

## Midterm Grade/Early Alerts Processing in Self-Service

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

Connecting to Sign in with your account to access Ellucian Colleague - SaaS (SSO Configuration)

**KEAN**

Sign In

**Username**  
Enter your Kean username  
  
This field cannot be left blank

**Password**  
Enter your Kean password  
  
This field cannot be left blank

Keep me signed in

**Sign in**

[Forgot password?](#)  
[Unlock account?](#)  
[Help](#)

**KEAN**

Enter a code

This field cannot be left blank

**Verify**

[Verify with something else](#)  
[Back to sign in](#)

2. Select "Faculty" from the menu.

**KEAN** Sign out Help

\*\*\*Please be patient while we continuously work to make updates. While we continue to migrate student records, students and advisors are encouraged to use our previous version of KeanWISE Self-Service. Not all student information, such as coursework completed, credits earned and unofficial transcript access, will be immediately available in our new cloud-based version of KeanWISE Self-Service. Updates will be shared as they become available.\*\*\*

Looking for Summer 2025 grades or unofficial transcripts? View the legacy version of KeanWISE Self-Service until the data migration has concluded in Fall 2025.

Kean USA Fall 2025 full-term and first-half term courses began on Tuesday, September 2 and registration for Fall 2025 full-term courses, first-half courses and first-half Kean Online courses has concluded. Second-half courses begin Tuesday, October 28. Late registration into second-half online courses continues until Friday, October 31 and second-half in-person course registration closes Tuesday, November 4. Visit [www.kean.edu/register](http://www.kean.edu/register) to learn more.  
[->>VIEW AVAILABLE FALL 2025 SECOND-HALF COURSE SECTIONS](#) [->>VIEW/PAY MY BILL](#) [->>PAYMENT DUE DATES](#) [->>FINANCIAL AID SELF-SERVICE](#)

Kean USA Registration Resources:  
[Registration Information](#) | [View your Progress Toward your Degree \(Cloud\)](#) | [Legacy KeanWISE Progress](#) | [View the Academic Calendars](#) | [View and Update your Phone Number and Address](#)

Hello, Welcome to KeanWISE Self-Service! [Fall 2025 and beyond]  
Choose a category to get started for Fall 2025 and beyond. Refer to our previous version of KeanWISE Self-Service for Summer 2025 and prior.

<b>Financial Aid</b> Here you can access financial aid data, forms, etc.	<b>Student Planning</b> Here you can search for courses, plan your terms, and schedule & register your course sections.
<b>Course Catalog</b> Here you can view and search the course catalog.	<b>Grades</b> Here you can view your grades by term.
<b>Graduation Overview</b> Here you can view and submit a graduation application.	<b>Enrollment Verifications</b> Here you can view and request an enrollment verification.
<b>Advising</b> Here you can access your advisees and provide guidance & feedback on their academic planning.	<b>Faculty</b> Here you can view your active classes and submit grades and waivers for students.

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

- Select the “Grading” tab.

MATH\*1044-01: PRECALCULUS FOR BUSINESS

Fall 2024

Seats Available ⓘ 2 / 3 / 0

[Deadline Dates](#)

Waitlisted 0

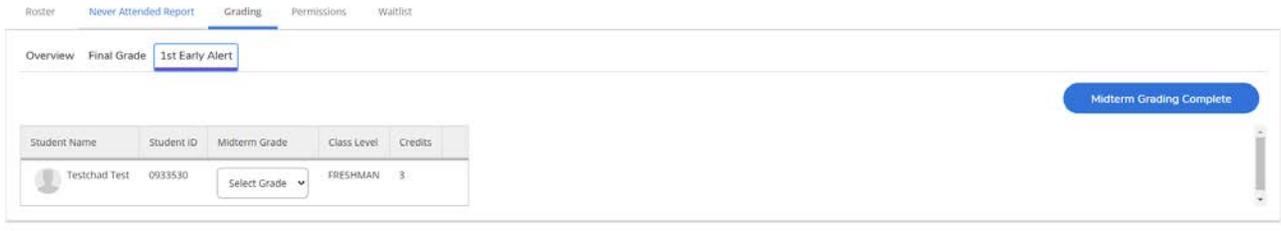
Roster Never Attended Report **Grading** Permissions Waitlist

Overview **Final Grade** 1st Early Alert

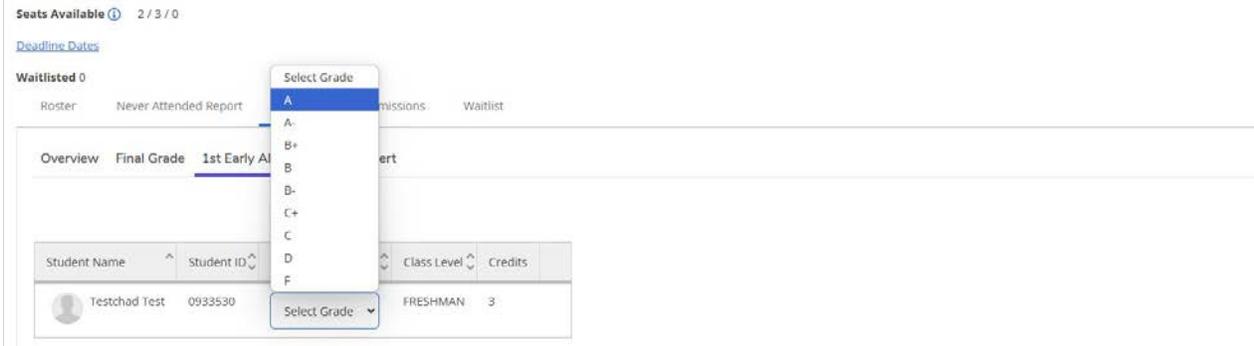
ⓘ Please enter missing final grade(s).

