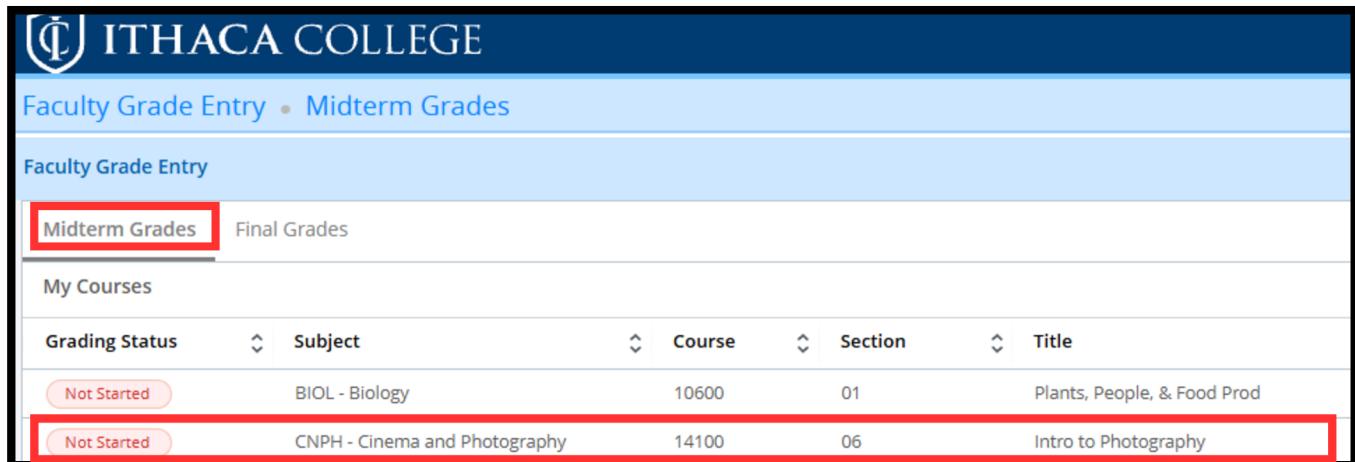
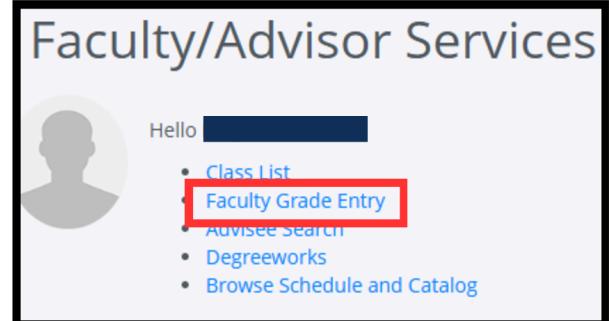


# How to Submit Midterm Grades in HomerConnect



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.**

A screenshot of the Faculty Grade Entry interface. The top navigation bar includes the Ithaca College logo and the text 'Faculty Grade Entry • Midterm Grades'. Below this is a sub-navigation bar with 'Faculty Grade Entry' and two tabs: 'Midterm Grades' (which is highlighted with a red box) and 'Final Grades'. The main content area is titled 'My Courses' and contains a table with columns: 'Grading Status', 'Subject', 'Course', 'Section', and 'Title'. Two rows of data are shown: one for 'BIOL - Biology' (Course 10600, Section 01, Title 'Plants, People, & Food Prod') and one for 'CNPH - Cinema and Photography' (Course 14100, Section 06, Title 'Intro to Photography'). The 'Not Started' button for the photography course is also highlighted with a red box.

**How to Guide continues on Page 2**



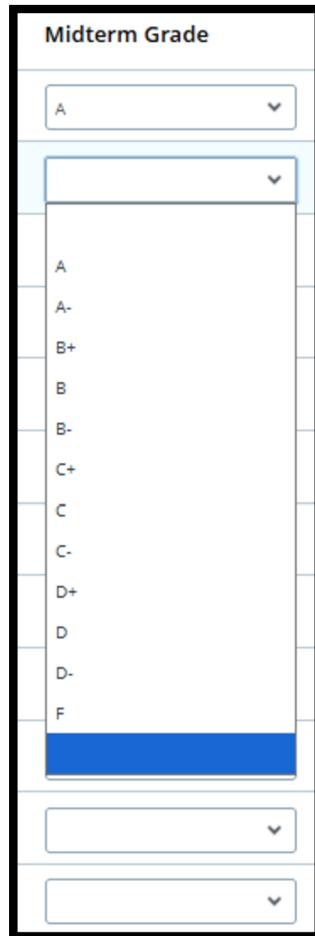
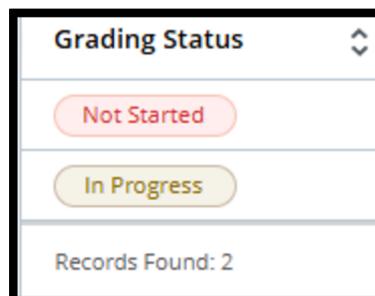
## For More Information

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

# How to Submit Midterm Grades in HomerConnect



- **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 a dropdown menu titled 'Midterm Grade'. The menu lists grades from A at the top to F at the bottom, with A highlighted in blue. There are three empty dropdown menus below it.A screenshot of a dropdown menu titled 'Grading Status'. It shows three options: 'Not Started' (red button), 'In Progress' (yellow button), and 'Completed' (grey button). Below the menu, the text 'Records Found: 2' is displayed.A screenshot of a bottom navigation bar. It includes icons for search, a table, and a user profile, followed by 'Page 1 of 4' and 'Per Page 25' buttons. Two large blue buttons are at the bottom: 'Save' on the left and 'Reset' on the right.

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