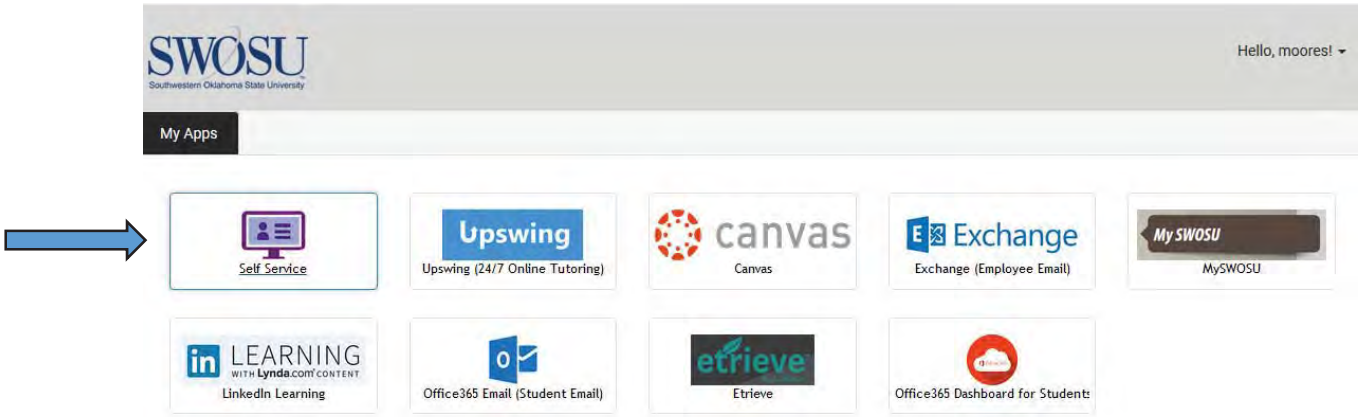
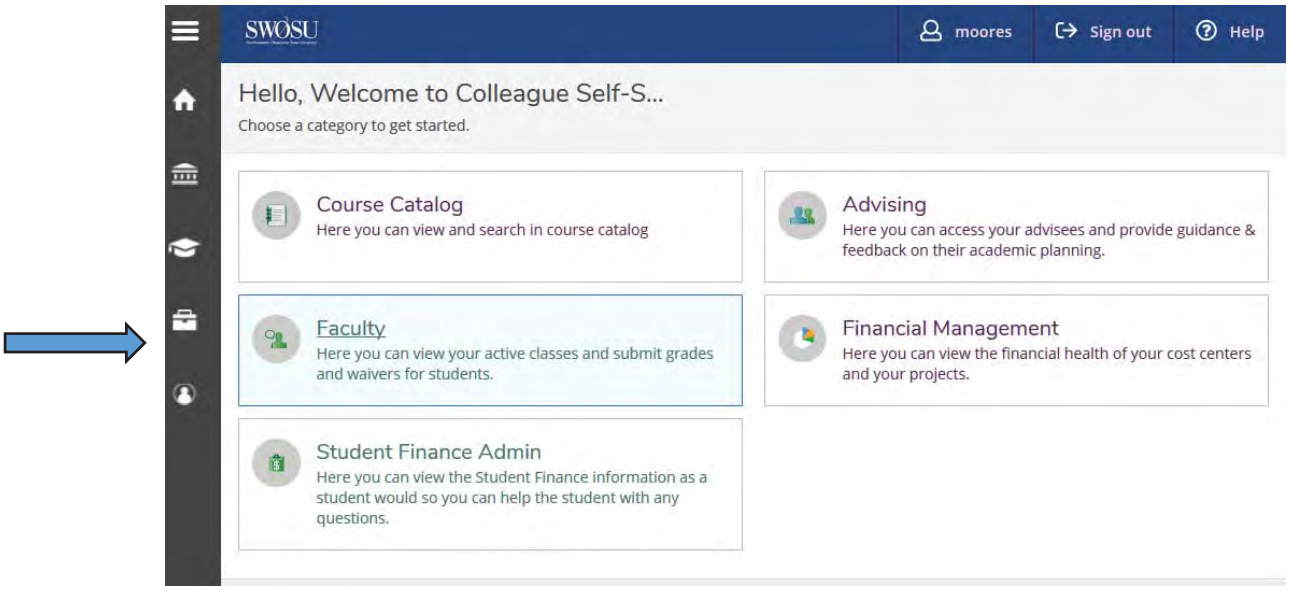
Early Term Grading Instructions

