Midterm Grading is an integral part of the foundational reading, writing, or math course you are teaching. As was discussed during the faculty training sessions for your course, Midterm (Early Warning) grades are given during the fifth week of the semester. Midterm grade submission is done on Kean WISE, the University’s web-based information system. **The time frame for submitting Midterm grades this semester is Monday, October 6th through Sunday, October 12th** during Kean WISE’s normal hours of operation (6:00 am to 12:00 midnight). Procedures for submitting Midterm grades are similar to those for submitting Final grades. **Instructions for submitting Midterm grades on Kean WISE are printed on the back of this memo.**

**IMPORTANT:** If you have not logged into Kean WISE lately, please login to make sure you recall your login (Username) and password (PIN) information. If you have forgotten your password, please contact the Office of Computer & Information Services at (908)737-6000 to have it reset. Passwords can be reset only during normal business hours Monday - Friday 8:30am to 4:30 pm. If you change your Password, remember your new Password must be six to nine characters in length and must include both letters (case sensitive) and numbers.

Students will be able to view their Midterm grades on Kean WISE from October 6th through November 10th. The students in your classes are being notified about the nature and purpose of Midterm grades. The following paragraph is excerpted from the student notification letter:

**Purpose of Midterm Grades:** Midterm grades are intended as a progress report to give you—and your advisor(s) if applicable—some early feedback on how you are doing in your foundational classes. These grades are especially meant to give you an early warning if you are currently at-risk for earning a poor or failing grade in a course. Midterm grades are *not* meant to be an absolute predictor of your final grades, since your efforts throughout the entire semester will determine your final grades. **Your Midterm grades will NOT be a part of your permanent records** and will be available for viewing on Kean WISE only until November 10th. However, these grades will be shared with your Freshman Seminar instructor if you are enrolled in Freshman Seminar this semester and your advisor/counselor if you are a student in the EEO Program, PASSPORT Program, or Spanish Speaking Program—so that your advisors can help you if you are encountering any academic difficulties.
Kean WISE Faculty Instructions for Submitting Midterm Grades:

To Access Kean WISE
• Access Web through your Internet Browser
• Go to http://www.kean.edu (Kean University Web Page)
• Click on Kean WISE
• Review message page
• Click on Kean WISE

To Login
• Click Log In at top right
• Enter Your User Name (lower case) and PIN
• Click SUBMIT
• Click on Faculty Menu (WebAdvisor for Faculty)

To Select Grading Option
• Click on Final Grading/Midterm Grading & Remarks
• Select correct term (required)
• Select correct course (required)
• Enter appropriate grading information* and comments** for each student
• Scroll down and click SUBMIT

*Appropriate grades for the pass/fail courses CS 0409, CS 0412, ENG 1033, ENG 1300, and MATH 1003 are “P” (Passing) or “U” (Unsatisfactory); Appropriate grades for other courses are A, A-, B+, B, B-, C+, C, D, and F. Incomplete is not a valid midterm grade.
Instructors of ENG 1031/1032 and MATH 1001/1002 should submit grades for ENG 1032 and MATH 1002 only.

**In addition to submitting a midterm grade for each student, you can also submit an attendance comment (by selecting Never Attended, Stopped Attending, or Multiple Absences from the drop-down menu) and/or a performance comment to help explain a poor grade (by selecting Missing Assignments, Low Test/Quiz Scores, Unprepared for Class, or Unsatisfactory Work from the drop-down menu).

Note: You can click on the Grading Instructions faculty menu option if you want additional documentation on grade submission procedures or instructions on printing rosters for your records.

Remember to log out.