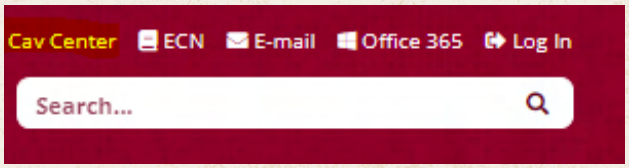
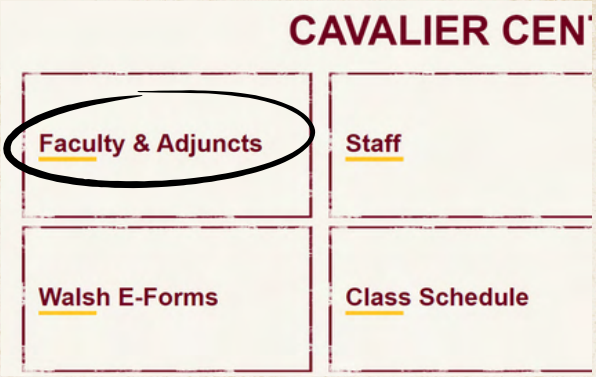
WALSH UNIVERSITY

How to Enter Midterm & Final Grades in the Cav Center

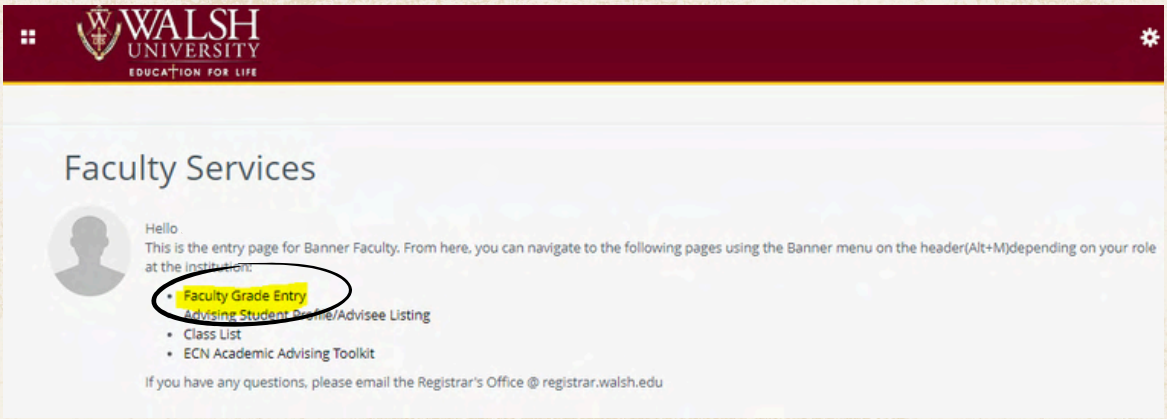
1. Login to the MyWalsh Portal

- Click on Cav Center in the top right corner
- Click on Faculty & Adjuncts tile





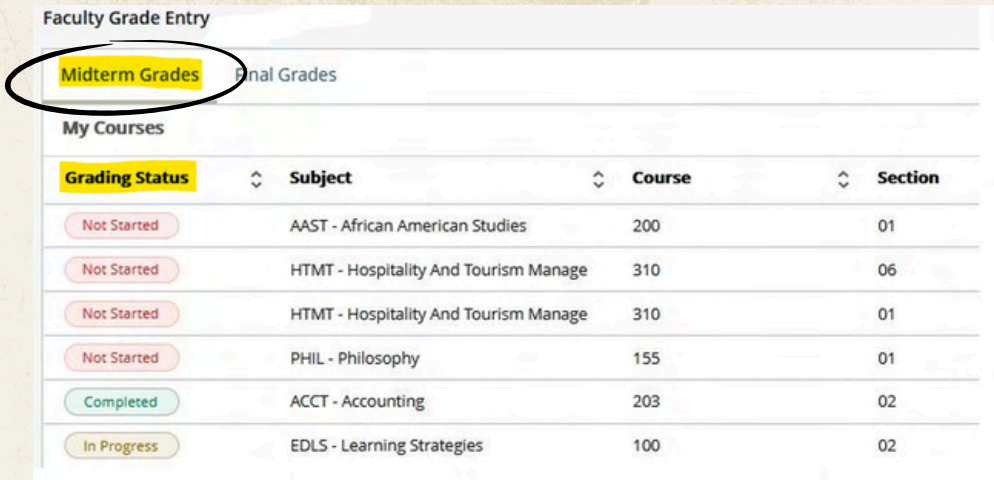
2. Select Faculty Grade Entry on your Faculty Services Dashboard



