

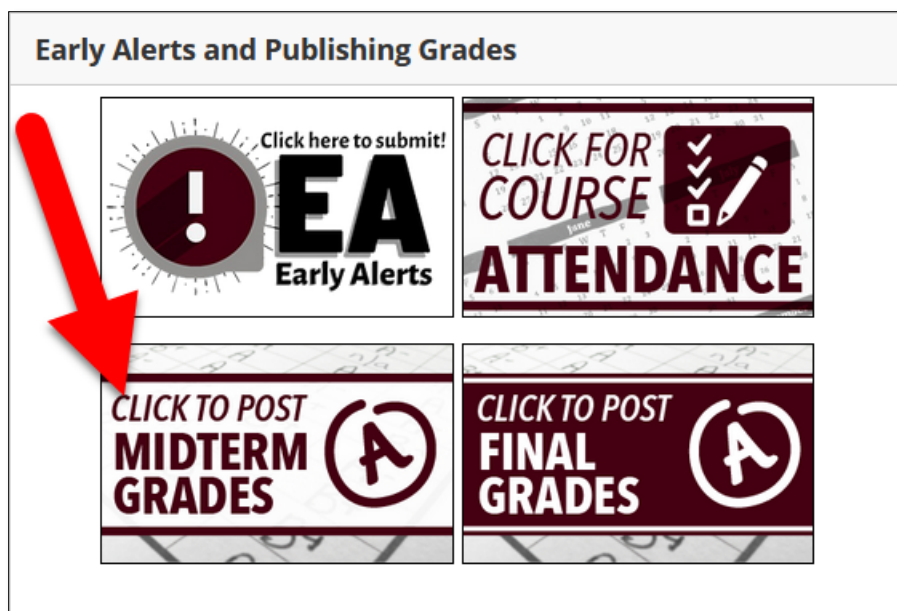
PUBLISHING MIDTERM GRADES FOR INSTRUCTORS NOT USING GRADE CENTER IN WTCLASS

1. Login to WTClass

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

2. Access your course to publish grades in.

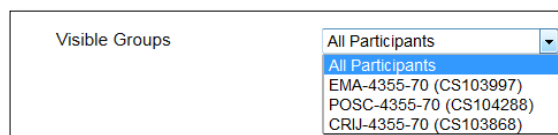
- On the **Home Page** (the first page you come to inside a course), in the **Early Alerts and Publishing Grades** module, Click the **Image** for posting **Midterm Grades**.



- 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
			A
			B
			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.