How To’s in Ellucian Self-Service: Midterm Grades

Welcome to Ellucian Self-Service, a new interface replacing the soon-to-be unsupported WebAdvisor (a.k.a. MyStuff). If you advise students, you will already be familiar with some of the features as Student Planning is one of the modules being used at HPU.

- Log-in to [https://myaccount.highpoint.edu/](https://myaccount.highpoint.edu/)

- Select Faculty from the Self-Service landing page

- Select the Class Section you wish to grade from the page below
  
  **NOTE:** Be sure to choose the correct Class Section under the correct Academic Term.

- The class section selected will appear
  
  **Click** the tab labeled **Grading**

- An **Overview** of the **Grading** tab will appear.
  
  **Click Midterm**
  
  **NOTE:** Ensure the Midterm tab is chosen, NOT Final Grade tab

- The **Midterm** grading screen will appear

- Choose the appropriate letter grade to record via the **dropdown** box
  
  **NOTE:** There is NO submit/post grades button.
  
  Once the midterm grade is entered, Colleague will update and record the midterm grade. Midterm grades can be updated. If you make a mistake, simply log back in and make the change. Colleague will update.

**DETAILED SCREEN SHOTS LISTED BELOW**
Sign-In Page
Log-in to https://myaccount.highpoint.edu/

Landing Page - Select Faculty
Faculty Overview Page

Select the Class Section you wish to grade from the page below

NOTE: Be sure to choose the correct Class Section under the correct Academic Term.

Class Section Details Overview Grading Page

Click the tab labeled Grading
Class Section Details Overview Grading Page

Click Midterm

NOTE: Ensure the Midterm tab is chosen, NOT Final Grade tab

Class Section Details Midterm Grading Page
Class Section Details Midterm Grading Page (cont.)

*Select Grade* to record *via* the *dropdown* box.

**NOTES:**
- There is NO submit/post grades button.
- Once the midterm grade is entered, Colleague will update and record the midterm grade.
- Midterm grades can be updated.
- If you make a mistake, simply log back in and make the change. Colleague will update.

For questions regarding Self-Service Midterm Grading, please contact the Records Manager located in The Office of the University Registrar. Phylise Bartlett – pbartlett@highpoint.edu