

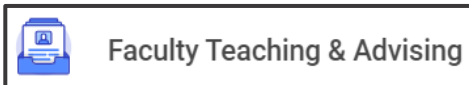
This quick reference guide (QRG) provides instructions on how to assign a student an interim grade as a faculty member in Workday. Interim grades are commonly referred to as mid-term grades.

To assign a student an interim grade for a course section, complete the following steps.

## ASSIGN INTERIM GRADE

From the Workday Home page:

1. Click the **Global Navigation Menu** in the top left-hand corner of the page.
2. Select **Faculty Teaching & Advising**.



3. In the Academic Period textbox type your institution's acronym, the academic period, and academic year. For example, UAF Fall 2025. Then press enter.

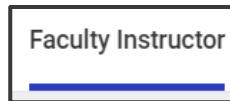
A screenshot of a web form titled "Faculty Instructor for Faculty Teaching & Advising". It features a dropdown menu for "Academic Period" with "UAF Fall 2025" selected. Below the dropdown is a "Search Results (11)" section showing two options: "UAF Fall 2025 (08/18/2025-12/12/2025)" and "UAF Fall I 2025 (08/18/2025-10/07/2025)".

4. Select the desired Academic Period or Periods.

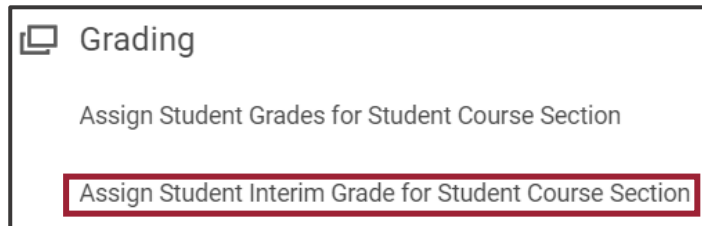


**Note:** To select all options, on your keyboard, hold down the "ctrl" and "a" buttons. While holding these buttons click the top option.

5. After selecting the needed Academic Period(s), click anywhere on the screen and then click the **OK** button.
6. Select the **Faculty Instructor** tab.



7. Under **Grading** select **Assign Student Interim Grade for Student Course Section**.



8. Click into the **Student Course Section** field and select **My Assigned Course Sections** from the dropdown list.

A screenshot of a form field labeled "Student Course Section" with a red asterisk. A dropdown menu is open, showing a "Search" bar and the option "My Assigned Course Sections".

## Assign Student Interim Grade

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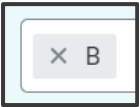
9. Select the appropriate **Academic Period** from the dropdown list.
10. Select the appropriate **Course** from the dropdown list.

A screenshot of a web interface showing a dropdown menu. The text 'Student Course Section' is followed by a red asterisk. The dropdown is open, showing a selected item 'HIS 2053-001 - Arkansas History' with a small 'x' icon to its left.

11. Click **OK**.
12. Click the **Add Row** button on the first student's row.



13. Select the appropriate **Interim Grade** for the student.



14. Optional – Edit the **Interim Grade Date** if needed.
15. Repeat steps nine through eleven for each student in the course.



Note: Multiple Interim Grades can be entered for a student as needed. For example, if a program, scholarship, or student organization requires grade updates at various points during the semester, they can be recorded here with corresponding dates for tracking and reference.