Midterm Grade/Early Alerts Processing in Self-Service

1. Log in to [Faculty Self-Service](#) using your KeanWISE credentials.

2. Select **"Faculty"** from the menu.

3. A new tab will open that will display the course(s) that you are assigned to. From the list of assigned courses, select the course that you want assign midterm grades to.

Manage your courses by selecting a section below

Section	Times	Locations	Availability ⓘ
CPS*1032-01: MICROCOMPUTER APPLICATIONS	TBD 1/17/2023 - 5/14/2023	TBD Lecture	24 / 25 / 0
MKT*2500-06: PRINCIPLES OF MARKETING	TBD	TBD	28 / 30 / 0
MKT*2500-02: PRINCIPLES OF MARKETING	M/Th 9:30 AM - 10:45 AM 1/20/2023 - 5/14/2023	HYNES HALL, 206 Lecture	1 / 4 / 1
MGS*2030-ONF02: PRINCIPLES OF MANAGEMENT	2/9/2023 - 5/14/2023	Online	7 / 10 / 0

4. Select the **"Grading"** tab.

MATH*1044-01: PRECALCULUS FOR BUSINESS

Fall 2024

Seats Available ⓘ   2 / 3 / 0
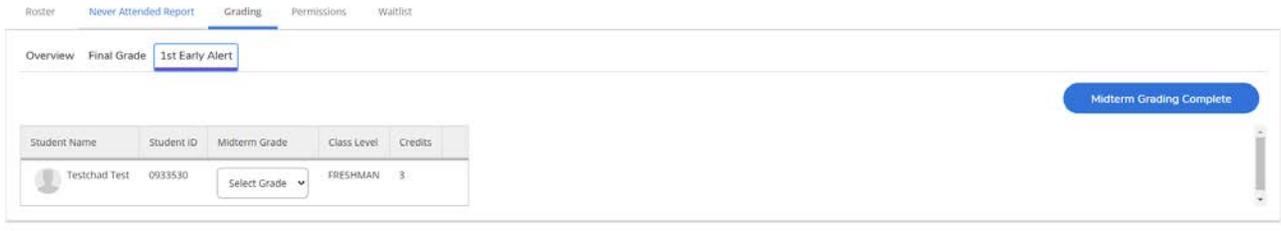
Deadline Dates

Waitlisted 0

| Roster | Never Attended Report | Grading | Permissions | Waitlist |

| Overview | Final Grade | 1st Early Alert |

ⓘ   Please enter missing final grade(s).

| Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	1st Early Alert	Class Level	Credits
Testchad Test	0933530						FRESHMAN	3

5. Select the "**Early Alert**" tab

6. In the midterm grade column, click on "**Select Grade**" and assign the appropriate grade from the pop-up menu to each student on the roster.
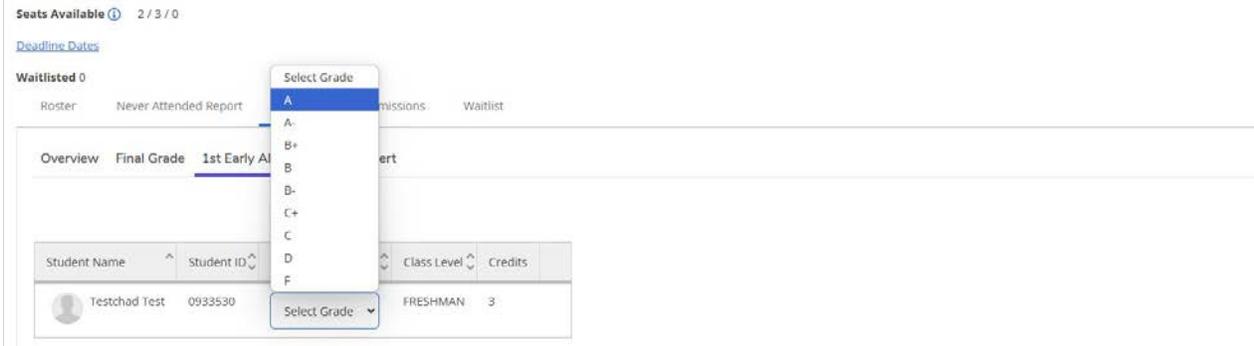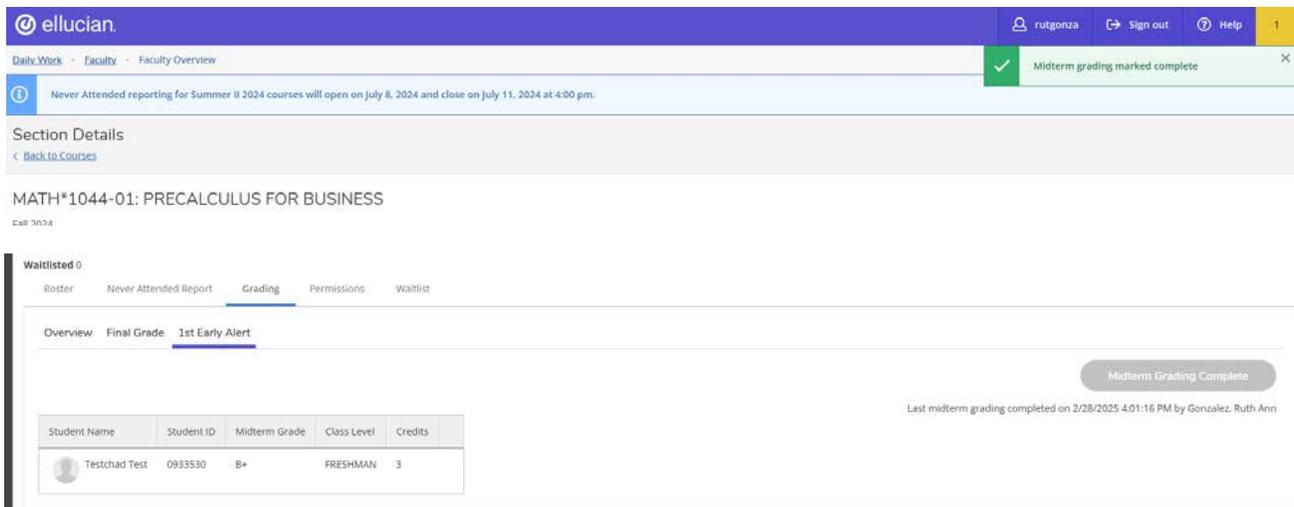

