

MIDTERM AND FINAL GRADE INSTRUCTIONS

1. Log into your IRIS
2. Go into the FACULTY section
3. Under Rosters, Grading and Drop, select MIDTERM AND FINAL GRADING
4. Select the term
5. Select **Midterm/Intermediate** if you are verifying midterms or **Final** if you are entering final grades. Select the course you wish to apply that action selected
6. When entering MIDTERMS, you will only put a “W” if the student needs to be withdrawn (*no letter grades are to be given for midterms*). If no student needs to be withdrawn then just check the VERIFY BOX and submit. (*It is essential you check the verify box before you submit*)
7. When entering FINAL GRADES you will enter a letter grade for each student, check the FINAL GRADE SUBMISSION box and hit SUBMIT
8. To confirm the midterm and the final grade submissions you may look at the midterm and final grade columns

Please see illustrations below:

1. Log into your IRIS:

Lake Land College IRIS Internet Registration & Information System

Log In Main Menu

Welcome Guest!

Search for Classes

You can search for classes without logging into IRIS.

Log In

To use other functions of IRIS such as registering for classes and/or viewing grades, you will need to Log In to the system.

Log In Help

If you do not know your IRIS User ID or Password, please click on the Password Hint link below.

IRIS Log In

If you are a first-time user, your password is your birthdate (mmdyy)

If you are logging into IRIS and get an Invalid Password error message, Please contact The Center at (217)234-5439 immediately. They will reset your password and provide you with a new one that must be changed when you log in.

If you have forgotten your password please click on Password Hint link below.

[Password Hint](#)

User ID

Password

SUBMIT

Log In Main Menu

2. Go into the FACULTY section:

Lake Land College IRIS Internet Registration & Information System

Change Password Log Out Main Menu

Welcome Toni J. Andres!

Search for Classes

You can search for classes without logging into IRIS.

Log In

To use other functions of IRIS such as registering for classes and/or viewing grades, you will need to Log In to the system.

Log In Help

Students Faculty Employees

3. Under Rosters, Grading and Drop, select MIDTERM AND FINAL GRADING:

Lake Land College IRIS Internet Registration & Information System

Change Password | Log Out | Main Menu | Faculty Menu

Faculty - Faculty Menu Welcome Toni J. Andres!

The following links may display confidential information.

To use IRIS for anything other than Search for Classes you need to Log In to the system.
If you are a first-time user, your password is your birthdate (mmdyy).

User ID & Password

[What's My User ID?](#)
[Show My Password Hint](#)

Advising

[Advisee Information](#)
[Advisees/Email](#)
[Mandatory Advisement and Clearance](#)
[Search for Sections](#)

Rosters, Grading & Drop

[Class Roster](#)
[Midterm and Final Grading](#) ←
[Student Contact Information](#)
[Accommodation and TRiO Rosters](#)
[Faculty Drop or Withdraw](#)

Course/Instructor Evaluations

[Course/Instructor Evaluation Survey Results](#)
[Faculty Evaluations by Students Option](#)
[Advisee Survey](#)

LEAP

[Contribute to LEAP](#)
[My To Do List](#)
[Retention Case Reminder Pref](#)
[My Contributions to Cases](#)
[Count of Open Retention Cases](#)
[Closed Retention Cases](#)
[Retention Cases for Students](#)

Change Password | Log Out | Main Menu | Faculty Menu

4. Select the term:

Lake Land College IRIS Internet Registration & Information System

Change Password | Log Out | Main Menu | Faculty Menu | Help

Faculty Welcome Toni J. Andres!

Midterm and Final Grading

Select a term or date range to restrict your class list

Term ←

- 2014SP - Spring 2014
- 2014SU - Summer 2014
- 2014FA - Fall 2014
- 2013FA - Fall 2013

SUBMIT

Change Password | Log Out | Main Menu | Faculty Menu | Help

5. Select **Midterm/Intermediate** if you are verifying midterms or **Final** if you are entering final grades. Select the course you wish to apply that action selected

Lake Land College IRIS Internet Registration & Information System

Change Password Log Out Main Menu Faculty Menu Help

Faculty Welcome Toni J. Andres!

Midterm and Final Grading

To confirm you have completed required steps, verify the status of Midterm Verification & Final Grade Submitted columns.

Select Final or Midterm Grading

Choose One: F - Final | I - Midterm/Intermediate

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term	Midterm Verified	Midterm Date	Final Grades Submitted
<input type="checkbox"/>	SOC-282-30273 Social Problems	08/22/13	12/11/13	LL05	113	06:00PM - 08:45PM	R	DNC	2013FA	Yes	10/15/2013	Yes

SUBMIT

Change Password Log Out Main Menu Faculty Menu Help

6. When entering MIDTERMS, you will only put a “W” if the student needs to be withdrawn (*no letter grades are to be given for midterms*). If no student needs to be withdrawn then just check the VERIFY BOX and submit. (*It is essential you check the verify box before you submit*)

Lake Land College IRIS Internet Registration & Information System

Change Password Log Out Main Menu Faculty Menu Help

Faculty Welcome Toni J. Andres!

Midterm Grading

If the verification box is checked, then this section has already been verified.

If the verification box has NOT been checked, please check the box and click submit to verify the section. To make changes to student midterm grades, contact Admissions & Records at (217) 234-5311.

Class Name: SOC-282-30273
Title: Social Problems
Location: On Campus Term: Fall 2013

Instructor
1 Toni J. Andres

Check box to show verification of midterm enrollment

Midterm enrollment was verified on 10/14/13

I hereby certify that the students listed below, except those noted otherwise, are currently enrolled.
They are actively pursuing completion of the course at midterm and I have proper documentation to support this certification.

Student	ID	Midterm Grade	Class	Status	Credits	CEUs
1			SO	New	3.00	

- When entering FINAL GRADES you will enter a letter grade for each student, check the FINAL GRADE SUBMISSION box and hit SUBMIT

Lake Land College IRIS Internet Registration & Information System

Change Password | Log Out | Main Menu | Faculty Menu | Help

Faculty Welcome Toni J. Andres!

Final Grade Submission

You must print this page (choose file, then print on your browser) BEFORE pressing the "Submit" button. Note: Withdrawn students will not be listed on the roster.

Class Name SOC-282-30273
 Title Social Problems
 Location On Campus Term Fall 2013

Instructor
 1 Toni J. Andres

Final Grade Submission:

Student	ID	Grade	Expire Date	Midterm Grade	Class Level	Status	Credits	CEUs
1		A			SO	New	3.00	
2		A			SO	New	3.00	
3		C			FR	Add	3.00	

Check box to select another course from 2013FA.

SUBMIT

Instructor's Signature/Date

Change Password | Log Out | Main Menu | Faculty Menu | Help

- To confirm the midterm and the final grade submissions you may look at the midterm and final grade columns

Lake Land College IRIS Internet Registration & Information System

Change Password | Log Out | Main Menu | Faculty Menu | Help

Faculty Welcome Toni J. Andres!

Midterm and Final Grading

To confirm you have completed required steps, verify the status of Midterm Verification & Final Grade Submitted columns.

Select Final or Midterm Grading

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term	Midterm Verified	Midterm Date	Final Grades Submitted
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SUBMIT

Change Password | Log Out | Main Menu | Faculty Menu | Help