This memorandum is to remind you of the upcoming important deadline to submit mid-semester grades and review some general information about grading options and procedures.

**THE FALL SEMESTER 2015 DEADLINE TO REPORT MID-SEMESTER GRADES IS TUESDAY, OCTOBER 27**

Each semester, faculty members are required to submit mid-semester grades to report on the progress of students enrolled in their courses. For many students, this will be the first opportunity to receive a report on their progress; therefore, you play a critical part in the evaluation process. Registration for the Spring Semester 2016 begins November 9 and the mid-semester grade for this semester is a factor in their course selection process for the next semester. In addition, your grade (even when it is a Satisfactory grade) helps the campus offices who support students understand the complete picture as to a student’s progress.

Please remember to use one of the following letters to indicate the academic progress of each student in your full-semester and/or first-module course(s).

- **S** Satisfactory (working at a level appropriate to the current stage of the course)
- **R** Risk of failure (borderline performance)
- **U** Unsatisfactory performance (likelihood of failure unless there is a significant improvement: not working at appropriate level, skipping classes or not submitting work on time)
- **N** Not in attendance (student has never joined the course in person or has informally withdrawn)

**PLEASE NOTE:** You may wish to retain this memo for an explanation of the grades so that, when you are recording grades in PRESTO, you will have the literal explanation of each grade.

**Accessing PRESTO to Report Mid-semester Grades**

You will need your Oberlin ID number (your T Number) and PRESTO PIN to access PRESTO ([http://presto.cc.oberlin.edu](http://presto.cc.oberlin.edu)). Please remember to check the browser information at the home page for PRESTO to confirm that you are using a correct browser for grade submission.

If you have forgotten your PRESTO PIN, there is a “forgot PIN?” button at the log in page.

Once you have logged on,

- Click on the FACULTY AND ADVISORS link. At the next menu,
- Choose the MID TERM GRADES link.
- You will initially be asked to identify a term (Fall Semester 2014). The courses for which you are listed as primary instructor will then be available.
- Choose the course in the SELECT CRN (course reference number) pull down menu. Registered students will be presented in alphabetical order for the CRN submitted.
- To report a grade, simply choose the appropriate mid-semester grade from the pull-down menu located next to each student’s name.
- When you are finished reporting mid-semester grades for the particular CRN, click the Submit Changes button near the bottom of the page. You will then be able to exit (link is located at the top of the page) or select another CRN (link is located at the bottom of the page).

If you experience difficulty logging on to PRESTO, please contact Jessica Lear ([jessica.lear@oberlin.edu](mailto:jessica.lear@oberlin.edu)) (5-8453) for assistance.
You may submit Mid-semester grades via PRESTO, Oberlin’s on-line records system. PRESTO is normally available until 11:30 p.m. Therefore, you will have until 11:30 p.m. on October 27 to enter mid-semester grades. After this date, the Registrar’s Office closes mid-term grades so that class deans and advising offices may generate reports.

In more recent versions of PRESTO, two columns have been added to the mid-semester grade screen: Last Attend Date and Attend Hours. You do not need to complete either of these fields.

Students will have access to their mid-semester grades via PRESTO beginning Thursday, October 29, 2015. A blank will appear if you do not report mid-semester grades. In the event of a missing grade, students will be referred to the instructor for clarification. The Registrar forwards a listing of all faculty members who do not submit grades to the appropriate dean’s office.

You will have 45 minutes in which to enter and submit grades. If you need more time to enter grades for your course(s), click on the Submit Changes link; each time you click on Submit Changes, you begin a new 45-minute session.

Please feel free to contact us at 440.775.8450 or at registrar@oberlin.edu; we would be happy to assist you with any questions you might have. For your reference, our office hours are 8:00 a.m. to 4:30 p.m. Thank you, in advance, for providing this critical information for student evaluations.

Upcoming Important Dates

**Mid-Semester Grades Due**

**Tuesday, October 27**

**Advising begins for Spring Semester 2016 Registration**

**Wednesday, October 28**

**Mid-Semester Grades Available For Students via PRESTO**

**Thursday, October 29**

**Deadline to declare P/NP grading option; Withdraw from a course; or change variable Credit hours [For full semester courses]**

**Tuesday, November 3**

**Registration for Spring Semester 2016**

**Monday, Nov. 9 -- Friday, Nov. 20**

**Deadline to register for Winter Term 2016**

**Friday, December 4**

**Classes End for Fall Semester 2015**

**Friday, December 11**

**Reading Period Begins**

**Saturday, December 12**

**Final Examination Period**

**Weds., Dec. 16 – Sun., Dec. 20**

**Final Grades Due**

**Monday, January 4**