7. Click on the "**Midterm Grading Complete**" button when you are finished.
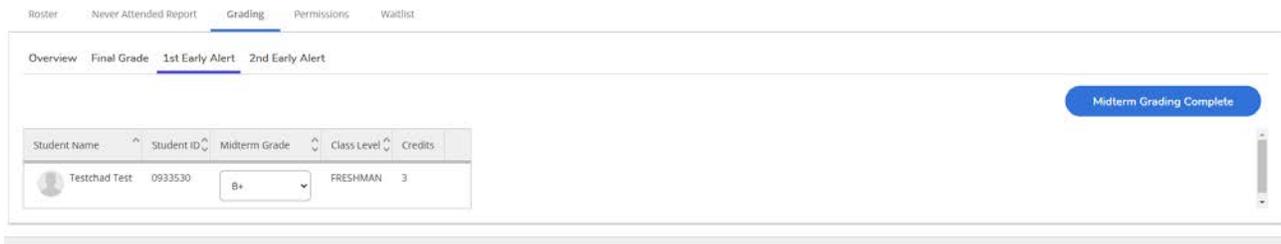
8. a. Click "**Continue**" to confirm that midterm grades should be marked as complete.
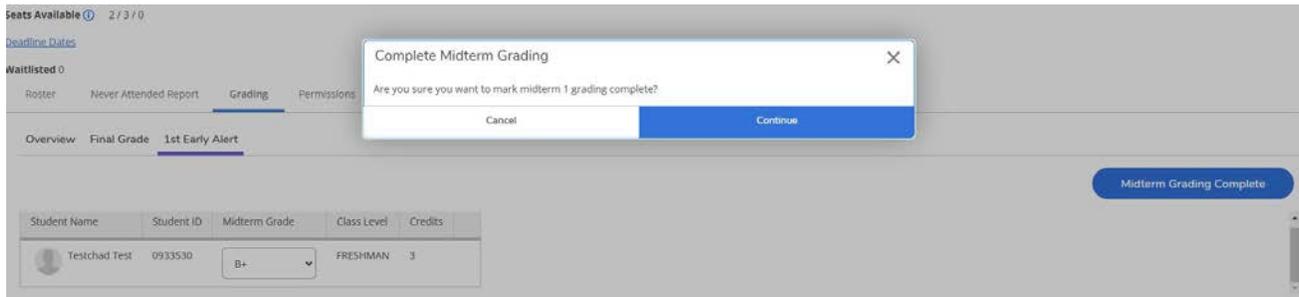
b. A green box with a confirmation message will be displayed in the upper right-hand corner of the screen. The "midterm grade complete" button will be grayed out and a date, time and who submitted it stamped below the button.

9. Repeat steps 3-8 as needed.