Student Information System
NS-LDA- MIDTERM Grade Entry

1. Go to http://My.dtcc.edu. Login with your Delaware Tech username and password.

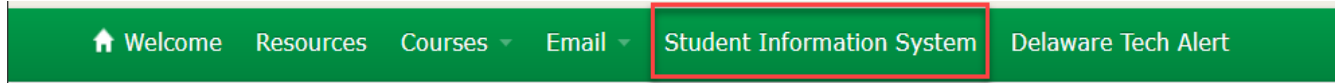Click on Student Information System on the top green navigation bar.

2. Click on the Final Grade Entry link under the class maintenance block.

3. Click the "Midterm Grades" tab.

4. Click on the course in the "My Courses" section that you would like to grade.

Class Maintenance

- No-shows/LDAs/Midterms Grade Entry
- Final Grade Entry
- Class Roster
- Faculty Detail Schedule
- Faculty Schedule by Day and Time
- Emporium Lab Usage

5. To view the selected course details, click the arrow next to the search field on the right side of the screen.

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Note: In the New Banner 9 Faculty Grade Entry – No-show, LDAs, and Midterms are all controlled by a single function. Please follow college's academic calendar to enter relevant grades that match the grading window.

6. To enter No-show or LDA use the steps below otherwise skip this step.
   a. To enter a No-Show (for a student who has never been in attendance in the class), enter "0" in the Hours Attended column.
   b. To enter a LDA choose a date for the LDA from the calendar drop down or enter a date in mm/dd/yyyy format.
   c. Note: Students given LDAs will retain access to this course in the College's learning management system and Follett's includEd materials.

7. Choose a Midterm grade from the drop down.

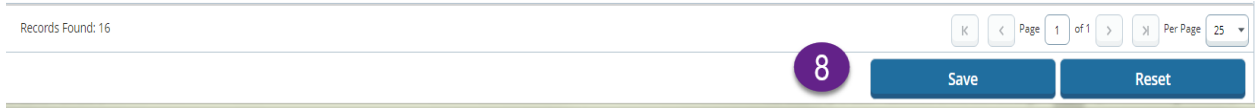*Note: You can hoover over the student name to see the student picture and other details.*

A. Expand the class roster
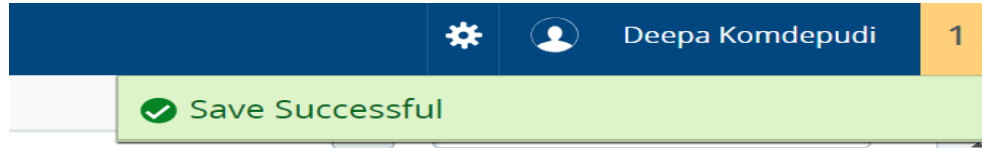
B. Dashboard look

C. Collapse the class roster

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8. Scroll down to save to submit grades or to reset.

9. Check the notification.

10. Click refresh or **F5** on your browser to see the change in **Grading Status**.
    i. **In Progress:** denotes final grades are not complete for the section.
    ii. **Complete:** denotes final grades are complete for the section.
    iii. **Not Started**: denotes no grades are entered for the section.

11. When all the Midterm are entered Grading status changes to completed.

12. When the no-show or LDA window is closed, Midterm grade will be Not Gradable for the students with a No-show or a LDA.

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13. When Midterm window is closed, class roster will be in READ ONLY mode.

Enter Grades (Read Only)				
Full Name	**ID**	**Midterm Grade**	**Last Attend Date**	**Hours Attended**
	700	AE		
	700	AE		
	700	AE		

Records Found: 3

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Save | Reset