

How To's in Ellucian Self-Service: Midterm Grades

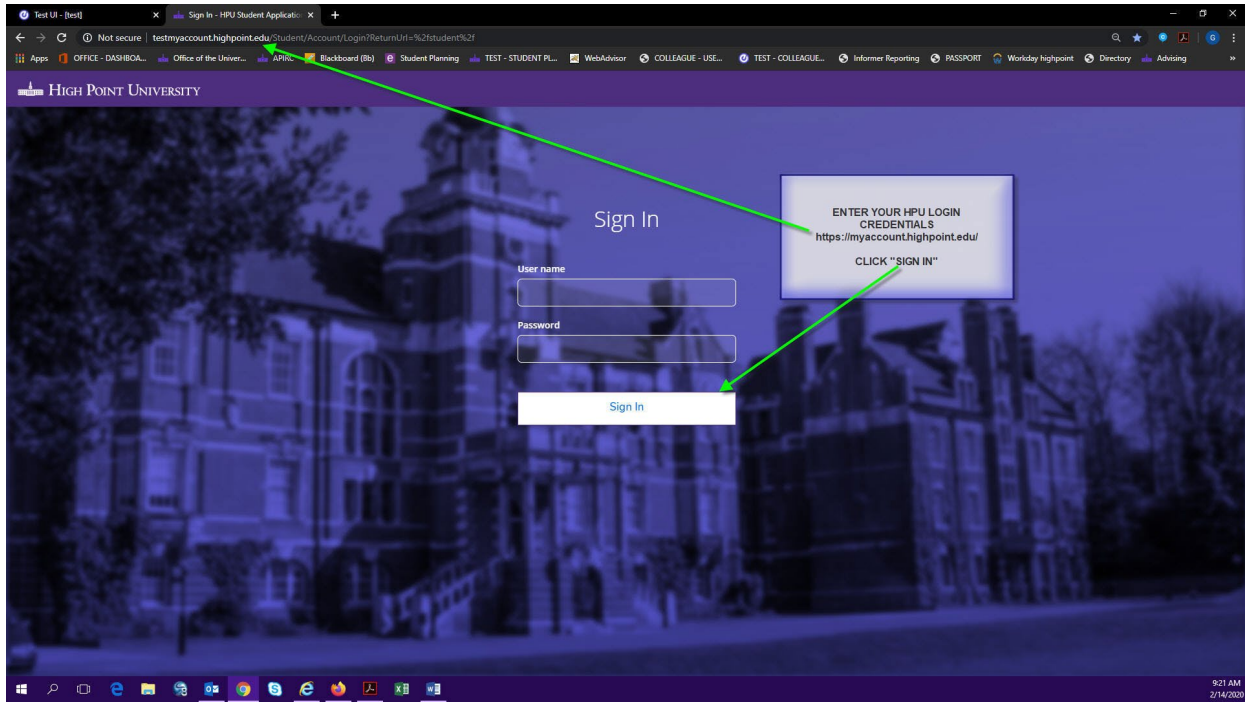
Welcome to Ellucian **Self-Service**, a new interface replacing the soon-to-be unsupported WebAdvisor (a.k.a. MyStuff). If you advise students, you will already be familiar with some of the features as Student Planning is one of the modules being used at HPU.

- Log-in to <https://myaccount.highpoint.edu/>
- Select **Faculty** from the Self-Service landing page
- Select the **Class Section** you wish to grade from the page below
NOTE: Be sure to choose the correct Class Section under the correct Academic Term.
- The class section selected will appear
Click the tab labeled **Grading**
- An **Overview** of the **Grading** tab will appear.
Click **Midterm**
NOTE: Ensure the Midterm tab is chosen, NOT Final Grade tab
- The **Midterm** grading screen will appear
- Choose the appropriate letter grade to record via the **dropdown** box
NOTE: There is **NO** submit/post grades button.
Once the midterm grade is entered, Colleague will update and record the midterm grade. Midterm grades can be updated. If you make a mistake, simply log back in and make the change. Colleague will update.

