

Midterm Grade Assignment Instructions

Go to the web site www.mga.edu, at the top of the home page, click on 'Quick Links'. From the drop down select 'SWORDS' then select 'SWORDS Login'

Once you have logged in:

- Click on **Faculty and Advisors**
- Then click **Mid Term Grades**

The screenshot shows a web browser window displaying the SWORDS system. The browser's address bar shows the URL: https://astro.mga.edu/pls/COMB/twbkwbis.P_GenMenu?name=bmenu.P_FacMainMnu. The page features a dark purple header with a sword icon and the text "SWORDS Student Web Organized Records & Data System". Below the header, there are navigation tabs for "Personal Information", "Student", "Financial Aid", and "Faculty Services". A search bar is located below the tabs. The "Faculty Services" section is active, displaying a list of links: "Term Selection", "CRN Selection", "Faculty Detail Schedule", "Faculty Schedule by Day and Time", "Detail Class List", "Summary Class List", "Mid Term Grades", "Final Grades", "Registration Overrides", "Registration Add/Drop", "Student Menu", "Advisor Menu", "View/Release Holds", "Role Selection", and "Attendance Verification". Each link has a brief description of its function. At the bottom of the page, there is a copyright notice: "© 2015 Ellucian Company L.P. and its affiliates." The Windows taskbar at the bottom shows the system clock as 1:53 PM on 10/1/2015.

- Select the current term
- Click on **Submit Term** button

SELECT TERM

← → ↻ 🏠 https://astro.mga.edu/pls/COMB/bwlkfmgrd.P_FacMidGrd ☆ ☰

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SWORDS

Student Web Organized Records & Data System

Personal Information Student **Financial Aid** Faculty Services

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Select Term

983135838 John E. Edge
Oct 01, 2015 01:55 P.M.

Select the Term for processing then press the Submit Term button.

Select a Term:

RELEASE: 8.5.4.3

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1:55 PM
10/1/2015

- Highlight First CRN (so you can enter the final grades for that class)
- Click on **Submit CRN**

Course Information
American Government - POLS 1101 20
 CRN: 84541
 Students Registered: 33

▲ Please submit the grades often. There is a 30 minute time limit starting at 01:59 P.M. on Oct 01, 2015 for this page.

Record Sets: 1 - 25 26 - 33

Mid Term Grades:

Record Number	Student Name	ID	Credits	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	B	983	3.000	**Web Registered** Jun 04, 2015	None			44
2	B	983	3.000	**Web Registered** Apr 14, 2015	None			26
3	B	983	3.000	**Registered** Jun 04, 2015	None			43
4	Ci	983	3.000	**Web Registered** Jul 30, 2015	None			56
5	C	983	3.000	**Registered** Jun 04, 2015	None			46
6	C	983	3.000	**Registered** Aug 04, 2015	None			63
7	ci	983	3.000	**Registered** Jul 08, 2015	None			52
8	C	983	3.000	**Web Registered** Jul 31, 2015	None			57
9	C	983	3.000	**Registered** May 01, 2015	None			34
10	ci	983	3.000	**Registered** May 07, 2015	None			36
11	C	983	3.000	**Web Registered** Apr 30, 2015	None			33
12	D	983	3.000	**Registered** Mar 30, 2015	None			8
13	B	983	3.000	**Registered** Jun 25, 2015	None			49

- Enter grades-----choose from the following: A, B, C, D, F, S or U.
- Click on **Submit Changes**

- To enter your next set of grades:
- (at the bottom of the screen) Select **CRN Selection**
- Highlight desired CRN
- Click on **Submit CRN**
- Select **Mid Term Grades**
- Follow above directions

Q&A

Q: How do I know I have a 1st or 2nd session class?

A: Term “1” is first session. Term “2” is second session. Term “F” is full session. All are referred to as part-of-term with different beginning and ending dates.

Q: Can I be granted an extension since my first exam is scheduled after the midterm date?

A: Academic Affairs will not grant extensions as the grades predicate other data collections and analyses required by the University. If you do not have a numerical grade that translates into a letter grade, an “S” or “U” is sufficient for the early alert system.

Q: Do I tell the student by email or verbally their mid-term grade?

A: Instructor responsibility is to inform students their grades will be posted in SWORDS and the student can immediately view mid-term grades after you complete the posting and submit. However, with the final grades there’s a delay until after the Registrar officially runs end of term processes to roll the grades to academic history.

Q: Do I enter the last day attended on the grade roll for mid-term grade reporting?

A: No – The **last day attended is only required for final grades** when the student is awarded the grade of “F”, “I” or “IP”.

Q: Can I enter a Pass or Fail grade?

A: You may use the “S” grade for satisfactory or “U” for unsatisfactory. Both are only used for mid-term grade reporting.