

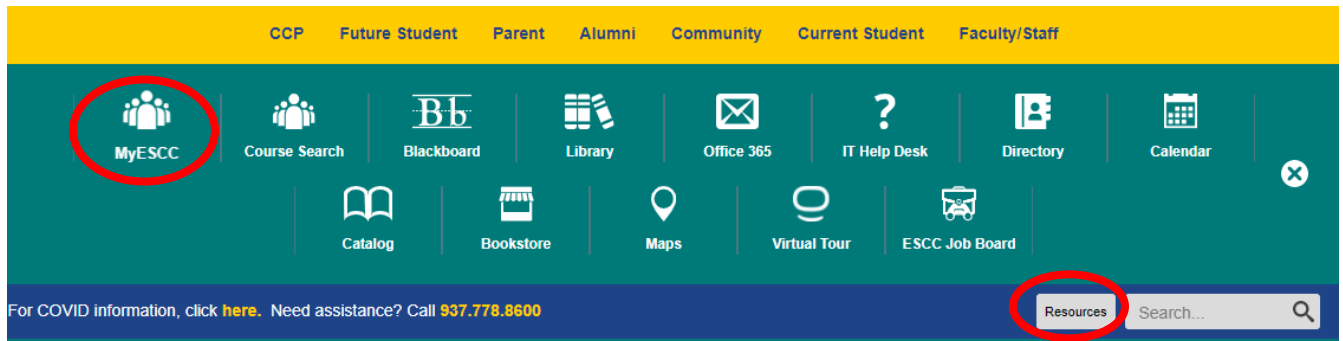
Midterm Grading Instructions in MyESCC

Notes about grading before you begin:

- The following are valid grades that can be assigned at Midterm: A – B – C – D – F

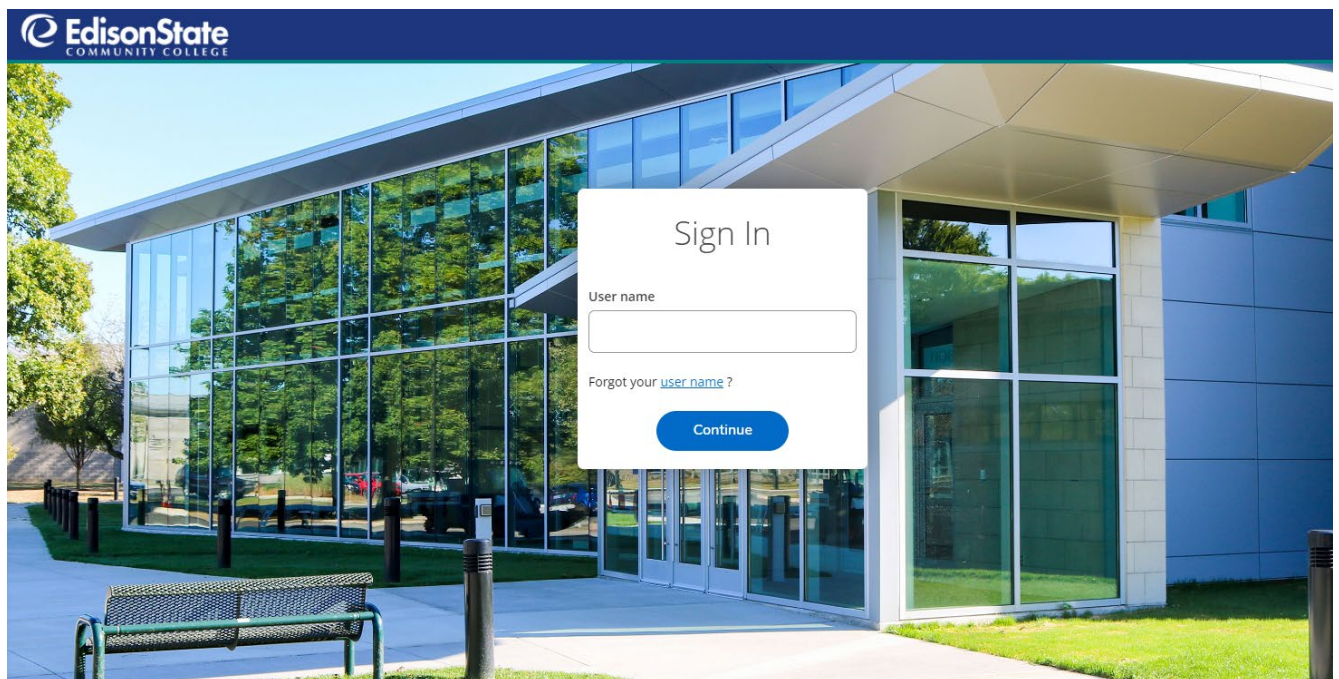
Begin Grading

1. Open **Resources** and select **MyESCC** <https://selfservice.edisonohio.edu:8173/Student/Account/Login>













Academic Programs Workforce Development Paying for College Admissions Student Life Campus Services About

2. Log in with your Edison State username and password.



3. Select the **Faculty** menu option.

Hello, Welcome to Colleague Self-Servi...
Choose a category to get started.

