

# Instructions for Submitting Mid-Term Grades

**Advisory grades of C, D, F and U should be reported at mid-term of the full semester.**

Follow the steps below to submit mid-term grades for every CRN you teach during the full-time session.

Visit <http://www.abac.edu/myabac>

Click the "Banner" link/icon

Login by providing credentials

Faculty Services

Instruction Menu

Mid Term Grade

Select the term and CRN

Assign C, D, F and U using the pull down

Submit changes for each CRN

Select another CRN

Continue until mid-term grades are submitted for each of your CRN's

**Short Session Classes.** Mid-term grades for short sessions are not entered into Banner Web, but each student with a mid-term grade of C, D, F or U must be informed at least 2 days before the Withdrawal without Academic Penalty deadline for that class.

*Last updated September 18, 2012*