

Midterm grade submission FAQ

Q: Is the midterm grade same as the mid-term exam grade?

A: No. The midterm grades are not the same as the midterm exam grades. They can be considered as the students' midterm progress reports. So, please enter all the assignment grades up until the midterm grade cutoff date.

Q: If I submit the midterm grade now, will I be able to use the midterm exam score again in the final grade calculation?

A: Yes, all the scores including the midterm exam scores will be included in the final grade calculation.

Q: How can I setup grade book and submit midterm grades?

A: Here are some resources that the instructors can use for submitting midterm grades (midterm progress reports), in case they have questions:

For midterm grade submissions, please visit <http://it.viu.edu/index.php/faculty/faculty-portal>

- [Grade Book Setup](#)
- [Setting Up Assignment Categories](#)
- [Creating Assignments](#)
- [Entering Grades](#)
- [Calculating Grades](#)
 - [Step-By-Step: Calculate Midterm Grade](#)
 - [Step-By-Step: Calculate Final Term Grade](#)
- [Submitting Grades](#)
- [Resubmitting Grades](#)

Q: I entered the scores including the midterm exam scores but my students told me that they cannot see the midterm grades. Why?

A: Entering scores is not enough. Please calculate and submit the midterm grades from Faculty Portal. (See the Step-By-Step: Calculate Midterm grade and Submitting grades above).

Q: I followed the instruction and calculate the midterm grades but I cannot submit the grades. Why?

A: There are several possible reasons why you cannot submit the midterm grades. Please make sure that:

- 1) all assignments that should be included in the midterm grades must have a "Due Date" on or prior to the Cutoff Date to calculate the Midterm Grade.
- 2) all assignment scores that should be included in the midterm grades are entered.
- 3) the total point for each assignment must be greater than zero (0).

If you need to fix the due date and/or total point for an assignment, please **DELETE** the assignment and create it again.

Add Assignment

Preview

Setup Grade Standards

Setup Categories

Course Assignment Setup

Action	Category	Assignment Description	Due Date	Total Points	View Grade	Allow Uploads
Edit Delete	Attendance/Participation	Attendance/Participation 1st half	10/17/2014	100	YES	False
Edit Delete	Attendance/Participation	Attendance/Participation 2nd half	12/13/2014	100	YES	False
Edit Delete	Final Exam	Final Exam	12/13/2014	100	YES	False
Edit Delete	Homework	Homework 1	9/30/2014	100	YES	False
Edit Delete	Midterm Exam	Midterm Exam	10/15/2014	100	YES	False

All assignments that should be included in the midterm grades (midterm progress) must have a “Due Date” on or prior to the Cutoff Date to calculate the Midterm Grade!

MY COURSES ▸ COURSE OPTIONS ▸ CALCULATE MIDTERM GRADES

Calculate Midterm Grades

*Cutoff Date: 10/17/2014
ex. mm/dd/yyyy

Q: I am still having problem. Help!

A: If you followed the instructions but still have trouble submitting the midterm grades, please contact Yoko Gursen at the Registrar’s Office at ygursen@viu.edu or call at 703-591-7042 ext. 306. The Registrar’s Office is located in the Waples building.