DATE: September 30, 2017

TO: Department Chairs

FROM: Jennifer J. Suchan, Interim University Registrar and Senior Associate Registrar

RE: Midterm Class Lists for Fall 2017

DUE DATE: Friday, October 13, 2017, by 2:15 p.m. - All midterm grades must be entered by this time, as the AccessPlus, Blackboard Learn, and Canvas grading systems will shut down promptly at 2:15 p.m. No extensions can be granted.

GENERAL INFORMATION
- The Office of the Registrar collects C-, D, and F midterm grades and nonattendance notifications from the instructor and reports this information to students and their advisers via AccessPlus (A+).
- All midterm grades must be submitted electronically using A+ or Blackboard Learn (Bb Learn) or Canvas.
- Midterm class lists have been updated for adds/drops through Friday, September 29, 2017.
- Courses that are indicated as Satisfactory/Fail only in the 2017-2018 University Catalog should have the message "ONLY S-F GRADES ARE ALLOWED" displayed at the top of the page. Contact the Office of the Registrar if you find any discrepancies in the S-F only status of courses in your department.
- Midterm class counts by section and course are enclosed. Drops after the first week of classes are included in the count. For cross-listed courses, the enrollment on the class counts is the number of students enrolled in your department only. Therefore, the enrollment may not be the total course count.

POLICY ON SUBMISSION OF MIDTERM GRADES
- Midterm class lists are available for all undergraduate courses (graduate and undergraduate student names are displayed) and for those graduate courses that have undergraduate students enrolled (only undergraduate student names are displayed). No midterm grade entry class lists have been provided for graduate level sections with only graduate students enrolled.
- It is university policy that midterm class lists for courses numbered 499 and below should be submitted. Courses numbered 500 or above should only be submitted if there are midterms to report for undergraduate students.
- Midterm grades do not need to be submitted for half term courses, submit final grades during final grade processing.

GRADE SUBMISSION INSTRUCTIONS AND DEADLINES
Instructors may submit midterm grades on A+ or Bb Learn, or Canvas if offered as a Bb Learn or Canvas course. Instructors should use one method only. If grades are submitted for a course through A+, do not also submit using Bb Learn or Canvas for that same course. If submitted by two methods, only the A+ grades will be posted.

Option 1 – Electronic Grading on AccessPlus
Deadline: Grades submitted on AccessPlus are due no later than Friday, October 13, 2017, by 2:15 p.m.
A+ grading is an option on the Faculty/Adviser tab, “Instructor Class List” menu. Instructions are available by selecting the “Help” icon on the A+ grading screen. Departments will not receive a printed copy of the graded class list. Views of the graded class lists are available for departments on A+ using the E-reports option. If your department needs this access or has any other problems or questions about electronic grading, please contact one of the following staff:

Amita Dayal adayal@iastate.edu 4-1843
Dennis McCarville dmccarv@iastate.edu 4-0217
Linda Dunn lstens@iastate.edu 4-3783
Jennifer Suchan jsuchan@iastate.edu 4-8381

Option 2 – Electronic Grading on Bb Learn or Canvas
Deadline: Grades submitted on Bb Learn or Canvas are due no later than Friday, October 13, 2017, by 2:15 p.m.
- Available respectively if section offered as a Bb Learn or Canvas course.
- Call CELT at 294-4000 for help with Bb Learn or Canvas; or e-mail bbhelp@iastate.edu for help with Bb Learn.
- Online grade submittal directions for Bb Learn can be found at http://support.bb.its.iastate.edu/blackboard/for-instructors/
- Canvas grade submission is done through ISU AdminTools inside your course menu.