

Office of the Registrar

Information for Reporting **Spring Semester** Mid-Term Grades

The Banner Self-Service Grade Reporting System is now available for you to report mid-term grades for the current term.

For your convenience the electronic grade reporting system will be available daily from 5:00 a.m. until 12:00 midnight, including weekends.

GRADES MUST BE REPORTED NOT LATER, WEDNESDAY, MARCH 10th.

Students will not be able to view grades on-line until all grades have been reported and posted to academic history, probably Thursday, March 11th at the earliest.

Contact Information Technology to set-up your myUCA account, if you don't already have one. The IT Help Desk is located in BBA 106 - telephone 450-3107. **Note:** Technical support information will be available during normal business hours only.

1. Access the grade reporting system via myUCA - <http://myUCA.uca.edu>.
2. Select Self-Service
3. Select Faculty.
4. Select Mid-Term Grades.
5. Select Class. **Report mid-term grades for all freshmen (1000) level classes.** It is suggested that you report mid-term grades for **sophomore (2000) level classes normally populated by freshmen students.** If you wish to do so, feel free to report mid-term grades for students in junior (3000), senior (4000), and graduate (5000 and above) level courses via this system.
6. Select Grade (**report only A, B, C, D, F, or X grades at mid-term**). An X - Grade Report is not required at mid-term.
7. Click Submit (to report the class). **Note: Banner does not “confirm” the submission of grades.**

Contact your department chair first, if you are not able to report your own grades and need assistance doing so. If a student attending your class is NOT on the grade roster, contact my office during normal business hours.

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