

**WESTERN WYOMING COMMUNITY COLLEGE
REGISTRATION & RECORDS**

MID-TERM Grades—WHAT ARE THEY FOR and HOW DO YOU DO THEM????

- Mid-term grades are a communication tool for you and your students.
- All Faculty, full-time and part-time, teaching full semester courses, are required to submit mid-term grades.
- Students should check their grades on Mustang WebAdvisor.

- The intent of mid-term grades is to reaffirm those students who are doing well and to inform those students who may be having difficulty.
- Those students receiving "D's" and "F's" will receive a "down slip" -- a grade report indicating their progress. We mail grades only once - immediately after the deadline. Assigned advisors receive copies of D/F grade reports.
- If for any reason you miss the deadline, please go ahead and submit grades but realize notices will not be sent to students, however they can be viewed on Mustang WebAdvisor.
- Faculty using Blackboard or Mustang Cruiser must submit their grades on Mustang WebAdvisor. The grading portions of these services are not connected.
- Students who have dropped or withdrawn (at the time rosters are printed) will not show on the roster.
- Students who are auditing will have an "AU" in the second column of the printed roster.

Mustang WebAdvisor Grade Entry

Mid-Term Grading is a great time to try your skills at inputting grades on Mustang WebAdvisor

Call Kay or Heather in Registration & Records if you need help.

6 easy steps...

Go to Mustang WebAdvisor for Faculty (via Intranet or Mustang Cruiser), choose the Faculty-Advisors module, Grading (from the menu on the left), choose the term, Mid-Term Grading, and select the course.

1. Input the grades
 2. Check and verify
 3. Print
 4. Check and verify again on printed copy (Save printed copy for your records)
 5. Click on Submit button
- You do not need to submit the roster to Registration & Records.

Please email Heather Robinson (hrobinso@wwcc.wy.edu) regarding students who have not been attending and are on the roster or students who are attending but are not on the roster.