



# The University of New Orleans

Web-STAR (PeopleSoft Campus Solutions v 9.0):

Mid Term Grade Entry



# 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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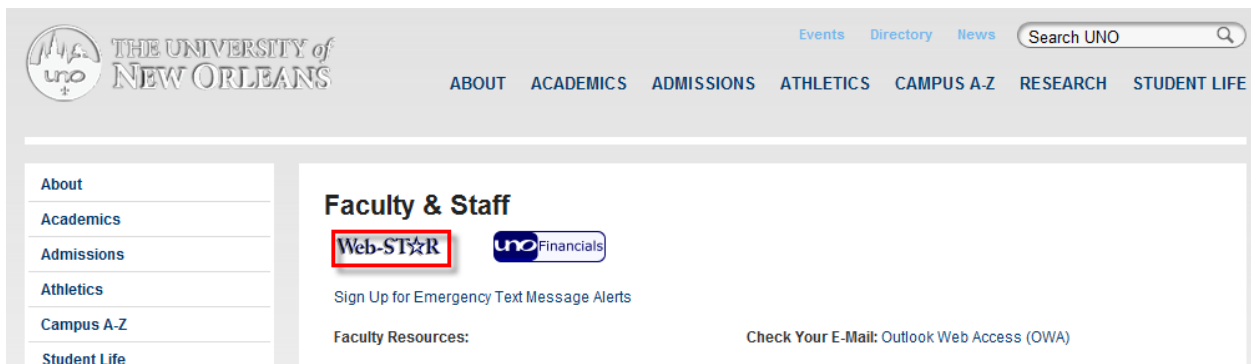
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## Navigation to Web-STAR

Step 1.	Navigate to the UNO Home Page: <a href="http://www.uno.edu/">http://www.uno.edu/</a>
Step 2.	Select the Faculty & Staff link.



Step 3.	Select the  logo.
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**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](mailto: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](mailto:helpdesk@uno.edu).

<b>Step 1.</b>	Welcome to the Web-STAR Faculty Center Home Page. The Faculty Center is your starting point.
<b>Step 2.</b>	Select the Grade Roster icon  next to the class you desire to grade. <b>Note:</b> 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.

ORACLE

Favorites | Main Menu > Self Service > Faculty Center > My Schedule

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Faculty Center | Search




my schedule | class roster | grade roster




### Faculty Center

### My Schedule

2007 Spring | University of New Orleans [change term](#) [My Exam Schedule](#)

Select display option:  Show All Classes  Show Enrolled Classes Only

Icon Legend:  Class Roster  Grade Roster  Learning Management

My Teaching Schedule > 2007 Spring > University of New Orleans						
	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	<a href="#">ENGL 100-001 (28116)</a>	Intensive English Int Students (Seminar)	16	MoWe 9:30AM - 12:15PM	Engineering Building 320	Jan 13, 2007- May 1, 2007
	<a href="#">ENGL 2238-006 (20456)</a>	Introduction to Fiction (Lecture)	22	MoWe 12:30PM - 1:45PM	Bicentennial Educ Bldg 102	Jan 13, 2007- May 1, 2007
	<a href="#">ENGL 2238-007 (20457)</a>	Introduction to Fiction (Lecture)	26	MoWe 2:00PM - 3:15PM	Bicentennial Educ Bldg 102	Jan 13, 2007- May 1, 2007

[View Weekly Teaching Schedule](#) [Go to top](#)

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My Exam Schedule > 2007 Spring > University of New Orleans

You have no final exams scheduled at this time.

[Go to top](#)

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

Faculty Center  
 Grade Roster [View FERPA Statement](#)

**PEDO 412 - 101** Therapy With Children Adol  
 Lecture (1024)  
 Fall 2009 | 16-Week Regular | Bowie State University | Undergraduate

Meeting Information  
 Days & Times: Tu 4:05PM - 7:25PM | Room: Center for Learning & Tech-134 | Instructor: [Name] | Meeting Dates: 08/31/2009 - 12/23/2009

\*Grade Roster Type: **Mid-Term Grade**  Display Unassigned Roster Grade Only  
 \*Approval Status: Not Reviewed

<- add this grade to all students

Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Graduation Status	Expected Grad Term	Program and Plan	Level
<input type="checkbox"/>		Clark,Keovonna	[Dropdown]		GRD		Sprg 2010	Professional Studies - UGRD - Pedology	Senior
<input type="checkbox"/>		Deal,Demetrius Lanice	[Dropdown]		GRD		Sprg 2012	Professional Studies - UGRD - Pedology	Senior
<input type="checkbox"/>		Echols,Jessica Elizabeth	[Dropdown]		GRD		Sprg 2010	Professional Studies - UGRD - Pedology	Junior
<input type="checkbox"/>		Edwards,Tanya Amy	[Dropdown]		GRD		Sprg 2013	Professional Studies - UGRD - Pedology	Senior
<input type="checkbox"/>		Emmons,Joseph P.	[Dropdown]		GRD		Sprg 2011	Professional Studies - UGRD - Pedology	Junior
<input type="checkbox"/>		Ford,Glendon Lawrence	[Dropdown]		GRD		Sprg 2013	Professional Studies - UGRD - Pedology	Senior

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

Faculty Center  
 Grade Roster [View FERPA Statement](#)

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<input type="checkbox"/>		Ford,Glendon Lawrence	[Dropdown]		GRD		Sprg 2013	Professional Studies - UGRD - Pedology	Senior

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