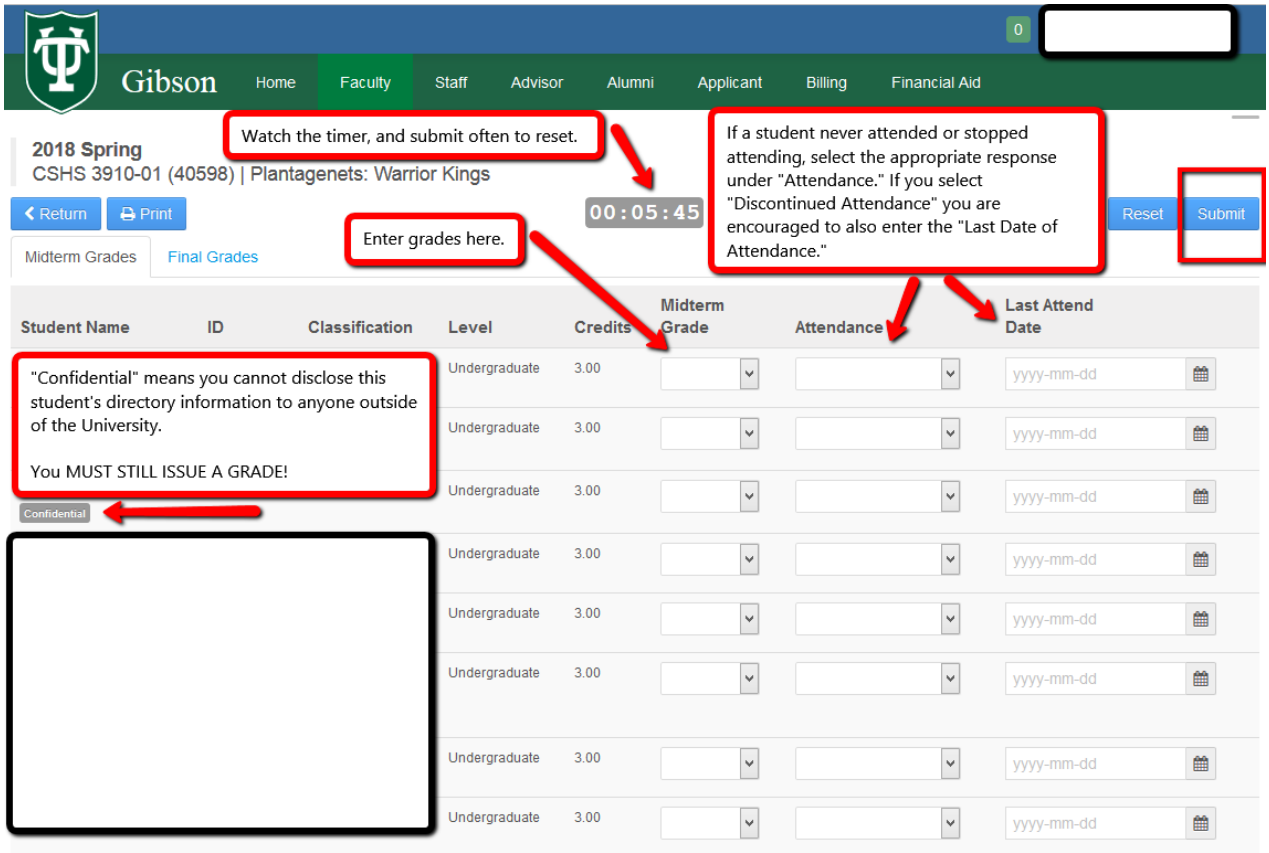
Midterm Grading Instructions – Gibson Online

Midterm grading is typically available a week before the midterm grade deadline, which can be found on our academic calendar.

- Login to Gibson Online and click the “Faculty” tab
- Choose the course to be graded and click on “View”
- A new page will open – Select the tab “Midterm Grades”
- In the Midterm Grades column, select a grade from the drop-down menu
- Once grades have been entered, select “Submit”
- Please submit your grades regularly to reset the timer
- The following message will appear in green: “All records have been submitted successfully”
- Select “Print” to print a record of grades submitted

For any student who has stopped attending, please indicate “Discontinued Attendance” in the Attendance column, and you are encouraged to enter a date in the last date of attendance column. Please contact Lisa Hawkins at lhawkin1@tulane.edu with any questions or concerns.