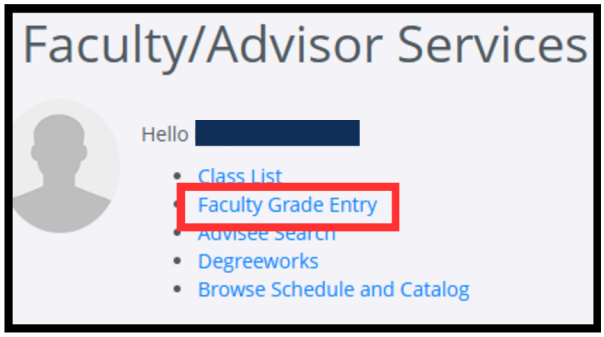
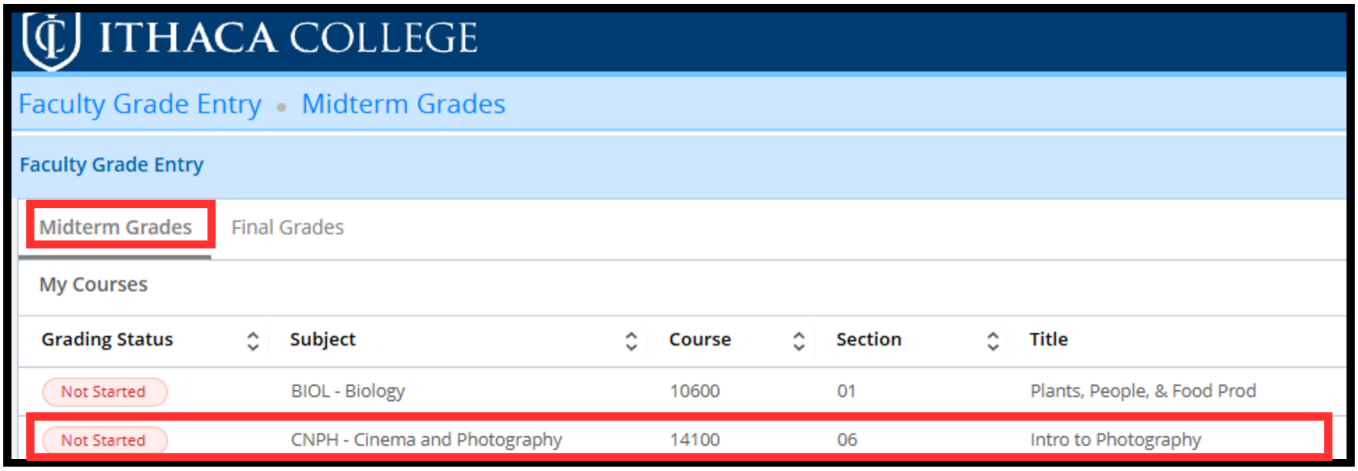
How to Submit Midterm Grades in HomerConnect

ITHACA COLLEGE
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
Email registrar@ithaca.edu
Call (607) 274-3127

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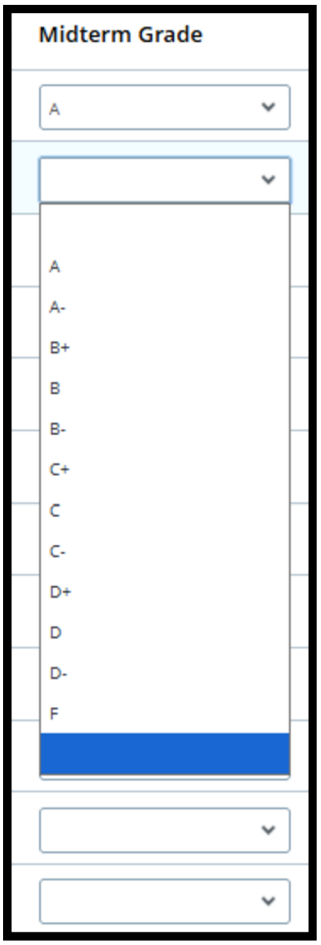
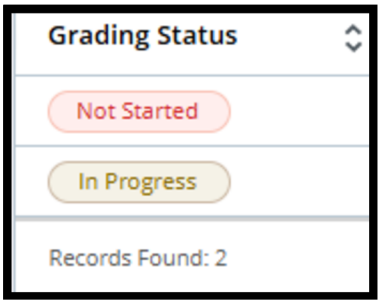
- **Select the appropriate grade from the drop-down menu for each student.**



- **When finished select "Save" at the bottom right of the window.**

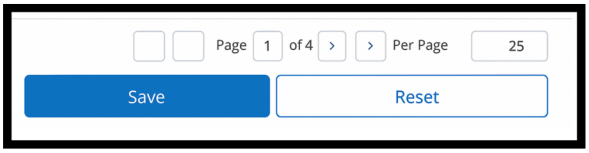
- **You do not have to finish the entire course in one session.**
  - If you need to stop and return later, be sure to select "Save" before exiting.

- **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**



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