How to Use Midterm Web Grading through New LeopardWeb Faculty Self-Service

- *Go to* leopardweb.wit.edu *and log in using your username and password.*
  - *Make sure to use just your username; do not include "@wit.edu"*
- *Click on **Faculty Services***
- *Click on ****NEW - Midterm Grade Entry*****
- *Sort by term from the list of courses for the current term and double-click on your course.*
- *The course will appear at the bottom of your screen.*

Posting Midterm Grades:
- *You now have two options for how to enter grades.*
  - *Option 1: Export your entire class list, enter grades on an Excel spreadsheet, and import the list back for a more user-friendly option, or*
  - *Option 2: Enter your grades manually for each student using the drop-down menu.*

Option 1: Exporting Midterm Grade Template(s)
- Select ****NEW - Midterm Grade Entry**.** Midterm Grade Entry will open in the new Faculty Self-Service.
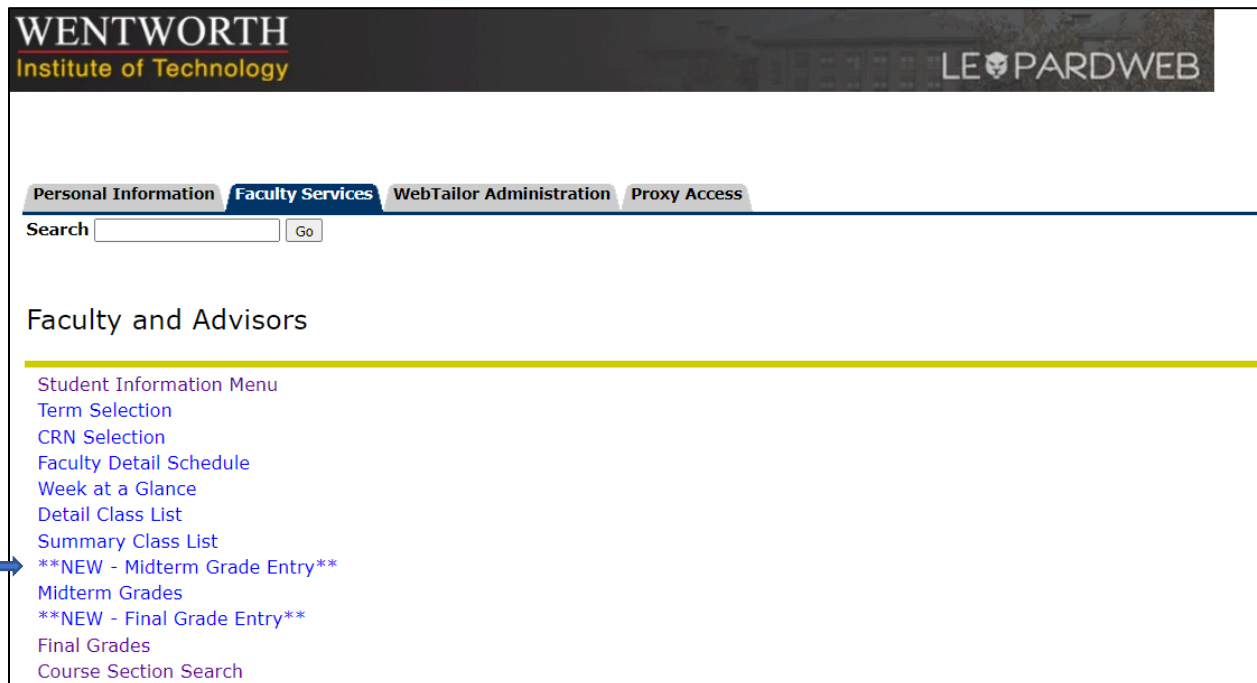
- A new window will open, click on the Midterm Grades, sort by term to show the most recent term, (example: **202320- Spring 2023**), and click on your selected course to begin the midterm grading process.
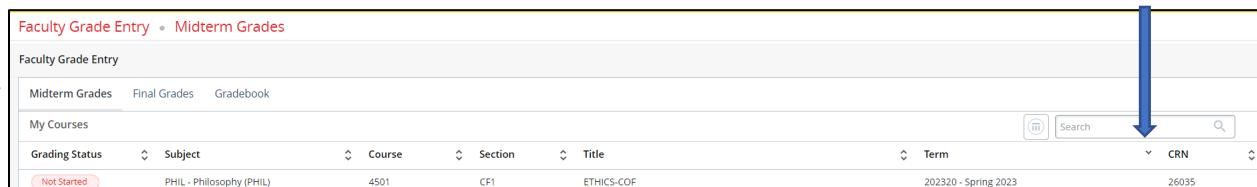
Exporting a List of Students:

- To download a list of your students to begin grading, click on the course and then click on the tools gear menu, and export the selected course template.

- Select the export file, which will most likely download to the bottom left of your screen. Open the file and enable editing.

- Enter the grades in the **Midterm Grade** column and save the file.

Importing Midterm Grades

- To import your midterm grades, click on the course and click on the tools gear menu, and import the selected course template.

- Click in the browse box, insert the file, click on the upload button, and continue.

- The import validation will begin by mapping and reviewing for any errors; click **Continue** to proceed.

- The import will continue to map all columns; click **Continue** to proceed.

- The import validation table will inform you if you have entered anything other than the standard letter grade options. You can then download the validation report to see the error. You have two options at this point:
  - Continue following the prompts, and the acceptable grades will be accepted, and you can manually add the missing grade(s), or
  - Re-upload the corrected file

Confirming Entered Grades

- Each course will have to be marked "Completed."

- If you need to update a grade during the open grading period, you can edit the grade and click **Save**. You will receive the message **Save Successful** if the grade was successfully updated.

How to Grade Another Course Through LeopardWeb
1. Click the 'Wentworth logo at the top left of the screen.
2. From the menu, click the term.
3. Select another course from the drop-down menu, and then select 'Midterm Grades.'

Option 2: Entering Midterm Grades Manually

- *Go to* leopardweb.wit.edu *and log in using your username and password.*
  - *Make sure to use just your username; do not include "@wit.edu"*
- *Click on **Faculty Services***
- *Click on ****NEW - Midterm Grade Entry*****
- *Sort by term from the list of courses for the current term and double-click on your course.*
- *The course will appear at the bottom of your screen.*
- *Post the applicable midterm grade for each student in the 'Grade' column using the drop-down menu.*
  - *Please note that the Standard Letter Grade scheme applies.*
    - *Valid **UNDERGRADUATE** midterm grades are A, A-, B+, B, B-, C+, C, C-, D+, D, and F.*
    - *Valid **GRADUATE** midterm grades A, A-, B+, B, B-, C+, C, and F.*
- *Click the **Save** button at the bottom of the page when complete.*