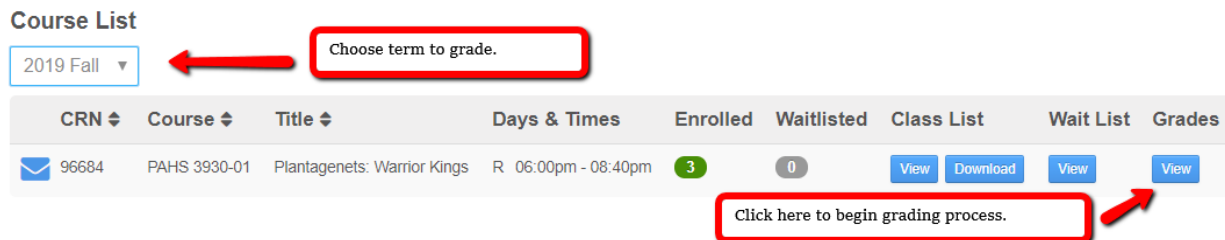


## Midterm Grading Instructions

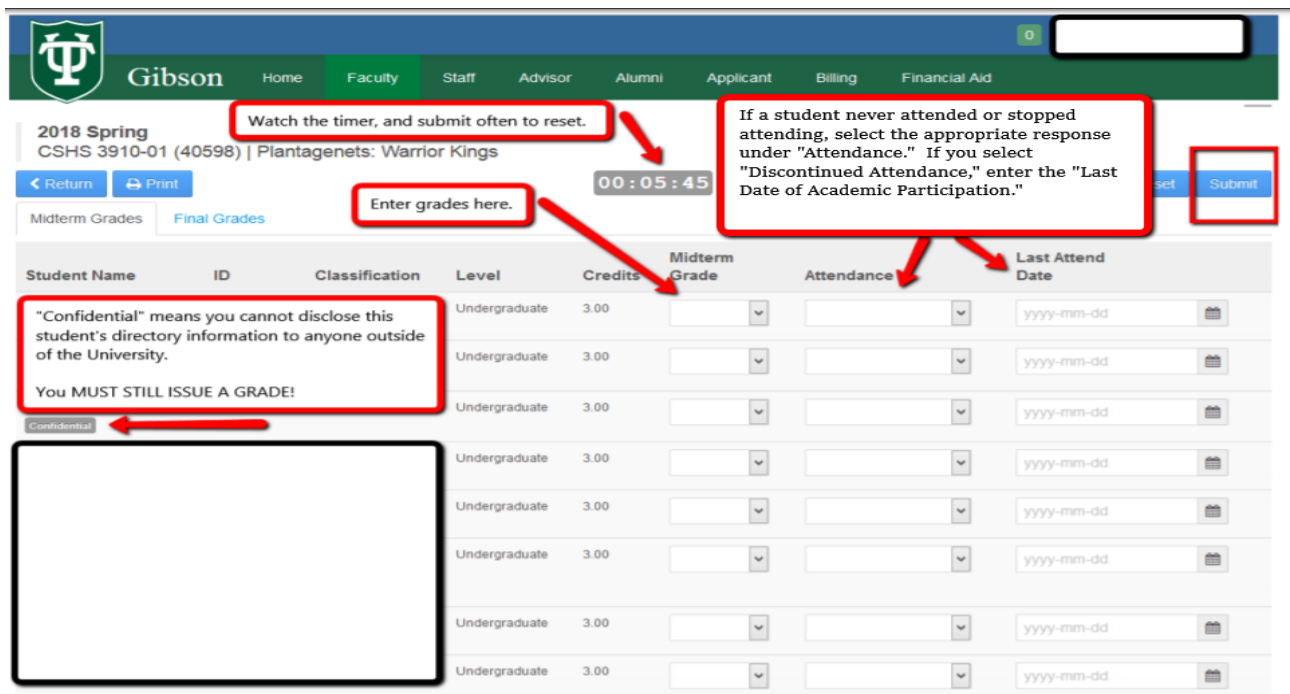
Midterm grading is typically available a week before the midterm grade deadline, which can be found on the [academic calendar](#). There is a 30 minute time limit before the system times out. Clicking "Submit" will reset the timer and allow you to enter additional grades. You may click "Submit" multiple times.

### Posting Midterm Grades:

- Login to [Gibson Online](#) and click the "Faculty" tab
- Your course(s) are listed under the "Course List" for the selected term
- Choose the course to be graded and click on "View" located on the far right



- A new page will open. Select the tab "Midterm Grades"
- In the Midterm Grades column, select a grade from the drop-down menu
- For any student that never attended the course, select "Never attended." For any student who has stopped attending the course, please enter the last date of academic participation.
- Once grades have been entered, select "Submit"
- The following confirmation message will appear in green: "All records have been submitted successfully"



## **HELPFUL TIPS**

1. If you do not see your course list for a selected term, clear your cache by going to your internet browser settings. This will require you to reenter your Tulane credentials.
2. If you cannot see the “View” button to the far right, it is likely your screen resolution is set too high. Go to your computer settings and decrease the resolution.

Please contact Traci Rees at [rees@tulane.edu](mailto:rees@tulane.edu) with any questions or concerns.