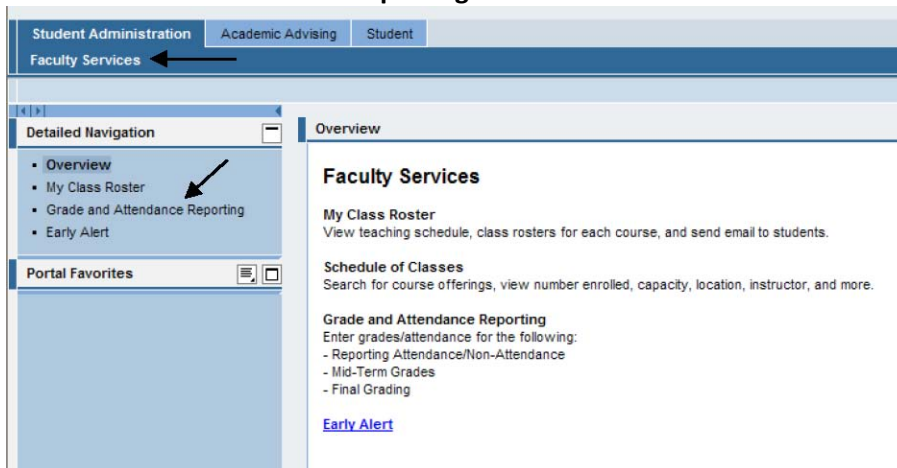


Mid-Term Grades

Follow the steps indicated below to enter mid-term grades for any student who has completed has than thirty credit hours.

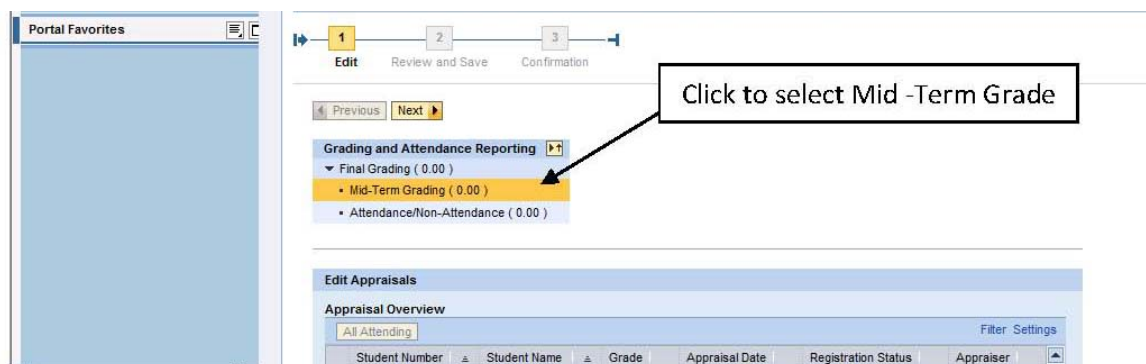
1. Log in to <https://myku.nku.edu>
2. Go to the **Student Administration** tab
3. If necessary, go to the **Faculty Services** tab
4. Click **Grade and Attendance Reporting**



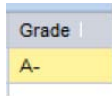
5. Verify that the current academic year and academic session are displayed, and then click the grey square next to the Academic Offering column.



6. Click **Start** to launch the online Grade and Attendance Reporting window

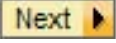


7. Enter Mid-Term Grades by doing one of the following:





- Click in the grade column and type the letter grade for each student. -or-
- Click in the grade column and click the option button to select a grade from the list.



8. Once you have entered the grades, click  (you will only see students you have graded).

9. Verify the information is correct. (If incorrect, click **Previous** to make corrections).

10. Click 

11. Click  to finalize your entry.