DATE: September 28, 2018

FROM: Jennifer J. Suchan
                 Senior Associate Registrar

RE: Midterm Class Lists for Fall 2018

DUE DATE: **Friday, October 12, 2018, by 2:15 p.m.** - All midterm grades must be entered by this time, as the AccessPlus and Canvas grading systems will shut down promptly at 2:15 p.m. No extensions will be granted.

GENERAL INFORMATION
- The Office of the Registrar collects C-, D+, D, D-, and F midterm grades and nonattendance notifications from the instructor and reports this information to students and their advisers via AccessPlus.
- All midterm grades must be submitted electronically using AccessPlus or Canvas.
- Midterm class lists have been updated for adds/drops through Friday, September 28, 2018.
- Courses that are indicated as Satisfactory/Fail only in the *2018-2019 University Catalog* should have the message "ONLY S-F GRADES ARE ALLOWED" displayed at the top of the page. Contact me if you find any discrepancies in the S-F only status of courses in your department.
- Midterm class counts will be available on e-Reports (RGSTN-Crse Count by Dept/Crse) starting September 31. 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. As such, 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 AccessPlus or Canvas, if offered as a Canvas course. **Instructors should use one method only. If grades are submitted for a course through AccessPlus, do not also submit using Canvas for that same course.** If submitted by both methods, only the AccessPlus grades will be posted.

Option 1 – Electronic Grading on AccessPlus
Deadline: Grades submitted on AccessPlus are due no later than Friday, October 12, 2018, by 2:15 p.m.
AccessPlus electronic grading is an option on the Faculty/Adviser tab, "Instructor Class List" menu. Instructions are available by selecting the "Help" icon in the upper right corner of the AccessPlus 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 AccessPlus 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
Linda Dunn	lstens@iastate.edu	4-3783
Dennis McCarville	dmccarv@iastate.edu	4-0217
Jennifer Suchan	jsuchan@iastate.edu	4-8381

Option 2 – Electronic Grading on Canvas
Deadline: Grades submitted on Canvas are due no later than Friday, Friday, October 12, 2018, by 2:15 p.m.
- Available if section offered as a Canvas course.
- Call the Solution Center at 515 294-4000 or email solution@iastate.edu for help.
- Canvas grade submission is done through ISU Admin Tools inside your course menu.