groups: HIST-1301-71 (CS104076)

Populate midterm grade from current grade: Midterm 1

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)	A	
		87.00 (B)	B	
		63.00 (D)	D	
		72.00 (C)	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:

- Exit the Publishing Grades page (click on the Home Page tab).
- Return to the Publishing Grades page by clicking on the Image for posting Midterm Grades.
- 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)	A	
		87.00 (B)	B	
		63.00 (D)	D	

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.