

Midterm Grade Assignment Instructions

Go to www.mga.edu - Click Menu, then Faculty & Staff. Click Banner/SWORDS, then SWORDS Faculty Login. Once logged in, click Faculty Dashboard, then Course Grade Entry.

1. Select *Midterm Grades* and select the correct course for reporting midterm grades.

The screenshot shows a table titled "My Courses" under the "Midterm Grades" tab. The columns are Grading Status, Subject, Course, Section, Title, Term, and CRN. There are six rows of data:

Grading Status	Subject	Course	Section	Title	Term	CRN
Completed	BUSA - Business	3101	01	ONLINE Business Ethics	202401 - Spring 2024	20575
Not Started	BUSA - Business	3101	02	ONLINE Business Ethics	202401 - Spring 2024	20764
Not Started	BUSA - Business	3101	02	ONLINE Business Ethics	202405 - Summer 2024	50305
Not Started	BUSA - Business	3101	01	ONLINE Business Ethics	202408 - Fall 2024	80315
Not Started	BUSA - Business	3101	02	ONLINE Business Ethics	202408 - Fall 2024	80639

2. After clicking on a *Not Started* course in the *Grading Status column*, the *Enter Grades* window will display. The Last Attend Date is not required for the Midterm grading period.

The screenshot shows the "Enter Grades" interface. It has a header with "Records Found: 5". Below is a table with columns: Full Name, ID, Midterm Grade, Last Attend Date, and Hours Attended. There are five rows of student data, each with a dropdown menu in the "Midterm Grade" column. The "Last Attend Date" and "Hours Attended" columns are empty.

3. Select a *Midterm Grade* for each student. Choose from the following: A, B, C, D, F, S, or U. If you do not have a numerical grade that translates to a letter grade or if you choose to enter a Pass/Fail grade, you may use S grade for Satisfactory or U for Unsatisfactory. S and U grade options are only used for the midterm grading period.
4. Click **SAVE** at the bottom of the page.

The screenshot shows a navigation bar at the bottom of the page. It includes page navigation buttons (back, forward, first, last), a "Page" button, a "Per Page" button set to 25, and two large buttons: "Save" and "Reset".