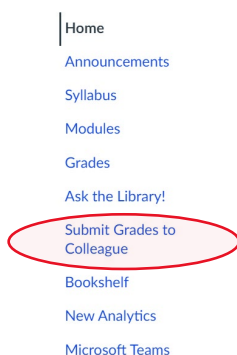


Submitting Mid-term Grades

1. Each course should submit mid-term grade by the established due date as indicated by the current [Academic Calendar](#).
2. Grades can be submitted directly through Canvas or through MyOTC faculty page (page 2 of instructions) for each course.
3. In Canvas, first be certain that all grades in the gradebook are updated and if any rounding should be necessary that has been completed and is indicated in the final grade percentage. There will be an additional checkpoint to be able to change grades if necessary.
4. On the menu to the left of each course, select “Submit Grades to Colleague”



5. Be certain that “Midterm 1” is the tab you are in. Once selected, the grades from gradebook with auto-load. If not see #9 below and begin again.
6. Review grades to be sure they are correct.
7. NO LDA IS NEEDED for midterm grades. Unless the student listed has dropped the course.
8. Once reviewed and any corrections needed are complete, select submit at bottom of page.
9. **If you are unable to auto-load grades**, go to “Setting” and then the “course details” tab at top. About ¾ of the way down, select “enable course grading scheme”. You can view the current grading scheme and adjust if needed. Select “update course details” in lower right corner to complete.

Grading Scheme: Enable course grading scheme

A, B, C, D, F Grading Scheme

View Copy + New Grading Scheme

10. **If “submit grades to colleague” is not in menu**, go to “setting”, then “Navigation”. Pull “submit grades to Colleague” up to the unhidden portion. Select “save” at bottom of page.

Submit midterm grades in MyOTC directly

1. In the faculty page of MyOTC, select the class you wish to input grades individually.
2. Select the grading tab and select Midterm1
3. Enter each grade for each student.
4. NO LDA IS NEEDED for midterm grades. Unless the student listed has dropped the course.
5. Once entered, there will be NO submit button but they will upload automatically.