

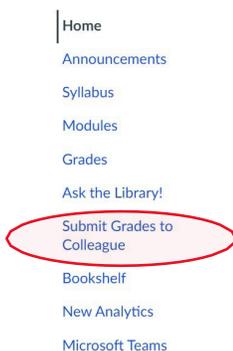
## Submitting Midterm Grades

Midterm grades must be submitted by the deadline listed in the **Academic Calendar**. You can submit grades through **Canvas** or directly in **MyOTC**.

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### Submitting Midterm Grades via Canvas

1. **Ensure all grades in the Canvas Gradebook are updated.**
  - Apply any necessary rounding before submission.
  - A final checkpoint will allow for grade changes if needed.
2. **Navigate to “Submit Grades to Colleague.”**
  - In the **course menu** on the left, select "**Submit Grades to Colleague.**"



3. **Select the "Midterm 1" tab.**
  - Grades should auto-load from the Gradebook.
  - If they do not, see **Step 9** for troubleshooting.
4. **Review all grades for accuracy.**
5. **LDA (Last Date of Attendance) is NOT required for midterm grades.**
6. **Submit the grades.**
  - After reviewing and making any necessary corrections, click **Submit** at the bottom of the page.

### Troubleshooting in Canvas

7. If grades do not auto-load:
  - Go to **Settings** → **Course Details**.
  - Scroll about  $\frac{3}{4}$  of the way down and enable "**Course Grading Scheme.**"

- Adjust the grading scheme if needed.
- Click "**Update Course Details**" to save changes.

Grading Scheme:  Enable course grading scheme

A, B, C, D, F Grading Scheme ▼

8. If "**Submit Grades to Colleague**" is missing from the menu:
    - Go to **Settings** → **Navigation**.
    - Move "**Submit Grades to Colleague**" to the visible section.
    - Click **Save**.
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### Submitting Midterm Grades via MyOTC

1. In **MyOTC Faculty Page**, select the class you wish to enter grades for.
2. Click the **Grading** tab and select **Midterm 1**.
3. Enter midterm grades for each student.
4. **LDA is NOT required for midterm grades.**
5. **Grades will upload automatically**—there is no submit button.