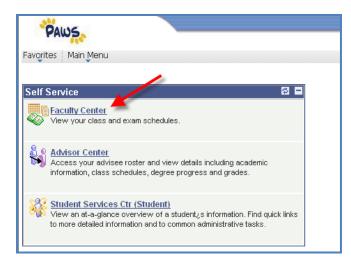
How to Enter Mid-Semester Progress Reports in PAWS

- 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.

y Tea	iching Schedu	ile > 2014 Fall > The C	college of	f New Jersey		
				View All) 🛗 🛛 First	t 🖪 1-2 of 2 🕨 La:
	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
R	ACC 202-01 (80278)	MANAGERIAL ACCOUNTING (Discussion Lecture)	25	TuFr 2:00PM - 3:20PM	Business Building 104	Aug 26, 2014- Dec 5, 2014
1 3	ACC 202-02 (80279)	MANAGERIAL ACCOUNTING (Discussion Lecture)	16	TuFr 3:30PM - 4:50PM	Business Building 104	Aug 26, 2014- Dec 5, 2014

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.

Display Options:	Grade Roster Action:
*Grade Roster Type Mid Term Progress ▼ Display Unassigned Roster Grade Only	*Approval Status Not Reviewed
Student Grade Note IIII	

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.*

Stu	den	t Grade	Note 💷						
		ID	Name	Visual Grade	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
	1	direta (lation. Total				IGRD	Business - Finance	Sophomore
	2		hana landar		Mid-Term Satisfactory Mid-Term Caution		GRD	Business - Management	Sophomore
	з		Consultants. James		Mid-Term Unsatisfacto	ory	GRD	Business - Marketing	Sophomore
	4	e The Bill	Coloris, Cyleshiller yr				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'.

Stu	den	t Grade	Note 💷						
		ID	Name	Visual Grade	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
	1		1-8-8	• Midterm Satisfactory	Mid-Term Satisfac 🔻		GRD	Business - Finance	Sophomore
	2		terrar Octor	🔵 - Midterm Satisfactory	Mid-Term Satisfac 🔻		GRD	Business - Management	Sophomore
	з	e 📰 🖻	Course (Course, Courses,	🔴 - Midterm Satisfactory	Mid-Term Satisfac 🔻		IGRD	Business - Marketing	Sophomore
	4	9	Delected in the Annual State	• Midterm Satisfactory	Mid-Term Satisfac 🗸		IGRD	Business - Marketing	Sophomore
								n :	

Stude	ent (Grade	Note 💷				
		ID	Name	Visual Grade	Roster Grade	Official Grade	
	1		No. 1 A. Trans	🔴 - Midterm Satisfactory	Mid-Term Satisfac 👻		Note
	2	0.000	frances-description	• Midterm Satisfactory	Mid-Term Satisfac 🗸		Note
	з		Contraction of the second	🔴 - Midterm Satisfactory	Mid-Term Satisfac 👻		Note
	4	10.00	Desire the initial set	🔴 - Midterm Satisfactory	Mid-Term Satisfac 👻		Note

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

Name ID Class Section Information Term 2014 Fall Subject ACC Cass Nbr 80279 Section 02 Pranscript Note Image: Imag	My Grade H	Rosters				
 Class Section Information Term 2014 Fall Subject ACC Catalog Nbr 202 Class Nbr 80279 Section 02 Description MANAGERIAL ACCOUNTING Note ID Catalog Nor 202 Class Nbr 80279 Section 02 Description MANAGERIAL ACCOUNTING Note ID Catalog Nbr 202 Class Nbr 80279 Section 02 Description MANAGERIAL ACCOUNTING Note ID Catalog Nbr 202 Class Nbr 80279 Section 02 Description MANAGERIAL ACCOUNTING Note ID Catalog Nbr 202 Class Nbr 80279 Section 02 Descript Note 	Transcrip	t Note				
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Class Nbr 80279 Section 02 Description MANAGERIAL ACCOUNTING Note ID Image: Class Nbr MANAGERIAL ACCOUNTING Note ID Image: Class Nbr Sequence Number 1 Transcript Note Image: Class Nbr	Term	2014 Fall				
Description MANAGERIAL ACCOUNTING Note ID Transcript Note Transcript Note	Subject	ACC	Catalog Nbr	202		
Note ID	Class Nbr	80279	Section	02		
Transcript Note Sequence Number Transcript Note	Description	MANAGERIAL .	ACCOUNTING			
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					¥	
OK Cancel						
OK Cancel						
	ок с	ancel				

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:

 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 Action:				
*Grade Roster Type	Mid Term Progress 👻	*Approval Status	Approved	-	save	
🔲 Display Unassigne	ed Roster Grade Only					

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

Class Grades -	Class Grades - 2014 Fall					
Official Grades	Mid Term Progress Report					
Class	Mid Term Progress Report	Notes				
ACC 202	🔵 - Midterm Satisfactory					
<u>BUS 200</u>						
IDS 102						
<u>MGT 201</u>						
<u>MKT 201</u>						
<u>MUS 146</u>						
REL 100						