

Student Information System NS-LDA- MIDTERM Grade Entry

1. Go to <http://My.dtcc.edu>.
Login with your Delaware Tech
username and password.

Click on Student Information System on
the top green navigation bar.

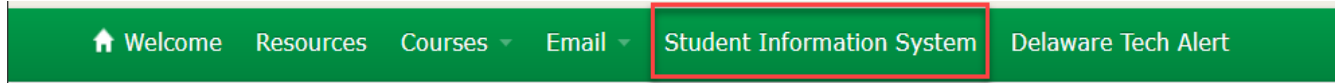
Enter your Username and Password

Username:

Password:

LOGIN clear

[Forgot your password?](#)



2. Click on the Final Grade Entry link under the class maintenance block.
3. Click the "Midterm Grades" tab.
4. Click on the course in the "My Courses" section that you would like to grade.

Class Maintenance

- **No-shows/LDAs/Midterms Grade Entry**
- Final Grade Entry
- Class Roster
- Faculty Detail Schedule
- Faculty Schedule by Day and Time
- Emporium Lab Usage

DELAWARE TECH | Student Information System

Faculty Grade Entry • Midterm Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Subject	Course	Section	Title	Term	CRN
Not Started	BIO - Biology	125	450	Introductory Microbiology	201951 - Fall 2018	14196
Not Started	OAT - Office Administration	152	2W1	Excel Level I	201951 - Fall 2018	21667

Search

5. To view the selected course details, click the arrow next to the search field on the right side of the screen.

Course Details Getting Started

BIO 125, Section 450

Introductory Microbiology
Course Reference Number: 14196

Grades Remaining: 14

Eligible: 16 Registered: 16
Graded Midterm: 2

Course Dates: 08/27/2018 - 12/08/2018
Primary Instructor: John Patrick Kaminski
Secondary Instructor(s): Detty W Smith, Laura Jean Bianco, Curtis J Line, Deepa Komdepudi

Student Information System

NS-LDA- MIDTERM Grade Entry

Note: In the New Banner 9 Faculty Grade Entry – No-show, LDAs, and Midterms are all controlled by a single function. Please follow college’s academic calendar to enter relevant grades that match the grading window.

6. To enter No-show or LDA use the steps below otherwise skip this step.
 - a. To enter a No-Show (for a student who has never been in attendance in the class), enter “0” in the Hours Attended column.
 - b. To enter a LDA choose a date for the LDA from the calendar drop down or enter a date in mm/dd/yyyy format.
 - c. Note: Students given LDAs will retain access to this course in the College's learning management system and Follett's included materials.
7. Choose a Midterm grade from the drop down.

Grading Status	Subject	Course	Section	Title	Term	CRN
Not Started	BIO - Biology	125	450	Introductory Microbiology	201951 - Fall 2018	14196

Full Name	ID	Midterm Grade	Last Attend Date	Hours Attended
Brown, [blurred]	[blurred]	[dropdown]	08/30/2018	[input]
Castillo, [blurred]	[blurred]	A	[calendar]	[input]
Ferrara, [blurred]	[blurred]	[dropdown]	[calendar]	0

Note: You can hover over the student name to see the student picture and other details.

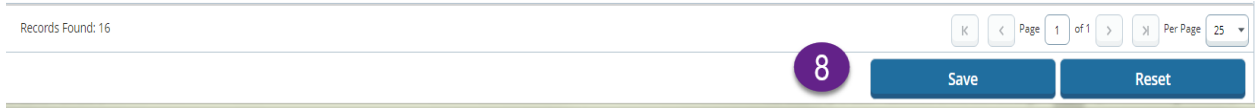
- A. Expand the class roster
- B. Dashboard look
- C. Collapse the class roster



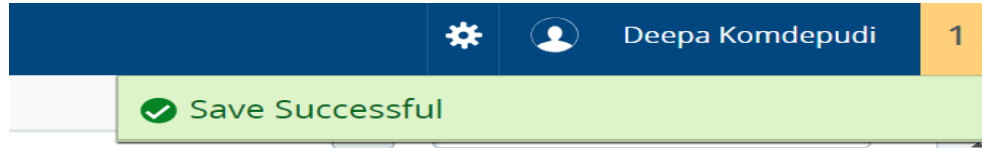
Student Information System

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8. Scroll down to save to submit grades or to reset.



9. Check the notification.



10. Click refresh or F5 on your browser to see the change in **Grading Status**.
- In Progress:** denotes final grades are not complete for the section.
 - Complete:** denotes final grades are complete for the section.
 - Not Started:** denotes no grades are entered for the section.

Midterm Grades	Final Grades	Gradebook
My Courses		
Grading Status	⌵	Subject
In Progress		BIO - Biology
Not Started		OAT - Office Administration

11. When all the Midterm are entered Grading status changes to completed.

Midterm Grades	Final Grades	Gradebook
My Courses		
Grading Status	Subject	Course
Completed	BIO - Biology	125
Completed	ENG - English	090
Not Started	OAT - Office Administration	152

12. When the no-show or LDA window is closed, Midterm grade will be Not Gradable for the students with a No-show or a LDA.

Full Name	ID	Midterm Grade	Last Attend Date	Hours Attended
Brown, [redacted]	[redacted]	Not Gradable	08/30/2018	
Castillo, [redacted]	[redacted]	A		
Ferrara, [redacted]	[redacted]	Not Gradable		0.0

Student Information System

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13. When Midterm window is closed, class roster will be in READ ONLY mode.

Enter Grades (Read Only) Search

Full Name	ID	Midterm Grade	Last Attend Date	Hours Attended
[REDACTED]	70C	AE		
[REDACTED]	70C	AE		
[REDACTED]	70C	AE		

Records Found: 3 Page 1 of 1 Per Page 25