Midterm Grade Assignment Instructions

Go to the web site www.mga.edu, at the top of the home page, click on ‘Quick Links’. From the drop down select ‘SWORDS’ then select ‘SWORDS Login’

Once you have logged in:

- Click on Faculty and Advisors
- Then click Mid Term Grades
- Select the current term
- Click on Submit Term button
- Highlight First CRN (so you can enter the final grades for that class)
- Click on Submit CRN

- Enter grades-----choose from the following: A, B, C, D, F, S or U.
- Click on Submit Changes

- To enter your next set of grades:
  - (at the bottom of the screen) Select CRN Selection
  - Highlight desired CRN
  - Click on Submit CRN
  - Select Mid Term Grades
  - Follow above directions
Q&A

Q: How do I know I have a 1st or 2nd session class?
A: Term “1” is first session. Term “2” is second session. Term “F” is full session. All are referred to as part-of-term with different beginning and ending dates.

Q: Can I be granted an extension since my first exam is scheduled after the midterm date?
A: Academic Affairs will not grant extensions as the grades predicate other data collections and analyses required by the University. If you do not have a numerical grade that translates into a letter grade, an “S” or “U” is sufficient for the early alert system.

Q: Do I tell the student by email or verbally their mid-term grade?
A: Instructor responsibility is to inform students their grades will be posted in SWORDS and the student can immediately view mid-term grades after you complete the posting and submit. However, with the final grades there’s a delay until after the Registrar officially runs end of term processes to roll the grades to academic history.

Q: Do I enter the last day attended on the grade roll for mid-term grade reporting?
A: No – The last day attended is only required for final grades when the student is awarded the grade of “F”, “I” or “IP”.

Q: Can I enter a Pass or Fail grade?
A: You may use the “S” grade for satisfactory or “U” for unsatisfactory. Both are only used for mid-term grade reporting.