



Instructions for entering mid-term grades (two methods):

1. Traditional Method:

- Log into myLEO
- Select: Faculty Resources tab
- Select: Faculty Midterm Grades
- Select: Term
- Select: Course
- Select: Submit
- Input letter grade under “Grade”
- Select: Submit

2. D2L Gradebook:

- Export Midterm grades from your LMS gradebook directly into the Banner Student Information system. Please consult the instructions below:
 - Submission of Grades in D2L
 - D2L Export Grades Tips
- **Always** verify the grades have transferred by checking worksheet in Banner.
- If you should have any questions or concerns regarding the new method of grading, please contact Online@tamuc.edu for assistance.
- If you receive a ‘Session Timeout’ or **com.ellucian.sso.exception.ApplicationException: UDC Id not available** error message:
 - You will need to clear the cache and cookies for your web browser. The link below has the instructions on how to clear the cache and cookies of the most common web browsers used. Please note that if the browser allows for time range selection, All Time needs to be selected.
How to Clear Cache and Cookies- <https://www.pcmag.com/how-to/how-to-cl...>
 - If you continue to have trouble with these messages, please contact the IT office at 903-468-6000 for assistance.