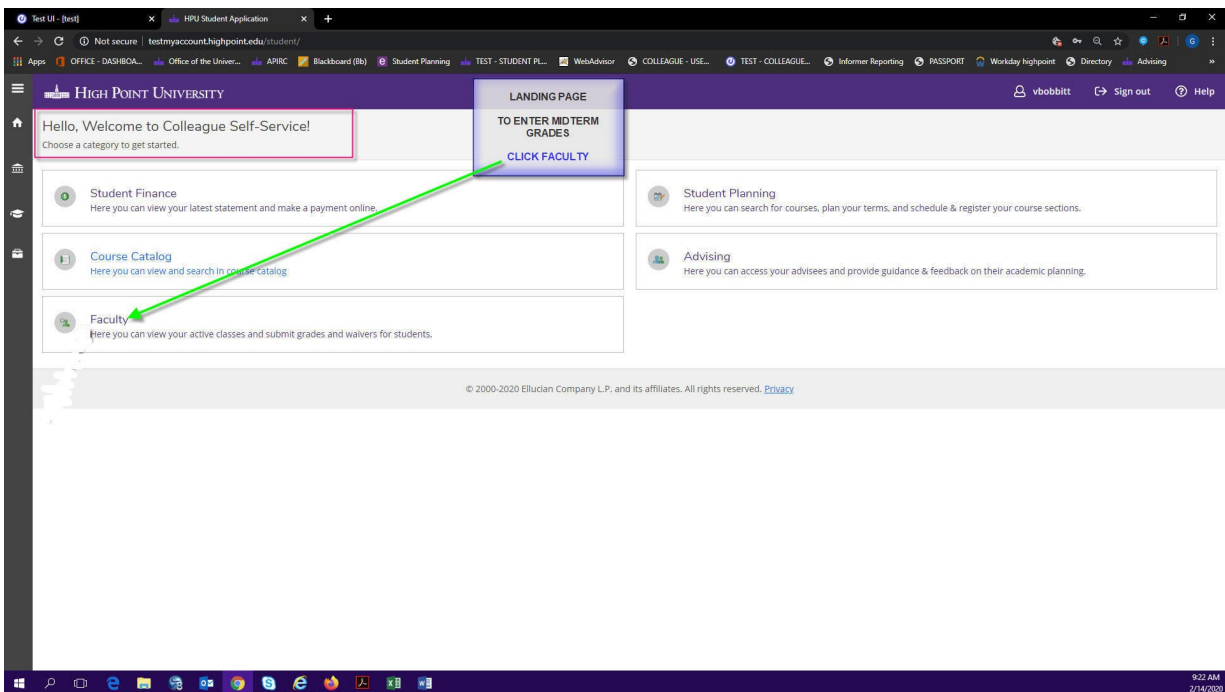
DETAILED SCREEN SHOTS LISTED BELOW

Sign-In Page

Log-in to <https://myaccount.highpoint.edu/>



Landing Page - Select Faculty



Faculty Overview Page

Select the *Class Section* you wish to grade from the page below

NOTE: Be sure to choose the correct Class Section under the correct Academic Term.

Manage your courses by selecting a section below

Section	Times	Locations
ART-1050-02: (A) Fundamentals of Design	M/W/F 2:00 PM - 4:15 PM 1/13/2020 - 5/7/2020	Norton Hall, 303 Studio
PSY-2000-05: (S) Introduction to Psychology	M/W/F 2:00 PM - 3:10 PM 1/13/2020 - 5/7/2020	Stout School of Education, 257 Lecture

Class Section Details Overview Grading Page

Click the tab labeled *Grading*

Section Details

PSY-2000-05: (S) Introduction to Psychology

2020 Spring Undergraduate
High Point Campus

M/W/F 2:00 PM - 3:10 PM
1/13/2020 - 5/7/2020
Stout School of Education, 257 Lecture

Seats Available 0 of 32

Roster **Grading**

Overview Final Grade Midterm

Final grading is not complete. Please enter and post all grades.

Student Name	Student ID	Final Grade	Expiration Date	Midterm	Class Level	Credits
[REDACTED]	1466160				Freshman	4
[REDACTED]	1687975				Freshman	4
[REDACTED]	1683425				Freshman	4
[REDACTED]	1782303				Freshman	4
[REDACTED]	1410133				Junior	4
[REDACTED]	1647406				Freshman	4

Class Section Details Overview Grading Page

Click Midterm

NOTE: Ensure the Midterm tab is chosen, NOT Final Grade tab

Section Details

PSY-2000-05: (S) Introduction to Psychology

2020 Spring Undergraduate
High Point Campus

M/W/F 2:00 PM - 3:10 PM
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[REDACTED]	1683425				Freshman	4
[REDACTED]	1782303				Freshman	4
[REDACTED]	1410133				Junior	4
[REDACTED]	1647406				Freshman	4

Class Section Details Midterm Grading Page

Section Details

PSY-2000-05: (S) Introduction to Psychology

2020 Spring Undergraduate
High Point Campus

M/W/F 2:00 PM - 3:10 PM
1/13/2020 - 5/7/2020
Stout School of Education, 257 Lecture

Seats Available 0 of 32

Roster Grading

Overview Final Grade Midterm

Student Name Student ID Midterm Grade Credits

[REDACTED]	1466160	Select Grade	4
[REDACTED]	1687975	Select Grade	4
[REDACTED]	1683425	Select Grade	4
[REDACTED]	1782303	Select Grade	4
[REDACTED]	1410133	Select Grade	4
[REDACTED]	1647406	Select Grade	4
[REDACTED]	1722736	Select Grade	4

Class Section Details Midterm Grading Page (cont.)

Select Grade to record *via* the *dropdown* box.

NOTES:

There is **NO** submit/post grades button.

Once the midterm grade is entered, Colleague will update and record the midterm grade.

Midterm grades can be updated.

If you make a mistake, simply log back in and make the change. Colleague will update.

Student Name	Student ID	Midterm Grade	Credits
	1466160	B+	4
	1687975	F	4
	1688425	D+	4
	1782303	B	4
	1410133	B-	4
	1647406	C+	4
	1722736	C	4
	1678903	Select Grade	4
	1674218	Select Grade	4
	1604085	Select Grade	4
	1586586	Select Grade	4
	1542642	Select Grade	4

For questions regarding Self-Service Midterm Grading, please contact the Records Manager located in The Office of the University Registrar. Phylise Bartlett – pbartlett@highpoint.edu