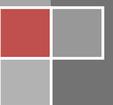# The University of New Orleans

Web-STAR (PeopleSoft Campus Solutions v 9.0):
Mid Term Grade Entry

THE UNIVERSITY *of*
NEW ORLEANS

Mid Term Grade Job Aid

Welcome to the **Mid Term Grade Entry** Job Aid! This document contains the information and tools needed to learn the process of Mid Term Grade Entry.

Goal   To have the skills and knowledge to record Mid Term Grades.

Participate   at the end of this module, you will be able to………
Objectives

1. Enter Mid Term Grades

If you have any questions about this document please contact the Training group at 504-280-5645 or visit us at UCC-101Q.
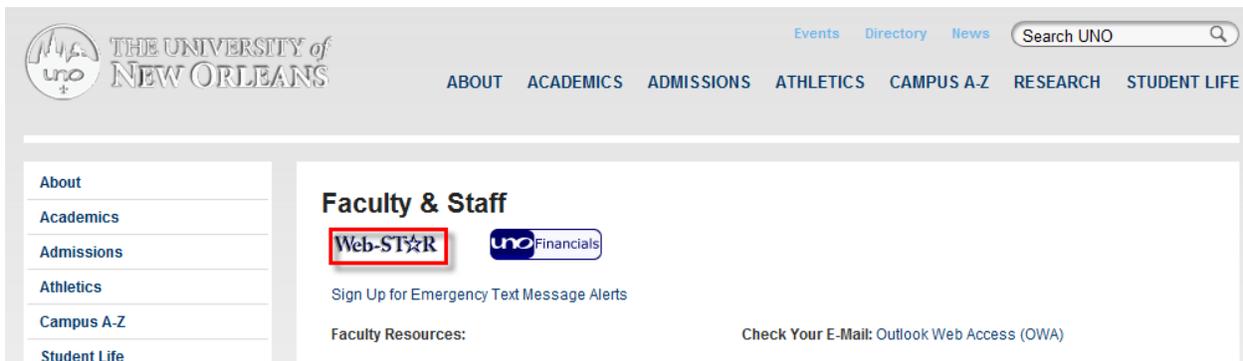
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Navigation to Web-STAR

Step 1.	Navigate to the UNO Home Page: http://www.uno.edu/
Step 2.	Select the Faculty & Staff link.

Step 3.	Select the Web-ST☆R logo.

Step 4.	Select the **Faculty** link.

Step 5.	Enter your UNO username and password.

Entering Mid Term Grades

If you need assistance with Mid Term Grade entry, a PeopleSoft trainer will be available and can be contacted at psweb@uno.edu or at extension 5645(Latoyia Gafeney) or extension 6701 (Irene Bray) from 8 a.m. to 4:30 p.m. in the UCC (University Computing & Communication) room 101Q. If you experience technical problems, please contact the Help Desk at 504-280-HELP or helpdesk@uno.edu.

Step 1.	Welcome to the Web-STAR Faculty Center Home Page. The Faculty Center is your starting point.
Step 2.	Select the Grade Roster icon next to the class you desire to grade. **Note:** You must be listed as the Instructor of Record for the course you are teaching. If you are not listed as the Instructor of Record contact your department chair so the information for the course is updated.

Step 3.	Select, **Mid Term Grade** under Grade roster Type, if it is not currently selected.

Step 4.	Select the drop down menu in the **Roster Grade** column to select the appropriate grade for each student.

Step 5.	Review the grades entered.
Step 6.	If the grades entered are accurate click the **Save** button.
Step 8.	You can use the **Download** link on the bottom of your screen to download the roster to Excel.