

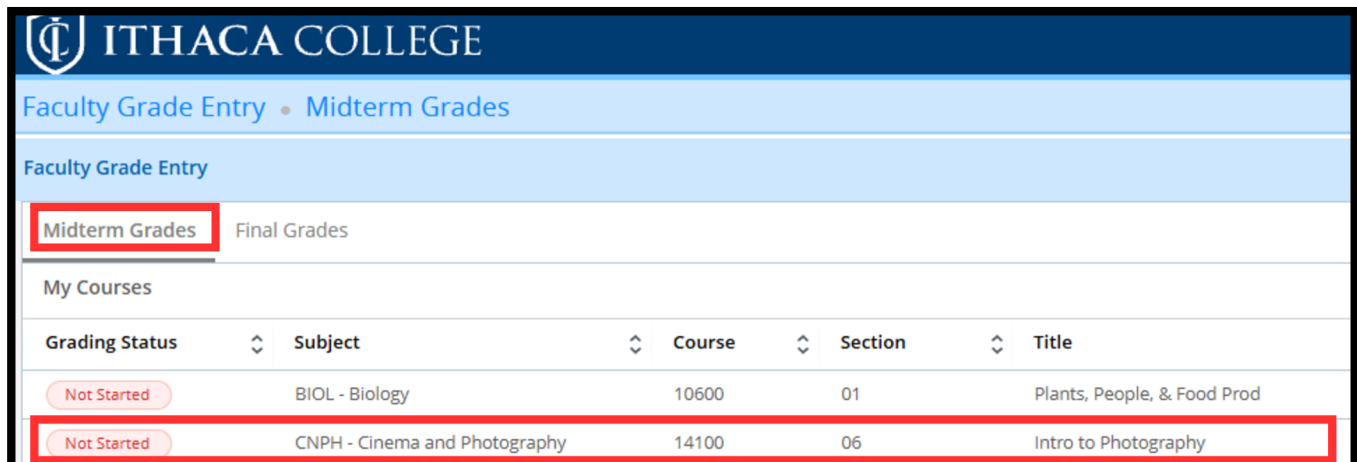
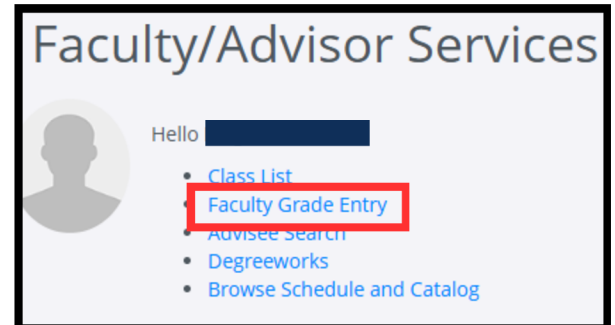
# How to Submit Midterm Grades in HomerConnect



Office of the Registrar

This guide explains how to submit midterm grades in HomerConnect.

- **Login to HomerConnect.**
- **Select “Faculty Grade Entry”**
- **Allow HomerConnect to fully load the classes available for grading.**
- **Select “Midterm Grades” at the left.**
- **Select the course you want to submit grades for from the list.**



**How to Guide continues on Page 2**



## For More Information

Visit [www.ithaca.edu/registrar](http://www.ithaca.edu/registrar)  
Email [registrar@ithaca.edu](mailto:registrar@ithaca.edu)  
Call (607) 274-3127

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- **Select the appropriate grade from the drop-down menu for each student.**
- **When finished select "Save" at the bottom right of the window.**
- **You do not have to finish the entire course in one session.**
  - If you need to stop and return later, be sure to select "Save" before exiting.
- **Once saved, the grading status for the course will change from "Not Started" to "In Progress" or "Completed".**
  - Be sure to complete grading for each course.
  - If "Completed" is displayed under "Grading Status", your grades for that course are submitted.
- **Use the arrows at the bottom right to navigate between pages of students.**
- **Once midterm grading closes, there is not a grade change option in IC Workflow. If you need assistance please email [registrar@ithaca.edu](mailto:registrar@ithaca.edu)**

A screenshot of the 'Midterm Grade' selection interface. It features a title 'Midterm Grade' at the top. Below it is a dropdown menu currently showing 'A'. Underneath is a scrollable list of grade options: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F. At the bottom of the list is a blue bar. Below the list are two more dropdown menus, both currently showing a downward arrow.A screenshot of the 'Grading Status' interface. It has a title 'Grading Status' with a double-headed arrow icon to its right. Below the title are two buttons: 'Not Started' in a red pill shape and 'In Progress' in a yellow pill shape. At the bottom, it says 'Records Found: 2'.A screenshot of the page navigation and action buttons. It shows a pagination bar with 'Page 1 of 4' and navigation arrows. To the right is 'Per Page 25'. Below this are two buttons: a blue 'Save' button and a white 'Reset' button with a blue border.

**If you have any questions or concerns, please contact the Office of the Registrar.**  
[registrar@ithaca.edu](mailto:registrar@ithaca.edu) / (607) 274-3127