Entering Mid-Term Grades in INGRESS

Midterm grades must be entered for 1000-2000 level courses, but all faculty are welcome to submit midterm grades. Please submit midterm grades through the Intra-Georgia Registration Sharing System (INGRESS) in GoVIEW instead of through Banner. Use the INGRESS Faculty and Campus Administrator Consoles link under the INGRESS widget in GoVIEW. INGRESS will display ALL of your students regardless of their home institution, and you will NOT need to submit grades in BANNER for GoVIEW courses. The INGRESS Faculty Console User Guide is attached. Please note: INGRESS undergoes nightly maintenance between 11pm and 7am and will be unavailable between these times.

1. Access INGRESS
   a. Instead of being listed as a separate courses under My Courses, INGRESS is now available under the INGRESS Widget on the left-hand side of the main GoVIEW page. Click INGRESS Faculty and Campus Administrator Consoles to enter.

   ![INGRESS Faculty and Campus Administrator Consoles](image)

   b. A new window/tab will open, and you can follow the instructions from the INGRESS Faculty Console user guide as needed.

2. Submit Midterm Grades
   a. Attached is the INGRESS Faculty Console user guide created by the System Office. Please review it for step-by-step assistance on how to submit Midterm Grades. The INGRESS Faculty Console also displays a class roster in addition to the Classlist in GoVIEW.

   i. The Midterm Grades section starts on page 18.

3. What if I make a mistake?
   a. If you submit the wrong grades for a student in INGRESS, you will need to contact Karen Shepard (kshepard@valdosta.edu) in the VSU Registrar’s office with the specific course, student, and correct information. She will be able to make the change in our Banner system and/or coordinate with other collaborative institution Registrars to make the change.