# Entering Mid-Term Grades
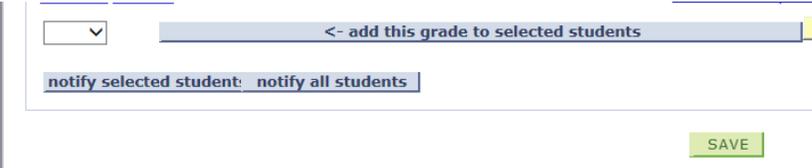
| Steps | Descriptions |
|---|---|
| 1. | Access the UHCL E-Services page at www.uhcl.edu/eservices. <br> Enter your UHCL network ID and password or your 7 digit ID and password. |
| 2. | Click on the **Faculty Center** tile <br><br> **Faculty Center**  |
| 3. | Once you have been notifed that mid-term grade rosters are available, you can click on the **Grade Roster** icon next to the class number for which you want to enter grades. <br><br>  |
| 4. | The system will display the rosters and the UHCL Mid-term grading policy <br><br>  |

| 5. | Enter grades for students who have either a "D", "D-", "D+" or "F" only. The Notes to Advisor drop down allows you to select a reason for the poor performance to assist the advisor with advising. |
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| 6. | Click **Save** after grades that need to be reported have been entered.  Grades are visible to students once you hit Save and an email is sent to them informing them of a mid term grade being posted.<br><br> |
| 7. | Click on  or  to return to the Home Page. |