 Student Finance Here you can view your latest statement and make a payment online.	 Employee Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.
 Student Planning Here you can search for courses, plan your terms, and schedule & register your course sections.	 Course Search Here you can view and search in course catalog
 Grades Here you can view your grades by term.	 Enrollment Verifications Here you can view and request an enrollment verification.
 Transcript Requests Here you can view and request a transcript.	 Academic Attendance Here you can view your attendances by term.
 Advising Here you can access your advisees and provide guidance & feedback on their academic planning.	 Faculty Here you can view your active classes and submit grades and waivers for students.

4. Select the class section you want to grade. Be sure you are selecting the course in the correct semester.

COMMUNITY COLLEGE

[Daily Work](#) · [Faculty](#) · [Faculty Overview](#)

Manage your courses by selecting a section below

Spring 22/23 Semester

Section	Times	Locations	Availability ⓘ	Books	Census Dates
CIS-101S-851SE: Intro to Wrd Process	1/23/2023 - 3/18/2023	On-Line	30 / 38 / 0		
CIS-110S-403SS: Computer Concepts & App	T 12:00 PM - 1:15 PM 1/23/2023 - 5/20/2023	South Hall, 321 Web-Flex	4 / 18 / 0		

Fall 22/23 Semester

Section	Times	Locations	Availability ⓘ	Books	Census Dates
CIS-110S-402FS: Computer Concepts & App	T/Th 12:00 PM - 1:15 PM 8/29/2022 - 12/17/2022	South Hall, 339 Web-Flex	2 / 18 / 2		

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5. The roster will display. Select **Grading**. Select **Midterm 1**.

T/Th 12:00 PM - 1:15 PM
 8/29/2022 - 12/17/2022
 South Hall, 339 Web-Flex

Seats Available ⓘ 2 / 18 / 2

[Deadline Dates](#)

Waitlisted 2

Roster Attendance Census **Grading** Books Permissions Waitlist

Overview Final Grade **Midterm 1**

Midterm Grading Complete

Last midterm grading completed on 10/25/2022 12:10:40 PM by Abney, Morgan R.

Student Name	Student ID	Never Attended	Last Date of Attendance	Midterm Grade	Class Level	Credits
[Redacted]	[Redacted]	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	A	Freshman	3
[Redacted]	[Redacted]	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	B	Freshman	3
[Redacted]	[Redacted]	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	F	Sophomore	3

6. Here you will see the Never Attended, Last Date of Attendance “LDA”, and Midterm Grade columns. Select the current earned grade for each student from the **Midterm Grade** drop-down menu. No need to enter a Last Date of Attendance; that will be required at final grading or of the student withdraws. When you have finished selecting the Midterm Grade for each student, select, **Midterm Grading Complete**.

Spring 19/20 Semester
 Piqua Campus

TBD
 1/13/2020 - 5/9/2020
 TBD

Seats Available 9 of 10

[Deadline Dates](#)