Entering Midterm Grades

1. Click on the Midterm Grades Tab

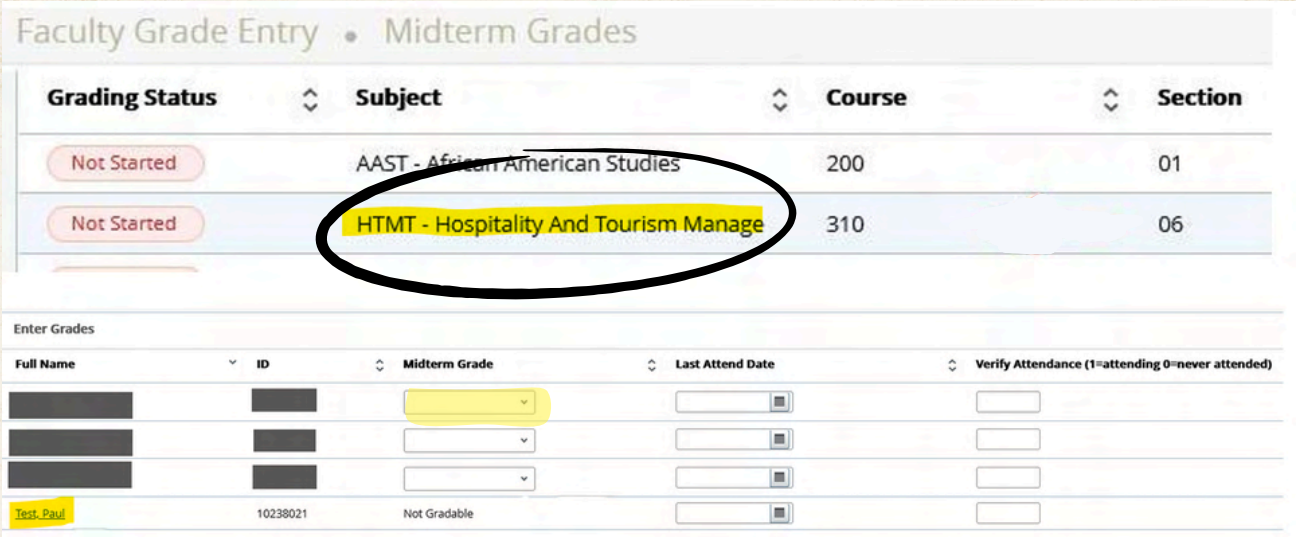
- All courses will display here
- Will display grading status (Not Started, In Progress, Completed)



Grading Status	Subject	Course	Section
Not Started	AAST - African American Studies	200	01
Not Started	HTMT - Hospitality And Tourism Manage	310	06
Not Started	HTMT - Hospitality And Tourism Manage	310	01
Not Started	PHIL - Philosophy	155	01
Completed	ACCT - Accounting	203	02
In Progress	EDLS - Learning Strategies	100	02

How to Enter Midterm & Final Grades *Continued*

2. Click to select the course you wish to enter grades for and the class roster will open below



- Enter your grades from the dropdown menu under **Midterm Grade** for each student.
- Students who have withdrawn or are auditing the course will display as Not Gradeable and you do not have to enter anything next to their name.
- You **<u>should not</u>** enter anything into the Last Attend Date or Verify Attendance fields for midterm grades

3. Make sure to click Save after you have entered your grades

- You will see a confirmation at the top of the screen when your save is successful

IMPORTANT NOTES

- **Midterm grades are vital to allow students to know their progress in the course and to help them make an informed decision whether to remain in the course or withdraw.**
- **The grade of "I" is available but should NOT be selected for midterm grades.**

How to Enter Midterm & Final Grades *Continued*

Entering Final Grades

1. Click on the Final Grades Tab

- All courses will display here.
- Will display grading status (Not Started, In Progress, Completed) and a rolled status. Once grades are rolled, they cannot be changed via the Cav Center.

Midterm Grades | Final Grades

My Courses

Grading Status	Rolled	Subject	Course
Not Started	Not Started	AAST - African American Studies	200
Not Started	Not Started	HTMT - Hospitality And Tourism Manage	310
Not Started	Not Started	HTMT - Hospitality And Tourism Manage	310
Not Started	Not Started	PHIL - Philosophy	155
Completed	Completed	ACCT - Accounting	203
In Progress	In Progress	EDLS - Learning Strategies	100

- Follow the above steps of midterm grades 2-3 to enter final grades.
- Make sure to Save often.
- To grade another class, simply click on the course at the top of the screen to select it and follow the above steps.

If you have any questions, please reach out to the Office of the Registrar at Registrar@walsh.edu or call 330.490.7367.

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