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](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.