Waitlisted 0

Roster Attendance **Grading** Books Permissions Waitlist

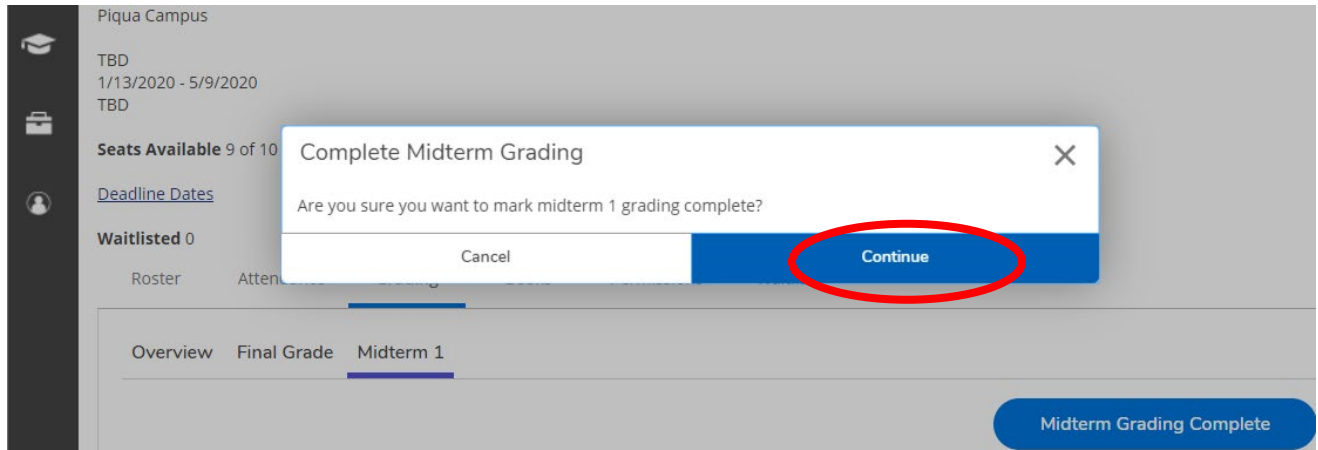
Overview Final Grade **Midterm 1**

Midterm Grading Complete

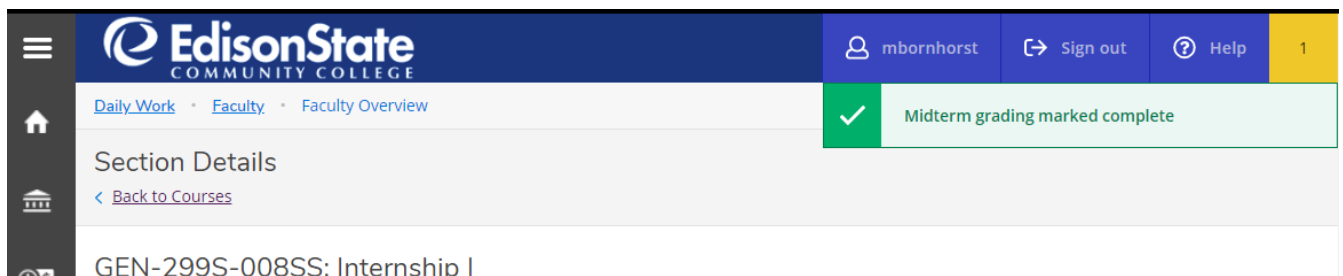
Student Name	Student ID	Never Attended	Last Date of Attendance	Midterm Grade	Class Level	Credits
[Redacted]	[Redacted]	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	C	Freshman	1

When all Midterm Grades for that section are selected, select **Midterm Grading Complete**.

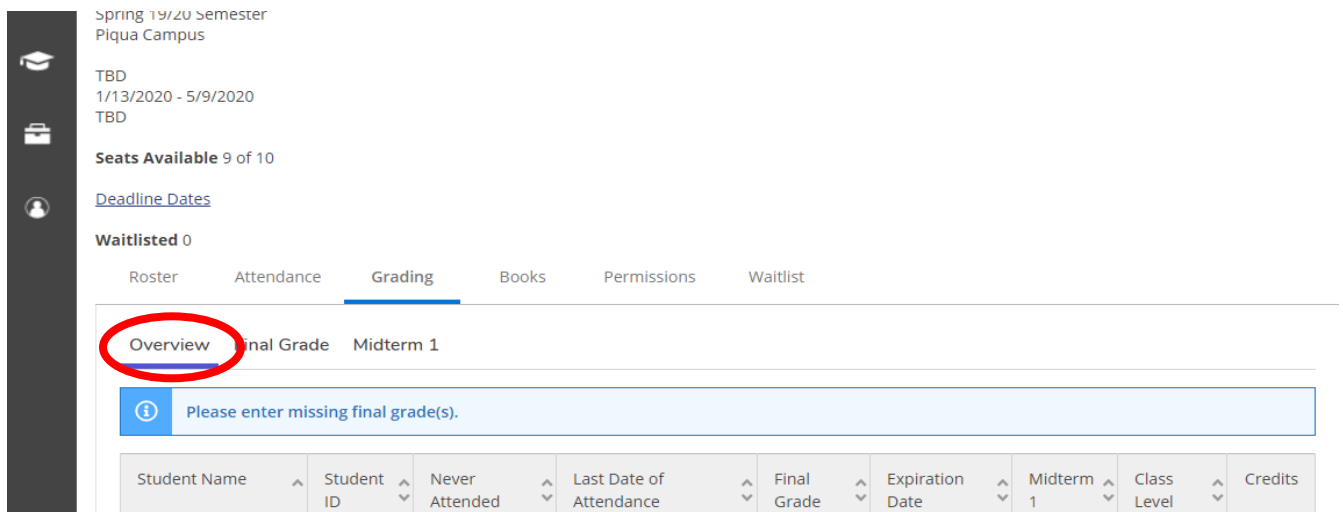
7. A confirmation box will pop up. You can cancel and review the midterm grades you have selected again. When you are ready, select **Continue**.



8. There will be a green box in the top right corner that shows that this section's Midterm grades are marked complete. This box will disappear after a few seconds.



9. Select the **Overview** tab in the Grading menu to confirm what information you have submitted for that class. The Overview is a view only screen; you cannot edit any grades or LDAs in this view.



10. Select **Back to Courses** to select the next section. Repeat for every section you teach.

The screenshot shows the EdisonState Community College Faculty Overview page. The top navigation bar includes the EdisonState logo, the user name 'mbornhorst', and links for 'Sign out' and 'Help'. Below the navigation bar, there are breadcrumb links for 'Daily Work', 'Faculty', and 'Faculty Overview'. The main content area is titled 'Section Details' and features a link for '< Back to Courses' which is circled in red. Below this, the course details for 'GEN-299S-008SS: Internship I' are displayed, including the semester 'Spring 19/20 Semester', campus 'Piqua Campus', and 'Seats Available 9 of 10'. There are also links for 'Deadline Dates' and 'Waitlisted 0'.