

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.

Faculty Grade Entry - Midterm Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

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.

Faculty Grade Entry - Midterm Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

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

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Enter Grades

Full Name	ID	Midterm Grade	Last Attend Date	Hours Attended
[REDACTED]	[REDACTED]	[Dropdown]	[Calendar]	[Input]
[REDACTED]	[REDACTED]	[Dropdown]	[Calendar]	[Input]
[REDACTED]	[REDACTED]	[Dropdown]	[Calendar]	[Input]
[REDACTED]	[REDACTED]	[Dropdown]	[Calendar]	[Input]
[REDACTED]	[REDACTED]	[Dropdown]	[Calendar]	[Input]
[REDACTED]	[REDACTED]	[Dropdown]	[Calendar]	[Input]

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.

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Save Reset