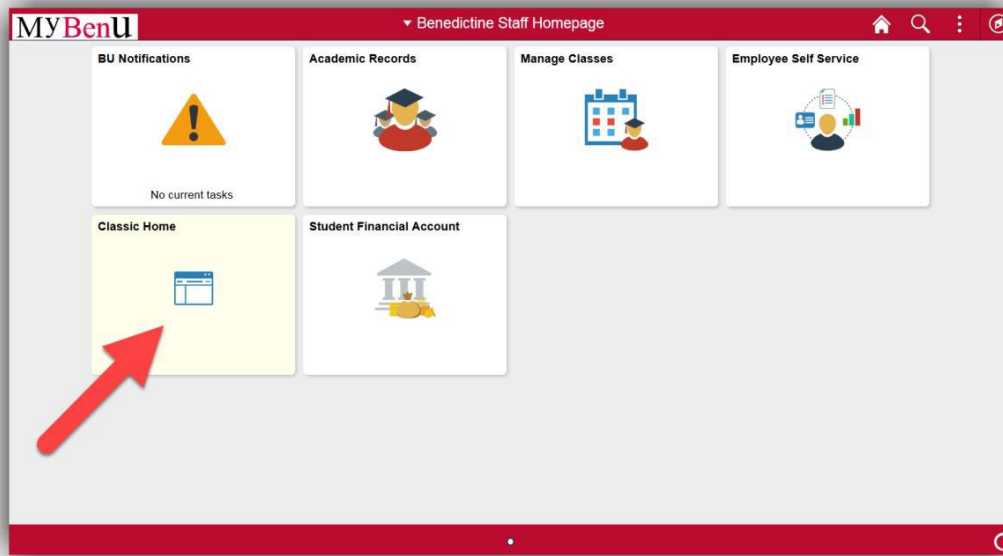


## Mid Term Grade Input Via MyBenU

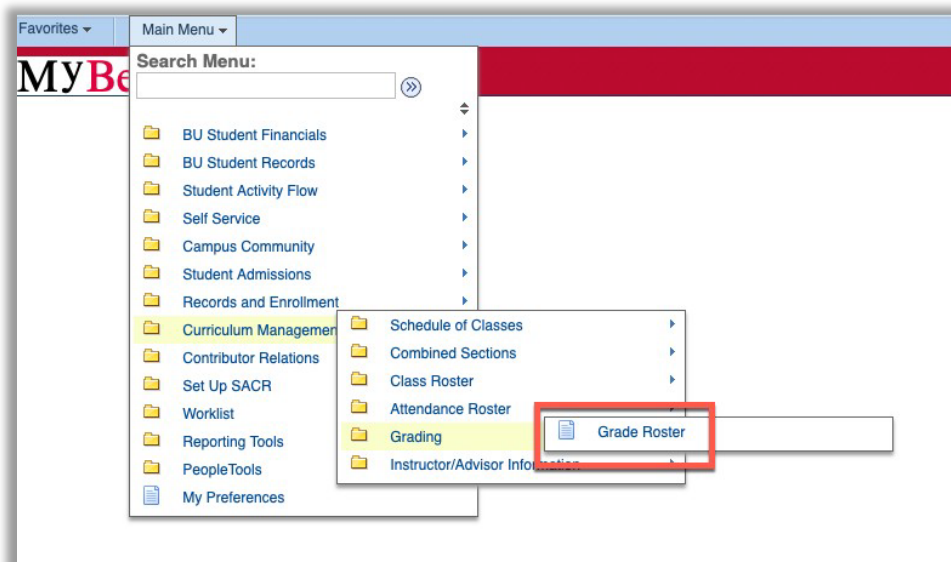
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### GRADE INPUT NAVIGATION

1. Log into the MyBenU system. You will be on the Homepage. Click on the **Classic Home** tile to get to the Classic view.



2. Click on **Main Menu** in the top bar and navigate through **Self Service > Curriculum Management > Grading > Grade Roster**. The **Grade Roster** search page will open.



- Once on the **Grade Roster** search page, make sure that the **Academic Institution** code is “BENUV”. In addition, enter the code of the appropriate term for your class. If you do not know the term code, click on the magnifying glass. This will open the **Look Up Term** page. Scroll down the page to find the correct term link and click on it. This will return you to the **Grade Roster** search page with the term populated.

The screenshot shows the 'Grade Roster' search interface. On the left, the 'Search Criteria' section has several fields: 'Academic Institution' (set to 'BENUV'), 'Term' (with a magnifying glass icon), 'Subject Area', 'Catalog Nbr', 'Campus', 'Session', 'Course Offering Nbr', 'Class Section', 'Description', and 'Class Nbr'. A white arrow points to the magnifying glass icon next to the 'Term' field. Below these fields are 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' buttons. On the right, the 'Search Results' section shows a table of results with columns for 'Term', 'Description', and 'Short Description'. The table lists various terms and descriptions, such as '9999 End Term - Srvc Indicator Use End Term' and '0809 2025 Fall'. Above the table are 'Look Up', 'Clear', and 'Cancel' buttons, and a 'Basic Lookup' link. A 'Help' link is visible in the top right corner.

