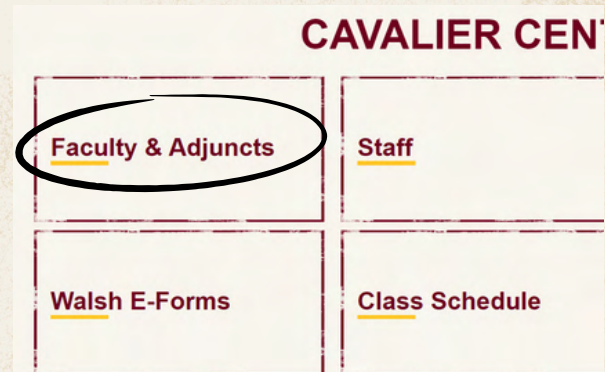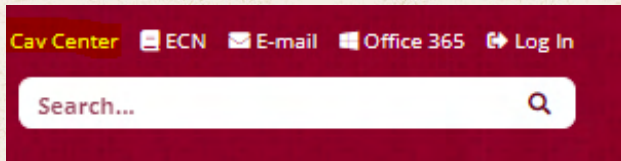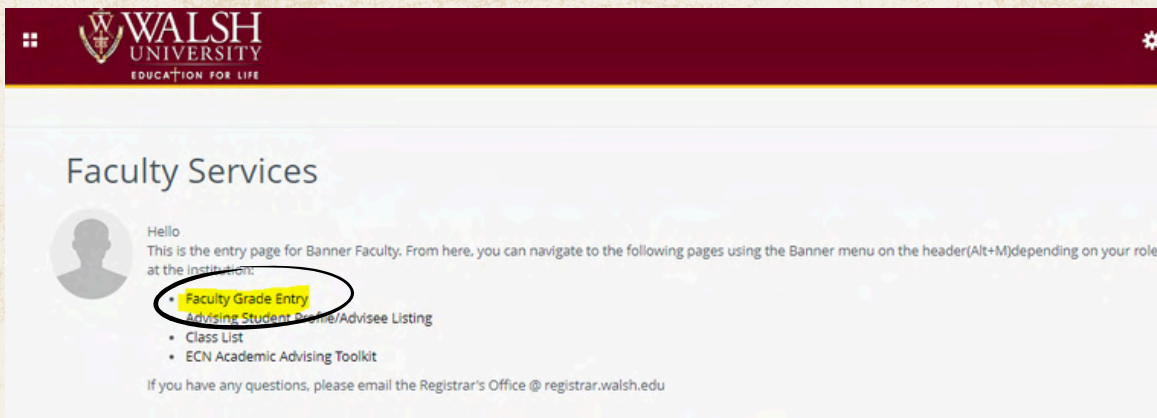# WALSH UNIVERSITY

How to Enter Midterm & Final Grades in the Cav Center

1. Login to the MyWalsh Portal

- Click on Cav Center in the top right corner
- Click on Faculty & Adjuncts tile

CAVALIER CENT

Cav Center | ECN | E-mail | Office 365 | Log In

Search... 🔍

Faculty & Adjuncts

Staff

Walsh E-Forms

Class Schedule

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2. Select Faculty Grade Entry on your Faculty Services Dashboard

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Faculty Services

Hello
This is the entry page for Banner Faculty. From here, you can navigate to the following pages using the Banner menu on the header(Alt+M)depending on your role at the institution:

- Faculty Grade Entry
- Advising Student Profile/Advisee Listing
- Class List
- ECN Academic Advising Toolkit

If you have any questions, please email the Registrar's Office @ registrar.walsh.edu

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Entering Midterm Grades

1. Click on the Midterm Grades Tab

- All courses will display here
- Will display grading status (Not Started, In Progress, Completed)

Faculty Grade Entry

Midterm Grades | Final Grades

My Courses

Grading Status	Subject	Course	Section
Not Started	AAST - African American Studies	200	01
Not Started	HTMT - Hospitality And Tourism Manage	310	06
Not Started	HTMT - Hospitality And Tourism Manage	310	01
Not Started	PHIL - Philosophy	155	01
Completed	ACCT - Accounting	203	02
In Progress	EDLS - Learning Strategies	100	02

2. Click to select the course you wish to enter grades for and the class roster will open below

Faculty Grade Entry • Midterm Grades

Grading Status	⇕	Subject	⇕	Course	⇕	Section
Not Started		AAST - African American Studies		200		01
Not Started		HTMT - Hospitality And Tourism Manage		310		06

Enter Grades

Full Name	⌄	ID	⇕	Midterm Grade	⇕	Last Attend Date	⇕	Verify Attendance (1=attending 0=never attended)
▮▮▮▮▮		▮▮▮		⌄		▭ 🔲		▭
▮▮▮▮▮		▮▮▮		⌄		▭ 🔲		▭
▮▮▮▮▮		▮▮▮		⌄		▭ 🔲		▭
Test, Paul		10238021		Not Gradable		🔲		

- Enter your grades from the dropdown menu under **Midterm Grade** for each student.
- Students who have withdrawn or are auditing the course will display as Not Gradeable and you do not have to enter anything next to their name.
- You **should not** enter anything into the Last Attend Date or Verify Attendance fields for midterm grades

3. Make sure to click Save after you have entered your grades

- You will see a confirmation at the top of the screen when your save is successful

Save	Reset

⚙ 👤 RO_Faculty Test   1

✅ Save Successful

IMPORTANT NOTES

- **Midterm grades are vital to allow students to know their progress in the course and to help them make an informed decision whether to remain in the course or withdraw.**
- **The grade of "I" is available but should NOT be selected for midterm grades.**

Entering Final Grades

1. Click on the Final Grades Tab

- All courses will display here.
- Will display grading status (Not Started, In Progress, Completed) and a rolled status. Once grades are rolled, they cannot be changed via the Cav Center.

Midterm Grades	**Final Grades**		
My Courses			
Grading Status ⇕	**Rolled** ⇕	**Subject** ⇕	**Course**
Not Started	Not Started	AAST - African American Studies	200
Not Started	Not Started	HTMT - Hospitality And Tourism Manage	310
Not Started	Not Started	HTMT - Hospitality And Tourism Manage	310
Not Started	Not Started	PHIL - Philosophy	155
Completed	Completed	ACCT - Accounting	203
In Progress	In Progress	EDLS - Learning Strategies	100

- Follow the above steps of midterm grades 2-3 to enter final grades.
- Make sure to Save often.
- To grade another class, simply click on the course at the top of the screen to select it and follow the above steps.

If you have any questions, please reach out to the Office of the Registrar at Registrar@walsh.edu or call 330.490.7367.

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