

Grading Guide

Grading Instruction for Mid-term Grades

1. Log in to UDSIS.
2. Navigation: from the Faculty and Advisors Home page, select the Faculty Center icon
3. You will be presented with your Schedule and Rosters, for example:



UD Faculty Center

Faculty Center | Search

Faculty Center

My Schedule

2019 Fall Semester | University of Delaware Change Term My Exam Schedule Photo Roster

Select display option

Show All Classes Show Enrolled Classes Only

Icon Legend Class Roster Grade Roster Learning Management

My Teaching Schedule > 2019 Fall Semester > University of Delaware

Class	Class Title	Enrolled	Days & Times	Room	Class Dates	Approval Status
ANTH 101-710 (1254)	INTRO TO SOC & CULT ANTHROPOLO (Lecture)	35	TuTh 11:00AM - 12:15PM	UD Acad Ctr Wilm Room 415	Aug 27, 2019- Dec 5, 2019	Not Reviewed
ANTH 101-711 (9250)	INTRO TO SOC & CULT ANTHROPOLO (Lecture)	35	TuTh 1:30PM - 2:45PM	UD Acad Ctr Wilm Room 415	Aug 27, 2019- Dec 5, 2019	Not Reviewed
ANTH 205	ANTHROPOLOGY 2			UD Acad Ctr		

4. From there you should see your Teaching Schedule, which will show the courses on which you are listed as the instructor for this term. If you would like to look at a different term, click Change Term and select the appropriate term.

UD Faculty Center

Faculty Center | Search

Faculty Center

My Schedule

2019 Fall Semester | University of Delaware Change Term My Exam Schedule Photo Roster

Select display option

Show All Classes Show Enrolled Classes Only

Icon Legend Class Roster Grade Roster Learning Management

Grading Guide

Faculty Center

Select Term

 View FERPA Statement[Continue](#)


Select a term then select Continue.


Term	
<input type="radio"/> 2020 Spring Semester	University of Delaware
<input checked="" type="radio"/> 2019 Fall Semester	University of Delaware
<input type="radio"/> 2019 Spring Semester	University of Delaware
<input type="radio"/> 2018 Fall Semester	University of Delaware

Click “Continue” once you have selected the correct term.

- From your Teaching Schedule, click on the grade roster icon for the appropriate course.

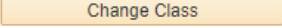
My Teaching Schedule > 2019 Fall Semester > University of Delaware

Personalize | View All |  First 1-6 of 6 Last

Class	Class Title	Enrolled	Days & Times	Room	Class Dates	Approval Status
 ANTH 101-710 (1254)	INTRO TO SOC & CULT ANTHROPOLO (Lecture)	35	TuTh 11:00AM - 12:15PM	UD Acad Ctr Wilm Room 415	Aug 27, 2019- Dec 5, 2019	Not Reviewed

- Ensure the Grade Roster Type is “Mid-Term” to view the appropriate roster.

2019 Fall Semester | Regular Academic Session | University of Delaware | Undergraduate

 Change Class

▼ ANTH 101 - 710 (1254)
Introduction to Social and Cultural Anthropology (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 11:00AM-12:15PM	UD Acad Ctr Wilm Room 415	Michael Rosenberg	08/27/2019 - 12/05/2019

<p>Display Options</p> <p>*Grade Roster Type <input type="text" value="Mid-Term Grade"/></p> <p><input type="checkbox"/> Display Unassigned Roster Grade Only</p>	<p>Grade Roster Action</p> <p>*Approval Status <input type="text" value="Not Reviewed"/> Save</p>
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- In the grade roster input Roster Grades by selecting a grade from the drop down next to each student.
 - Note, students will appear on the roster if it is determined mid-term grades would contribute to their student success. Primarily they will be students who were admitted in the current or previous term (both new Freshmen and new Transfers), however some will be Continuing Education (Non-Degree) Students.
- Please note that temporary grades, including I, S, and U are not available for mid-term grading. You must select a meaningful mid-term grade.

Grading Guide

- When all grades are entered change the Approval Status from "Not Reviewed" to "Approved" and click save.

2019 Fall Semester | Regular Academic Session | University of Delaware | Undergraduate

▼ ANTH 101 - 710 (1254)
Introduction to Social and Cultural Anthropology (Lecture)
Change Class

Days and Times	Room	Instructor	Dates
TuTh 11:00AM-12:15PM	UD Acad Ctr Wilm Room 415	Michael Rosenberg	08/27/2019 - 12/05/2019

Display Options

*Grade Roster Type Mid-Term Grade ▼

Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status Not Reviewed ▼ Save



Grade Posting

- Mid-term grades are not posted in the same way as final grades, once the grades are entered they are visible to students in their Self-Service Student Center.

Additional Resources

- Grading, Grade Rosters & Deadlines page on the Registrar's Website: http://www1.udel.edu/registrar/faculty_staff/gradeinfo.html
- 3.1.9 Grades in the UD Faculty handbook: <https://facultyhandbook.udel.edu/a-z-index>

Questions

- Contact grading-registration@udel.edu if you have any grading questions
- Call Holly at x1552 or Sarah at x2122