

Mid Term Grades

(Required for students that have completed less than 30 credit hours)

1. Log in to <http://myнку.nku.edu>
2. Go to the **Student Administration** tab
3. If necessary, go to the **Faculty Services** tab
4. Click **Grade and Attendance Reporting**

The screenshot shows the MyNku Faculty Services interface. At the top, there are tabs for 'Student Administration', 'Academic Advising', and 'Student'. Below these is a 'Faculty Services' header with a left-pointing arrow. A 'Detailed Navigation' sidebar on the left contains a list of options: 'Overview', 'My Class Roster', 'Grade and Attendance Reporting' (highlighted with an arrow), and 'Early Alert'. Below the sidebar is a 'Portal Favorites' section. The main content area is titled 'Overview' and 'Faculty Services'. It includes sections for 'My Class Roster', 'Schedule of Classes', and 'Grade and Attendance Reporting' (with sub-options: Reporting Attendance/Non-Attendance, Mid-Term Grades, and Final Grading). A link for 'Early Alert' is also present.

5. Your classes display in the main screen
6. Verify that the current academic year and academic session are displayed

The screenshot shows the 'Online Grading' window. At the top, there is a 'Help' link. Below it, there are dropdown menus for 'Academic Year' (set to '2009-2010') and 'Academic Session' (set to 'Fall'). A table of classes is displayed with the following columns: Academic Offering, Module Abbreviation, Module, Academic Year, Academic Session, and Appraisal Type. A 'Start' button is located at the top left of the table. The table contains the following data:

Academic Offering	Module Abbreviation	Module	Academic Year	Academic Session	Appraisal Type
ANT 100 Lecture	ANT 100	Cultural Anthropology	2009-2010	Fall	Final Grading
LDR 315 Lecture Online Prog Restricted	LDR 315	Personnel Management	2009-2010	Fall	Final Grading
LDR 315 Lecture Online Prog Restricted	LDR 315	Personnel Management	2009-2010	Fall	Final Grading
LDR 315 Lecture Online Prog Restricted	LDR 315	Personnel Management	2009-2010	Fall	Final Grading
LDR 315 Lecture Online Programs	LDR 315	Personnel Management	2009-2010	Fall	Final Grading

7. Select the class you want to report (click the grey square to the left of the class name)
8. Click **Start** to launch the online Grade and Attendance Reporting window

The screenshot shows the 'Online Grading' window with the 'Start' button highlighted by an arrow. The table from the previous screenshot is shown, with the row for 'LDR 315 Lecture Online Prog Restricted' highlighted in yellow.

Grade and Attendance Reporting Application Window

Indicates whether mid term grade reporting is available

Grade and Attendance Reporting

Online Grading [Help](#)

Academic Offering Personnel Management Module Personnel Management Academic Year 2009-2010 Academic Session Fall

Default Appraisal Type Final Grading Grading Window Status Open for Mid Term Grading

1 Edit 2 Review and Save 3 Confirmation

Previous Next

Grading and Attendance Reporting

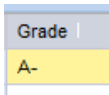
- Final Grading (0.00)
- Mid-Term Grading (0.00)
- Attendance/Non-Attendance (0.00)

Edit Appraisals

Appraisal Overview [Filter Settings](#)

Student Number	Student Name	Grade	Appraisal Date	Registration Status	Appraiser
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9. Enter Mid-Term Grades by doing one of the following:

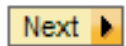


- Click in the grade column and type the letter grade for each student.

-or-

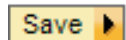


- Click in the grade column and click the option button to select a grade from the list.

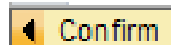


10. Once you have entered the grades, click **Next** (you will only see students you have graded).

11. Verify the information is correct. (If incorrect, click **Previous** to make corrections).



12. If correct, click **Save**



13. Click **Confirm** to finalize your entry.

This returns you to the main screen where you can choose another class