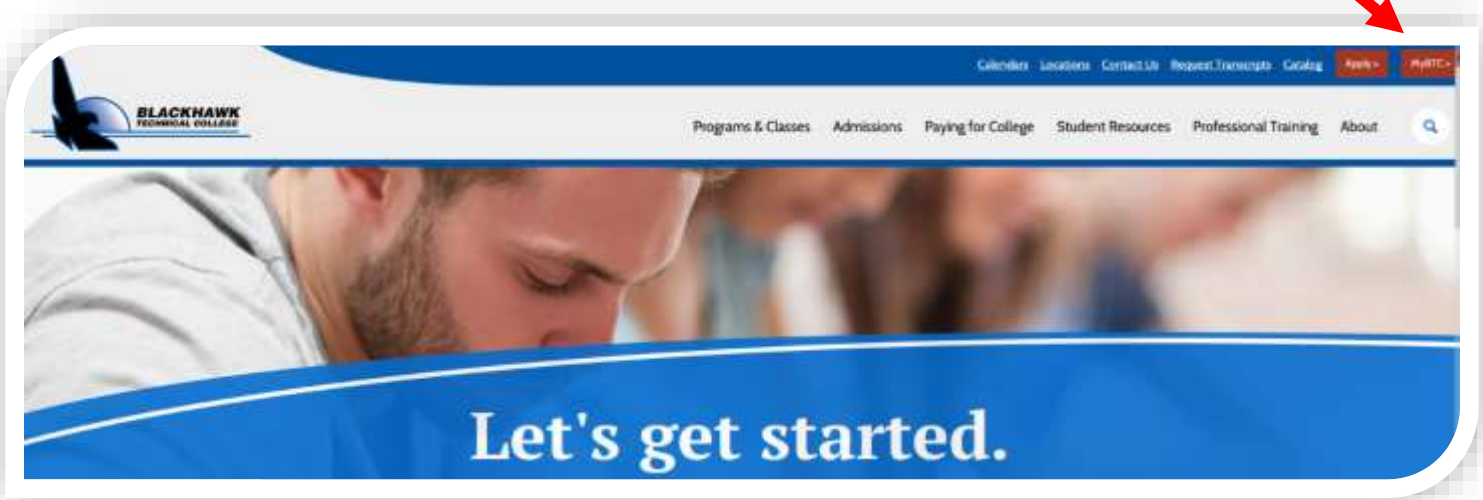


# MIDTERM GRADING PROCEDURE

**Full-Time and Part-Time Faculty can access grading through MyBTC.**  
**Please contact Express Services at ext. 7660 (608-757-7660) if you have any issues.**

## Entering Grades:

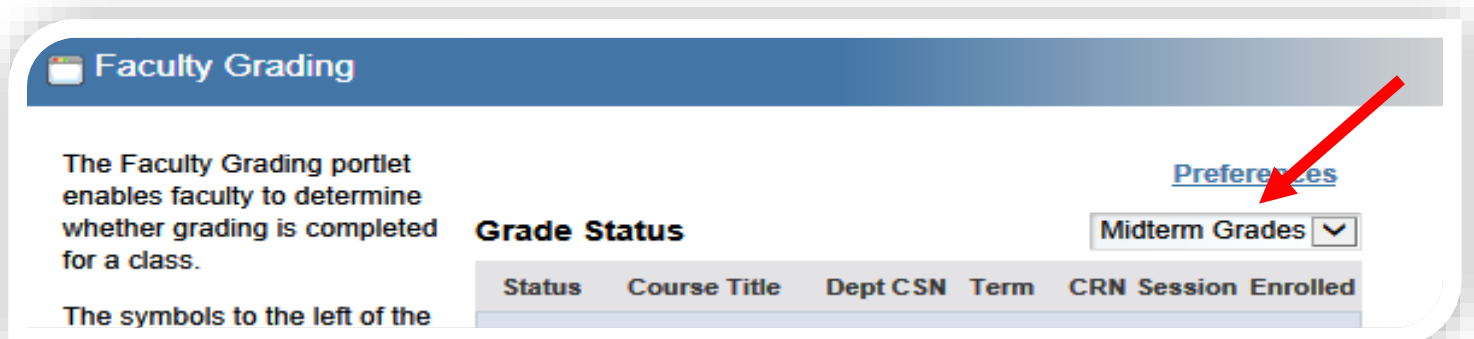
- 1) <http://www.blackhawk.edu/>
- 2) Select MyBTC to login



- 3) Click on the **Faculty** tab near the top, left corner of the main page



- 4) Scroll down to the **Faculty Grading Box** on the right and select **Midterm Grades**
  - Select **Final Grades** if the class has ended



- 5) Click on the icon next to the course title of the class you want to enter grades for
- 6) Scroll down to each student and select the grade drop-down arrow
  - Enter **ONLY** enter the following **MIDTERM GRADES** for students with a status of **\*\*\*Registered (RE)\*\*\*** or **\*\*\*Web Registered (RW)\*\*\***
    - “S” (Grade of C or higher)
    - “U” (Grade of C- or lower)

ID	Credits	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
000299933	1.000	**Web Registered** Jan 19, 2017	None ▾			39
000291822	1.000	**Registered** Jan 17, 2017	None ▾			14

- Enter the respective **Final Grades** for students completing short-term courses

7) If a student has stopped attending, faculty have the option to provide a **Final Grade** of **W**. This will withdraw the student from the course. Please ensure that the student is aware of your intent to withdraw them. This process is completed in **Final Grading** and prevents Financial Aid from disbursing additional funds to the student. Please provide the last date of attendance.

8) Press Submit

**PLEASE CLICK THE SUBMIT BUTTON OFTEN AS THERE IS A TWENTY MINUTE TIME LIMIT FOR THE SCREEN!**

Once you've submitted your grades scroll to the top of the page and it will inform you of any possible errors.