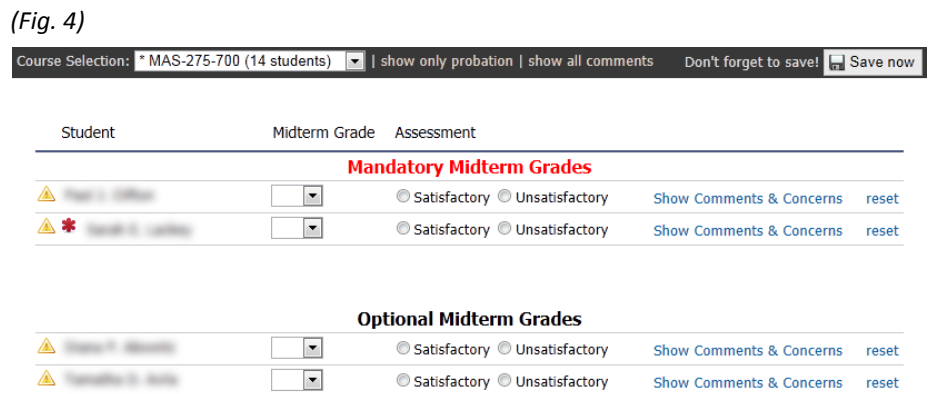
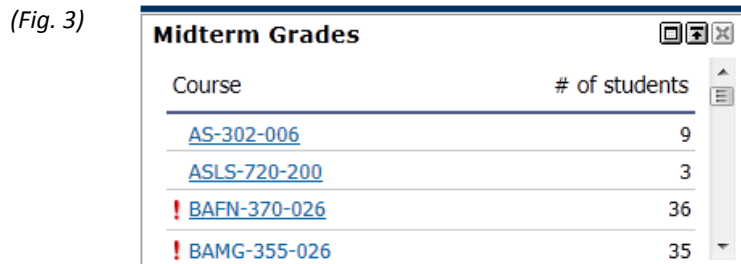
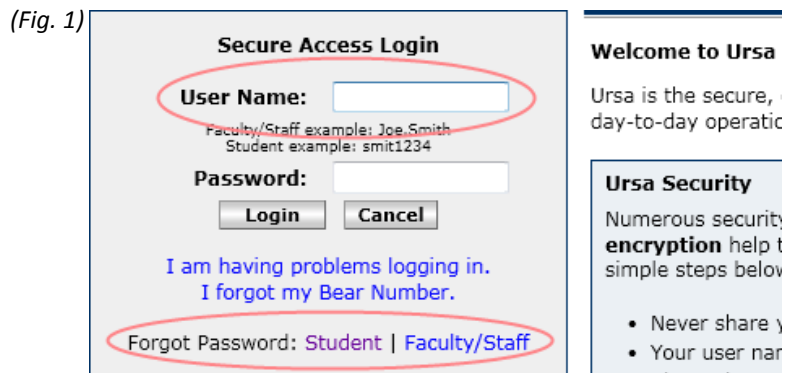


Midterm Grades

If you have not used Ursa or the university's e-mail system before, you will need to contact the Technical Support Center at 351-4357 (351-HELP) to set up your account before you can view Midterm Grades.

1. Go online to <http://ursa.unco.edu> using an Internet browser.
2. For **User Name** enter your Ursa user name. (Fig. 1)
3. Enter your password and click Login (if you don't remember it, click on **Faculty/Staff** forgot password link). (Fig.1)
4. Once you are in Ursa, click on the blue **Faculty** tab. (Fig. 2)
5. Locate the **Midterm Grades** channel on the page. (Fig. 3)
6. In the **Midterm Grades** channel, you can click any class listed. Classes with students requiring mandatory midterm grades will have a red exclamation mark. (Fig. 3)
7. The course that you clicked in **Step 6** will open a new window with a list of your students **requiring midterm grades** first. Students not requiring midterm grades will be shown second. From this screen you can change courses, set grades, mark satisfactory and areas of concern. You can also leave comments for the advisor about the student as well. (Fig. 4)



8. To provide a midterm grade for a student you can select the grade from the **Midterm Grade** drop down. (Fig. 5) If you select **F**, **F.**, or **UW** you have the opportunity to provide the students last attended class date. (Fig. 6)

(Note: Provide a date if the grade is **F**, **F.**, or **UW** and only if the student stopped attending class during the semester. Do not enter a date if the grade is **UW** and the student did not attend class.)(Fig. 7)

9. To mark a student's performance as satisfactory you can click on the **Satisfactory** button for that student. You can also leave a comment. You can click **reset** to clear the concerns and the satisfactory state. (Fig. 8)

10. To mark a student's performance as unsatisfactory you can click on the **Unsatisfactory** button for that student. You may select multiple reasons by holding the **ctrl** key on your keyboard and clicking on the reasons. You can also choose to leave a comment that will only be viewable by the student's advisor. (Fig. 9)

(Fig. 5)

Student	Midterm Grade	Assessment
Mandatory Midterm Grades		
⚠️ [Student Name]	[Grade]	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory
⚠️ * [Student Name]	[Grade]	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory

(Fig. 6)

F [dropdown] Satisfactory Unsatisfactory [Show Comments & Concerns](#) [reset](#)

Enter the date below **only** if they stopped attending class during the semester.
Date last attended: [text box]

(Fig. 7)

Date last attended: 2011-02-02

February 2011						
Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	1	2	3	4	5

(Fig. 8)

Satisfactory Unsatisfactory [Show Comments & Concerns](#) [reset](#)

(Fig. 9)

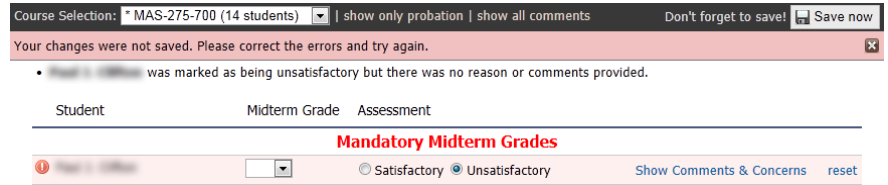
Satisfactory Unsatisfactory [Hide Comments & Concerns](#) [reset](#)

Comments (maximum 500 characters):

Area(s) of Concern: Poor Attendance Failure to Turn in Assignments Inappropriate behavior Incomplete assignments

11. When you are done making changes you can click the **Save** button on the bottom of the page.
12. If there were any problems saving, a message will appear at the top of the page to inform of the problems. (Fig. 10)
13. You can check the status of each student by the icon to the left. A **yellow triangle exclamation mark** indicates a student that has not been modified, a **red circle exclamation mark** indicates a problem while saving the student, and a **green circle check mark** indicates that the student data was saved successfully. (Fig. 11)

(Fig. 10)



(Fig. 11)

Student	Midterm Grade	Assessment
Student 1 (on Probation)	D-	<input type="radio"/> Satisfactory <input checked="" type="radio"/> Unsatisfactory
Student 2	<input type="text"/>	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory
Student 3	B+	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory
Student 4	A	<input checked="" type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory
Student 5	<input type="text"/>	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory

Notes:

A yellow lock icon next to a grade indicates that a grade has been submitted for that student and cannot be changed through Midterm Grades. You will need to contact the Registrar's office and conduct a grade change.

A red asterisk next to a student's name indicates that the student is currently on Academic Probation during Midterm Grades.