1. Go to the SWOSU homepage and log in to Single Sign On (GoSWOSU).

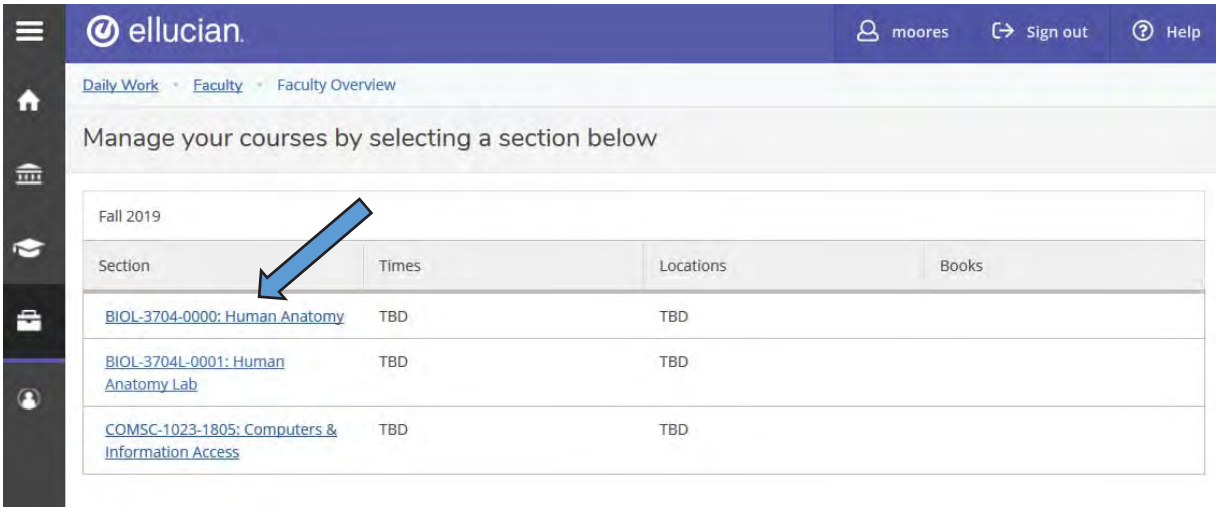
2. Go to Self-Service



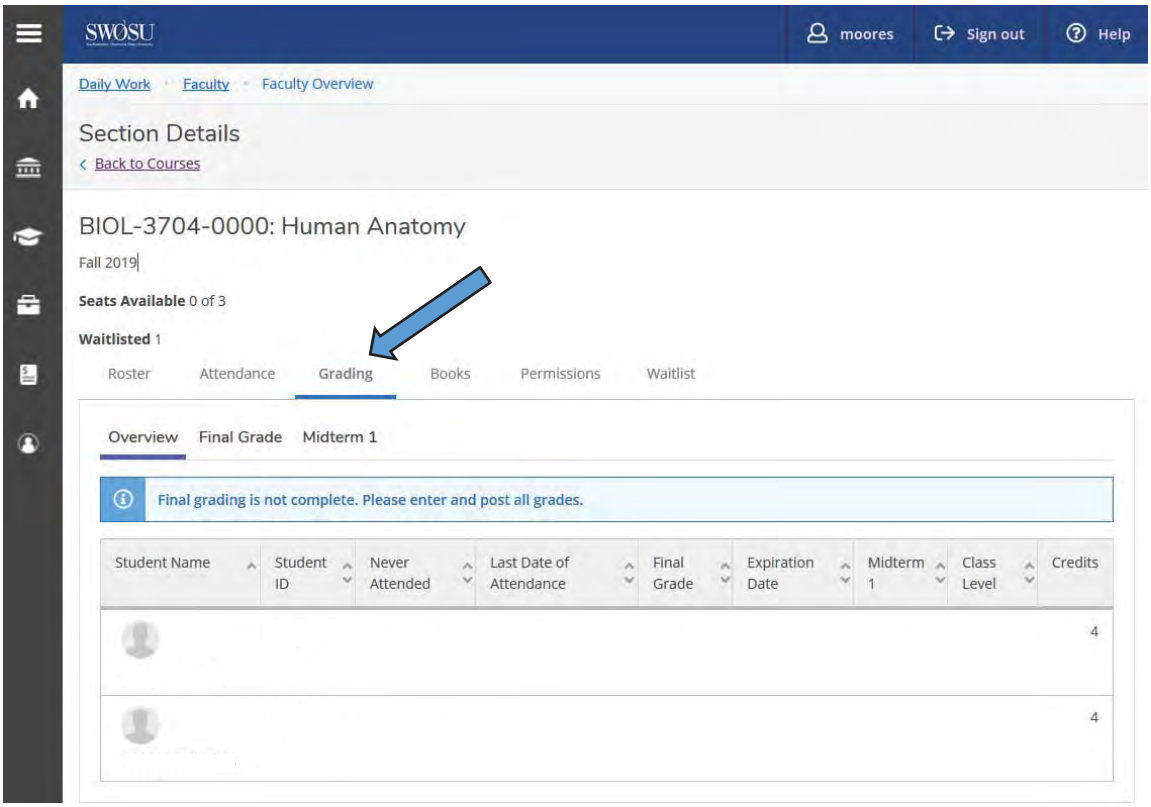
3. Click on Faculty



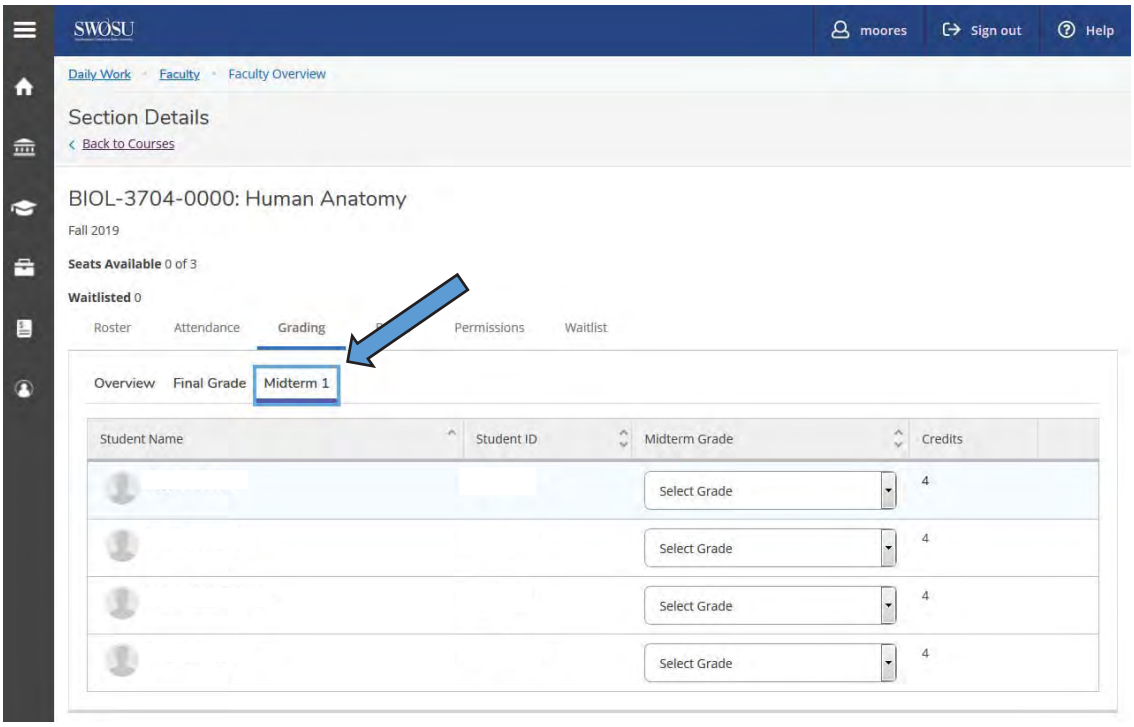
4. Click on the Class you want to grade



