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

Welcome to Ellucian **Self-Service**, a new interface replacing the <u>soon-to-be</u> 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, <u>NOT</u> Final Grade tab
- The Midterm grading screen will appear
- **Choose** the appropriate letter grade to record via the **dropdown** box

NOTE: There is <u>NO</u> submit/post grades button.

Once the midterm grade is entered, Colleague will update and record the midterm grade. Midterm grades <u>can be</u> updated. If you make a mistake, simply log back in and make the change. Colleague will update.

Sign-In Page

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

<u>Landing Page - Select Faculty</u>

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	Faculty Fere you can view your active classes and submit grades and waivers for students.		
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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 T	erm.
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<u>Class Section Details Overview Grading Page</u> *Click* the tab labeled *Grading*

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Class Section Details Overview Grading Page

Click Midterm

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



Class Section Details Midterm Grading Page

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Class Section Details Midterm Grading Page (cont.)

Select Grade to record via the dropdown box.

NOTES:

There is <u>NO</u> 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.

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