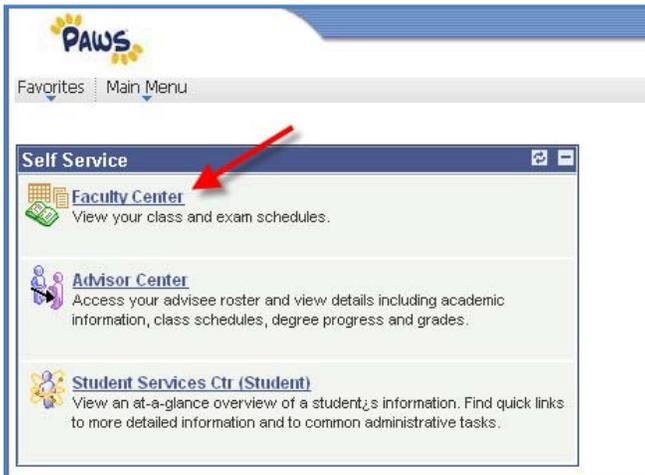


How to Enter Mid-Semester Progress Reports in PAWS

1. Sign into PAWS. PAWS can be accessed via the PAWS icon on the myTCNJ portal page at: <http://my.tcnj.edu>, or by selecting the PAWS icon from the WebTools menu on the TCNJ homepage.
2. Select the Faculty Center link.

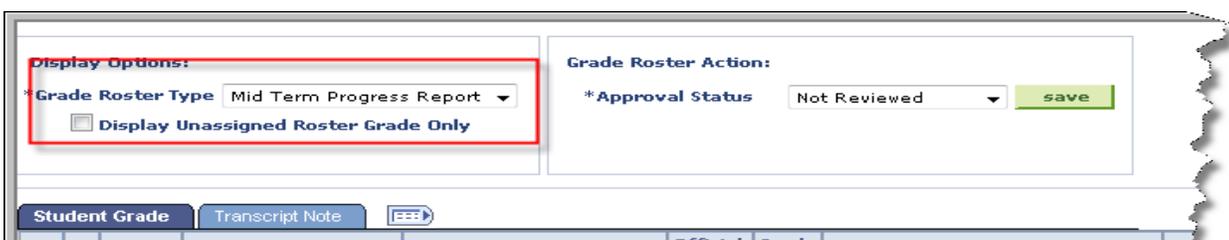


3. Select the **Grade Roster icon**  located next to the course for which you are entering the mid-semester progress report.

The screenshot shows the 'My Teaching Schedule' page for the 2011 Fall semester at The College of New Jersey. The page displays a table of classes with columns for Class, Class Title, Enrolled, Days & Times, Room, and Class Dates. A red box highlights the Grade Roster icon (a document with a person) next to the first class entry.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
MIT 201-03 (80905)	INFORMATION SYSTEMS CONCEPTS (Lecture)	28	MoTh 8:00AM - 9:50AM	Business Building 225	Aug 30, 2011- Oct 18, 2011
MIT 201-05 (80899)	INFORMATION SYSTEMS CONCEPTS (Lecture)	28	MoTh 2:00PM - 3:50PM	Business Building 225	Aug 30, 2011- Oct 18, 2011
MIT 201-06 (80900)	INFORMATION SYSTEMS CONCEPTS (Lecture)	28	MoTh 2:00PM - 3:50PM	Business Building 225	Oct 19, 2011- Dec 9, 2011
MIT 310-01 (80901)	BUS INFORMA SYSTEMS & TECHNOLO (Lecture)	28	MoTh 12:00PM - 1:50PM	Business Building 225	Aug 30, 2011- Dec 9, 2011

4. On the next page, you will see the **Grade Roster**. Make sure that Mid Term Progress Report is selected. Note while you are adding or editing the roster, the Approval Status drop-down box should remain at "Not Reviewed", which is the default.



- Select each student's progress report from the drop-down box next to the student's name in the Mid Term Progress Report column. (See picture below.) You will only have three options: *Mid Term Satisfactory, Mid Term Caution, or Mid Term Unsatisfactory.*

Student Grade		Transcript Note					
	ID	Name	Mid Term Progress Report	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	1 646351	Alcaez,Ernest	<input type="text"/>		GRD	School of Business - Accountancy	Freshman
<input type="checkbox"/>	2 614731	O'Hara,Nicholas	<input type="text"/> <ul style="list-style-type: none"> Mid Term Satisfactory Mid Term Caution Mid Term Unsatisfactory 		GRD	School of Business - Open Option-Business	Freshman
<input type="checkbox"/>	3 610882	Ocaro,Elizabeth	<input type="text"/>		GRD	Schl of Nursing & Exercise Sci - Health and Exercise Science/Marketing	Sophomore
<input type="checkbox"/>	4 633909	Patrick,Benjamin	<input type="text"/>		GRD	School of Business - Accountancy	Freshman

Please note these will be viewable on your roster and to the student as traffic signals (Green = Satisfactory, Yellow = Caution, Red = Unsatisfactory)

Optional: Add a Student Viewable Note

In addition to entering the Progress Report, you can also enter a student viewable comment. Select the link 'Note to Student' and enter in the note.

	ID	Name		Official Grade	Grade Basis	Program and Plan	Level	Note to Student
<input type="checkbox"/>	1 646351	Alcaez,Ernest	● - Midterm Satisfactory		GRD	School of Business - Accountancy	Freshman	Note to Student
<input type="checkbox"/>	2 614731	O'Hara,Nicholas	● - Midterm Satisfactory		GRD	School of Business - Open Option-Business	Freshman	Note to Student
<input type="checkbox"/>	3 610882	Ocaro,Elizabeth	● - Midterm Satisfactory		GRD	Schl of Nursing & Exercise Sci - Health and Exercise Science/Marketing	Sophomore	Note to Student

- After you have entered the progress report click the Save button at the bottom of the screen.

Please Note: Selecting SAVE does not submit or post the progress reports. Selecting SAVE saves your entries and allows you to return to your roster to modify your entries at a later time. In order to post your progress reports you must complete the following:

- Save the Progress Reports and make them viewable to the student by changing the Approval Status from 'Not Reviewed' to 'Approved' and then select the Save. There is not a Post button.

Display Options:

*Grade Roster Type

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status

This is how it will appear to the student:

Class Grades - 2011 Fall		
Class	Mid Term Progress Report	Notes
ACC 191		
BUS 99		
FSP 121		
IDS 102		
IDS 103		
MAT 96		
MGT 201		
MIT 201	● - Midterm Satisfactory	
MKT 201		