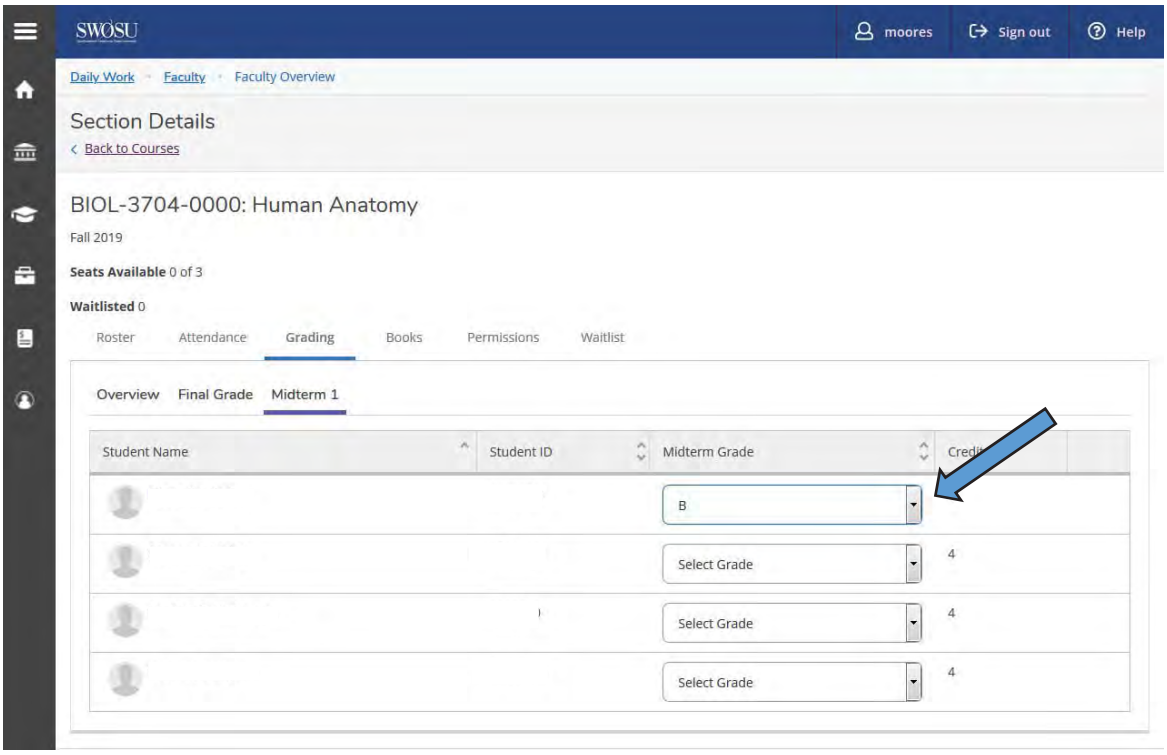
5. Click on Grading



6. Click on Midterm 1



7. Select the appropriate Midterm Grade for each student. There is **no** Post Grades or Save button. Colleague will save entered grades automatically. You may continue to grade other students and/or courses.



If you have any grading questions or need further assistance, please contact the Academic Records Office at (580)774-3008, (580)774-3004, or by email at enrollment@swosu.edu.
Contact ITS at (580)774-7070 or by email at helpdesk@swosu.edu
if you need assistance logging in to Single Sign On.