DATE: February 16, 2016

TO: Department Chairs

FROM: Laura Doering, University Registrar

RE: Midterm Class Lists for Spring 2016

DUE DATE: 2:15 pm, Friday, March 4 - All midterm grades must be entered by this time, as the AccessPlus and Blackboard Learn grading systems will shut down promptly at 2:15 pm. No extensions can be granted.

GENERAL INFORMATION

♦ The Office of the Registrar collects C-, D, and F midterm grades and nonattendance, including last date of attendance, from the instructor and reports this information to students and their advisors using AccessPlus.
♦ All midterm grades must be submitted electronically using AccessPlus or BbLearn.
♦ Midterm class lists have been updated for adds/drops through Friday, February 19th.
♦ Courses that are designated as Satisfactory/Fail only in the 2015-2016 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 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 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 Bb Learn, if offered as a Bb Learn course. Instructors should use one method only. If grades are submitted for a course through AccessPlus, do not also submit using Bb Learn 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 2:15 PM, on Friday, March 4th.

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:

Denise Timberland dtimber@iastate.edu 4-0767
Amita Dayal adayal@iastate.edu 4-1843
Dennis McCarville dmccarv@iastate.edu 4-0217

Option 2 – Electronic Grading on Bb Learn

Deadline: Grades submitted on Bb Learn are due no later than 2:15 PM, on Friday, March 4th.

Available through the Instructional Technology Center and Academic Information Services if section is offered as a Bb Learn course.

For assistance contact the Solution Center at 4-4000, ask for Bb Learn support.