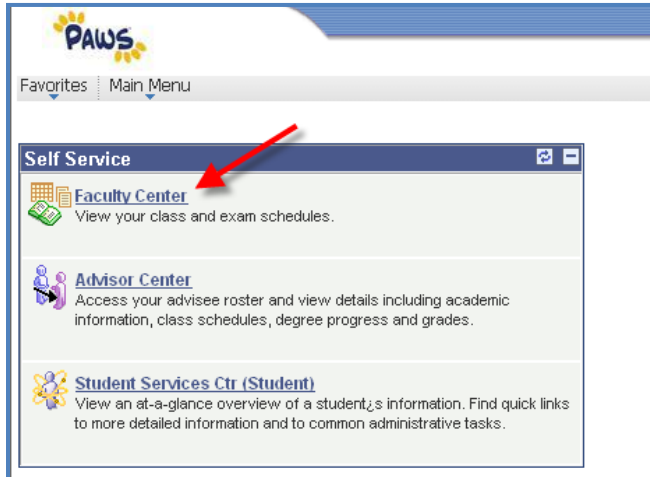# How to Enter Mid-Semester Progress Reports in PAWS

1. Sign into PAWS. PAWS can be accessed by selecting the PAWS icon from the WebTools menu on the TCNJ Today homepage today.tcnj.edu.

2. Select the Faculty Center link.

3. Select the **Grade Roster icon** located next to the course for which you are entering the mid-semester progress report.

4. On the next page, you will see the **Grade Roster.** Make sure that Mid Term Progress Report is selected. Note while you are adding or editing the roster, the Approval Status drop-down box should remain at "Not Reviewed", which is the default.

5. Select each student's progress report from the drop-down box next to the student's name in the Mid Term Progress Report column. (See picture below.) You will only have three options: *Mid-Term Satisfactory, Mid-Term Caution, or Mid-Term Unsatisfactory.*

		ID	Name	Visual Grade	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
☐	1				▾		GRD	Business - Finance	Sophomore
☐	2				Mid-Term Satisfactory		GRD	Business - Management	Sophomore
☐	3				Mid-Term Caution Mid-Term Unsatisfactory ▾		GRD	Business - Marketing	Sophomore
☐	4				▾		GRD	Business - Marketing	Sophomore

Please note these will be viewable on your roster and to the student as traffic signals (Green = Satisfactory, Yellow = Caution, Red = Unsatisfactory)

Optional: Add a Student Viewable Note
   In addition to entering the Progress Report, you can also enter a student viewable comment.
   Select the Notes tab and then select the link 'Note'.

		ID	Name	Visual Grade	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
☐	1			● - Midterm Satisfactory	Mid-Term Satisfac ▾		GRD	Business - Finance	Sophomore
☐	2			● - Midterm Satisfactory	Mid-Term Satisfac ▾		GRD	Business - Management	Sophomore
☐	3			● - Midterm Satisfactory	Mid-Term Satisfac ▾		GRD	Business - Marketing	Sophomore
☐	4			● - Midterm Satisfactory	Mid-Term Satisfac ▾		GRD	Business - Marketing	Sophomore

		ID	Name	Visual Grade	Roster Grade	Official Grade	
☐	1			● - Midterm Satisfactory	Mid-Term Satisfac ▾		Note
☐	2			● - Midterm Satisfactory	Mid-Term Satisfac ▾		Note
☐	3			● - Midterm Satisfactory	Mid-Term Satisfac ▾		Note
☐	4			● - Midterm Satisfactory	Mid-Term Satisfac ▾		Note

Type your note/comment in the Transcript Note section and click OK.