- Click on the **Search** button. All of the classes for which you are listed as the instructor on in that term will appear. **NOTE:** If you are teaching only one class in that term, the **Grade Roster Type** page for that class will open [skip step 5].

This screenshot shows the 'Grade Roster' search page with the 'Search' button highlighted. The 'Search Criteria' section is populated with 'Academic Institution' set to 'BENUV' and 'Term' set to '0799'. The 'Search' button is highlighted with a white arrow pointing upwards from below the page.

- Click on the link for the class which grades are to be submitted from those listed. The **Grade Roster Type** page for that class will open.

Grade Roster Type | Grade Roster

Course ID 007771 Catholic/Benedictine Tradition Offer Nbr 3 Benedictine University  
 IDS Catalog 2201 Class Section A 2024 Fall  
 Use Blind Grading Class Nbr 1964 Regular Semester

*Grade Roster Type	*Description		
1			+ -

[View the Help documentation](#) [Change of Grade Request Form](#)

[Save](#) [Return to Search](#) [Refresh](#)

Grade Roster Type | Grade Roster

- On the **Grade Roster Type** page, under the **Grade Roster Type** drop-down, select the “Mid-Term Grade” option. This will refresh the **Grade Roster Type** page with additional information. On this refreshed page, click on the **Create** button. The **Grade Roster** page will open and a grade roster based on all students currently registered in the class will be generated. Students who have withdrawn from the class after the add/drop date will appear on the roster with a grade of “W” (do not replace this “W” grade).

Grade Roster Type | Grade Roster

Course ID 007771 Catholic/Benedictine Tradition Offer Nbr 3 Benedictine University  
 IDS Catalog 2201 Class Section A 2024 Fall  
 Use Blind Grading Class Nbr 1964 Regular Semester

*Grade Roster Type	*Description	Override		
1	Mid-Term Grade	<input type="checkbox"/>	<a href="#">Create</a>	+ -

[View the Help documentation](#) [Change of Grade Request Form](#)

[Save](#) [Return to Search](#) [Refresh](#)

Grade Roster Type | Grade Roster

- Enter the grade for each student in the **Grade Input** column. Click the **Save** button when all grades have been entered. Once all grades have been entered and you are ready to submit your grades, return to the **Grade Roster Type** page by clicking on the **Grade Roster Type** link in the lower left corner of the page or on the **Grade Roster Type** tab on the top of the page.

The screenshot shows the 'Grade Roster' page. At the top, there are two tabs: 'Grade Roster Type' and 'Grade Roster'. Below the tabs, the page title is 'Grade Roster' with navigation options 'Find', 'First', '1 of 1', and 'Last'. The main content area displays course information: Term (2024 Fall), Class Nbr (1964), Catholic/Benedictine Tradition, Section (A), Session (Reg Sem), IDS, Catalog (2201), and Seq Nbr (1). Below this is the 'Roster Type' section, showing 'Mid-Term Grade' (Mid-Term Grade) and 'Approval Status' (Not Reviewed). A checkbox for 'Display Unassigned Roster Grade Only' is present. The main table lists students with columns for ID, Name, Roster Grade, Official Grade, Career, Grading Basis, and Detail/Note. Two students are listed: Andy Apple (ID 2752963) with a grade of 'C' and Cindy Carrot (ID 2752964) with a grade of 'A'. Below the table are three buttons: 'Save', 'Return to Search', and 'Refresh'. Arrows point to the 'Grade Roster Type' tab, the 'Save' button, and the 'Return to Search' button.

[Grade Roster Type](#) | [Grade Roster](#)

8. On the **Grade Roster Type** page, in the **Approval Status** drop-down, select the “Ready for Review” option. Next, click on the **Save** button. The mid-term grades are now submitted and can be viewed by the student.

The screenshot displays the 'Grade Roster Type' page for a course. The page header includes 'Grade Roster Type' and 'Grade Roster'. Course details are shown: Course ID 007771, Catholic/Benedictine Tradition, Offer Nbr 3, Benedictine University, IDS, Catalog 2201, Class Section A, 2024 Fall, Use Blind Grading (unchecked), Class Nbr 1964, and Regular Semester. A table with columns for \*Grade Roster Type, \*Description, \*Approval Status, and Override is shown. The first row contains '1', 'Mid-Term Grade', 'Not Reviewed', and an unchecked 'Override' checkbox. A 'Create' button and '+'/'-' icons are next to the row. A dropdown menu for 'Approval Status' is open, showing 'Approved', 'Not Reviewed', and 'Ready for Review' (highlighted). Below the table are buttons for 'Save', 'Return to Search', and 'Refresh', and a 'Request Form' link. A left-pointing arrow is on the left side, and an upward-pointing arrow is below the dropdown menu.

*Grade Roster Type	*Description	*Approval Status	Override
1	Mid-Term Grade	Not Reviewed	<input type="checkbox"/>

Buttons: Save, Return to Search, Refresh, Create, Request Form

