


## Confirming Withdrawn Status During Faculty Midterm Grade Entry

Be sure to select the Midterm Grades tab, then select the proper course. You must select the student to see their student status. To access the student's status, select the triangle in the upper right near the search bar.

The screenshot shows the Faculty Grade Entry interface. The 'Midterm Grades' tab is highlighted in yellow. A red box labeled '1 Select Midterm Grades Tab' points to the tab. Below the tabs, the 'My Courses' table shows a course selected: 'In Progress', 'ART - Art', '111', '001', 'Figure Drawing', '201850 - Spring 2019', '22455'. A red box labeled '2 Select Course' points to this row. Below the course list, the 'Enter Grades' section shows a student selected: 'Anderson, Shari L', '20181944', with a dropdown menu open. A red box labeled '3 Select Student' points to this student. In the top right corner, a search bar has a dropdown arrow highlighted in yellow, with a red box labeled '4 Student Details Menu' and a downward arrow pointing to it.

 The student must be selected for their details to appear in the student details menu.

After selecting the menu arrow, within the Course Details tab towards the bottom you will see Student Details. To verify a student has withdrawn or not, check the registration status under their name and Banner ID.

The screenshot shows the Faculty Grade Entry interface with the 'Student Details Menu after selecting the arrow' open. The 'Midterm Grades' tab is selected. The 'My Courses' table shows the same course as in the previous screenshot. The 'Enter Grades' section shows a list of students. A red box labeled '1' points to the first student, 'Anderson, Shari L'. A large yellow arrow points from this student to the 'Student Details' section of the menu. The 'Student Details' section shows the student's name, 'Shari L Anderson', and a red box labeled '2' points to the 'Registration Status: Withdrawn' text. Other details include 'Credits: 3', 'Email student', and 'Grade Rolled Date: Not Rolled'.