Entering Mid-Term Grades
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Once inside PV Place:
• Locate the area to access Panthertracks.
• Click to enter.
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Locate the Faculty Services tab and click on it to open up the “Faculty and Advisors” window.

Click here to open up Mid-Term and Reporting screens.
1. Select the Term and click the “Submit” button.

2. Using the drop down button, select the CRN for which you will enter the mid-term grades and click the “Submit” button.

3. The Mid-Term Grade worksheet will appear for students currently enrolled in the class. Each student has a drop down box in the column labeled “Grade”, which has a default value of “None”.

4. Select the grade for each student.
5. Type in the Last Attend Date for students who are no longer attending the class (this is a Financial Aid Title IV requirement). If you do not know the exact last day, but need to verify that the student is no longer attending the class, then type in the date that the mid-term grades are posted.

6. Leave the Attended hours column blank.
7. After selecting the grades for all students, click the “Submit” button at the bottom of the class list. Once grades are submitted, students and advisors will be able to view them online in Panthertracks under the “Registration History” link.

Note: Only 25 student records will display per page. Select the record sets at the top of the page to grade the remaining students in the class.

Note: Submit grades often. There is a 10 minute time limit before the page will close out. Banner will give you a counter for the time limit and will refresh the 10 minute count whenever you select the “Submit” button.