

MID TERM GRADING

Midterm grading is now available via GaelXpress.

- Go to GaelXpress
- Log in and Click on the link, Grading
- Select the term and click “Submit”. You will now see a listing of the courses you were assigned for the term.
- At the top of the screen, you will see the statement “Midterm/Intermediate Grading”. ON the drop down menu, SELECT 19/SP. You will see a list of courses.
- You must check the box under the heading, “Choose One” in order to select the class to grade. Click the submit button.
- You will now see a grade roster of the students currently enrolled in your class. If you are teaching a cross-listed course, the students are listed on only one grade roster.

The following is the listing of the ONLY valid grades that you may assign during midterm grading

S = Satisfactory performance (if the course ended today, the student would receive a C or better)

D = Deficient performance (problems in more areas of the course that would result in a grade below a C)

F = Failure (if the course ended today, the student would not pass)

After you have completed grading for your class. You must click the “Submit” button at the bottom of the screen in order for your grades to be received.

You may print a copy of the grades for your records

If you have any questions or concerns, please contact the Registrar’s Office at

(925) 631-4214. Our office hours are Monday-Thursday 8:30-5 p.m. and Friday, 8:30-4:30pm.--