

This quick reference guide (QRG) provides instructions on how to assign a student an interim grade as a faculty member in Workday. Interim grades are commonly referred to as mid-term grades.

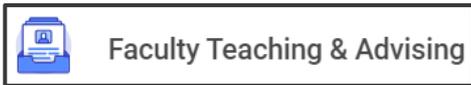
To assign a student an interim grade for a course section, complete the following steps.

ASSIGN INTERIM GRADE

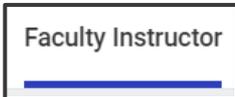
From the Workday Home page:

1. Click the **Global Navigation Menu** in the top left-hand corner of the page.

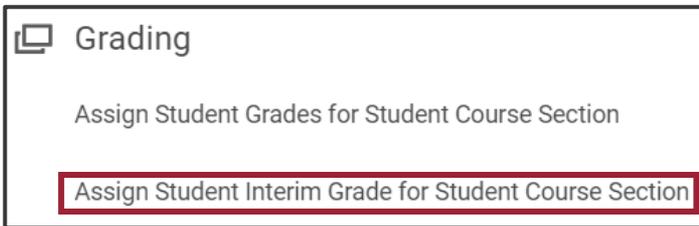
2. Select **Faculty Teaching & Advising**.



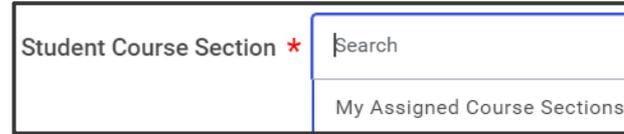
3. Select the **Faculty Instructor** tab.



4. Under **Grading** select **Assign Student Interim Grade for Student Course Section**.



5. Click into the **Student Course Section** field and select **My Assigned Course Sections** from the dropdown list.



6. Select the appropriate **Academic Period** from the dropdown list.

7. Select the appropriate **Course** from the dropdown list.



8. Click **OK**.

9. Click the **Add Row** button on the first student's row.



10. Select the appropriate **Interim Grade** for the student.



11. Optional – Edit the **Interim Grade Date** if needed.



Note: Repeat steps nine through eleven for each student in the course.

12. Click **OK**.

13. Click **Done**.