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

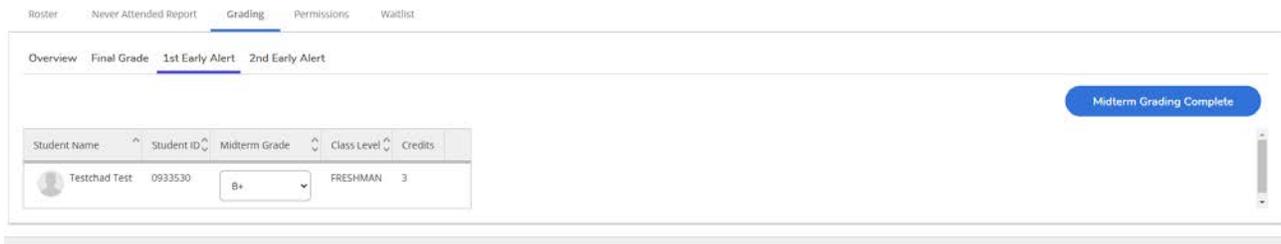
5. Select the “Early Alert” tab



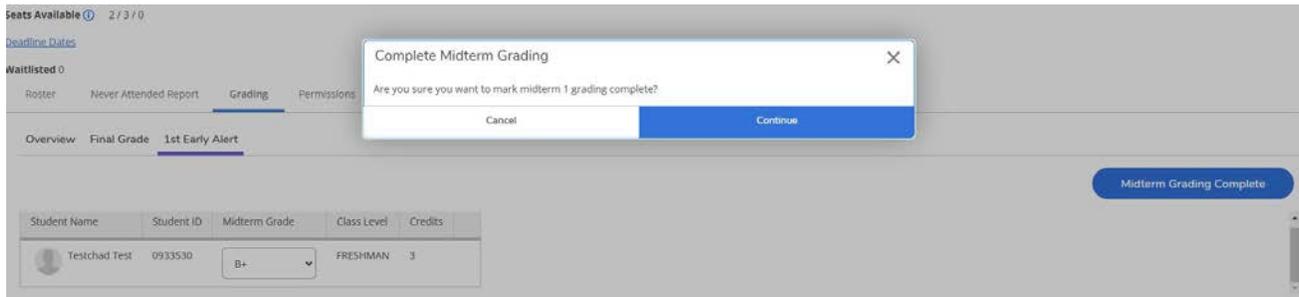
6. In the midterm grade column, click on “Select Grade” and assign the appropriate grade from the pop-up menu to each student on the roster.



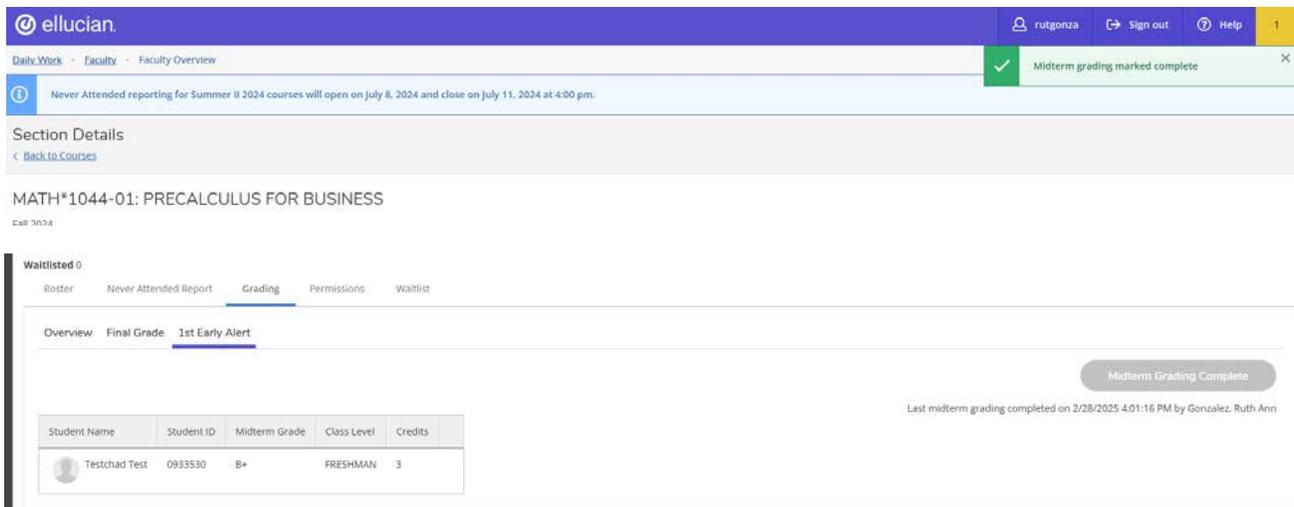
7. Click on the “Midterm Grading Complete” button when you are finished.



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.