



Mid Term Grade Process



This job aid will help you understand the process of adding Mid-Term Grades in Faculty Self Service.

When recording mid-term grades your will experience a few new modifications:

- Pop up confirmation.
- Email confirmation.

- Step 1.** Record grades.
- Step 2.** Save grades.
- Step 3.** Mark Grade Roster **Approved**.
- Step 4.** Click **Save**.

Note: After saving your roster a pop-up window will prompt informing you about your successful grade entry as well as a confirmation email sent to your UML email account.



Note: Confirmation email will be sent from:

DONOTREPLY@soong.umassadmin.net