My Grade Rosters

Transcript Note

Name	░░░░░	ID	░░░░

▼ Class Section Information

Term	2014 Fall		
Subject	ACC	Catalog Nbr	202
Class Nbr	80279	Section	02
Description	MANAGERIAL ACCOUNTING		

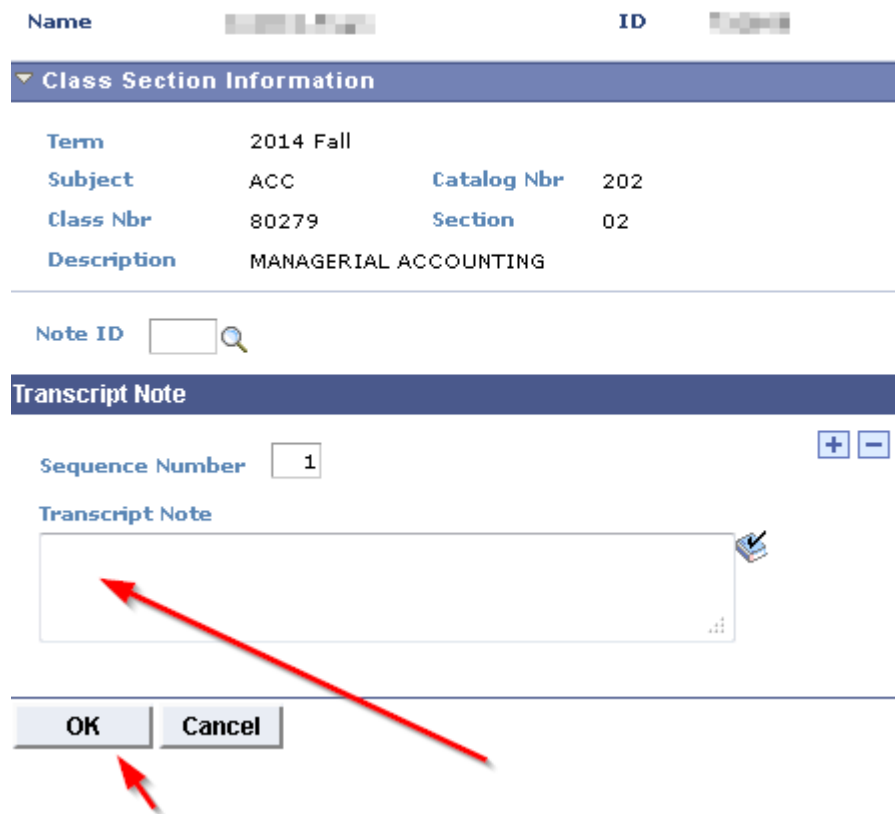Note ID [   ] 🔍

Transcript Note

Sequence Number [1]

Transcript Note

[   ]

[OK] [Cancel]

6. After you have entered the progress report click the Save button at the bottom of the screen.

***Please Note: Selecting SAVE does not submit or post the progress reports.** Selecting SAVE saves your entries and allows you to return to your roster to modify your entries at a later time. In order to post your progress reports you must complete the following:*

7. Save the Progress Reports and make them viewable to the student by changing the Approval Status from 'Not Reviewed' to 'Approved' and then select the Save. There is not a Post button.
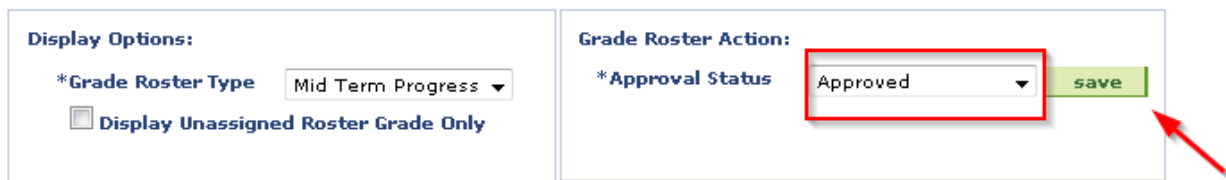
Display Options:

*Grade Roster Type [Mid Term Progress ▼]
☐ Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status [Approved ▼] [save]

This is how the Mid Term Progress Report appears to the student.

Class Grades - 2014 Fall

Class	Mid Term Progress Report	Notes
ACC 202	● - Midterm Satisfactory	
BUS 200		
IDS 102		
MGT 201		
MKT 201		
MUS 146		
REL 100		