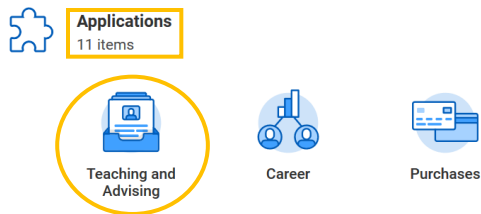# ASSIGNING INTERIM GRADES (PROGRESS REPORTS)

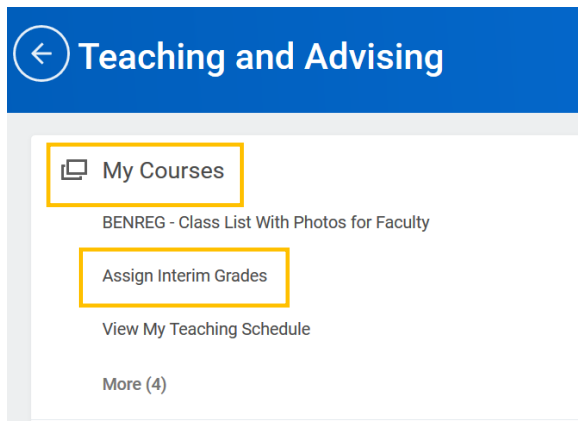How to issue a "concern" or "no concern" progress report to students in Workday.

STEP 1

After logging in to Workday, view the faculty dashboard and under **Applications**, select the **Teaching and Advising** worklet icon.

Applications
11 items

Teaching and Advising

Career

Purchases

STEP 2

In **Teaching and Advising**, under **My Courses** at the top of the page, select **Assign Interim Grades** (Progress Reports).

(←) **Teaching and Advising**

My Courses

BENREG - Class List With Photos for Faculty

Assign Interim Grades

View My Teaching Schedule

More (4)

STEP 3

In the **Student Course Section** box**, type in** the desired course number. Then click **OK**.

Assign Student Interim Grade for Student Course Section

Student Course Section ★ | GB 110

2 Results

○ GB 110-006 - Legal and Ethical Environment of Business

○ GB 110-007 - Legal and Ethical Environment of Business

OK   Cancel

STEP 4

Click the circled plus (+) sign to the right of the student(s) name(s) to add a Concern/No Concern Progress Report.

Select **Concern** or **No Concern** ONLY in the pop-up box. *Do NOT select letter grades*

○ No Concern
○ Concern

← Assign Student Interim Grade for Student Course Section

Course Section   GB 110-006 - Legal and Ethical Environment of Business

29 items

Student Name	ID	Major	Academic Level	
				⊕
				⊖
Flex Falcon		Marketing	Undergraduate	⊕
Harry Bentley		Accounting	Undergraduate	⊕
Gregory Adamian		Management	Undergraduate	⊕

○ X
○ X
○ X+
○ X
○ X
○ X+
○ X

search

OK   Cancel

2

STEP 5

Enter **Grade Note** next to the selected **Interim Grade**. Notes are **required** for "Concern". Notes are optional for "No Concern".

*Interim Grade	Grade Notes	*Interim Grade Date
✕ Concern ☰	NOTES REQUIRED FOR CONCERN	09 / 10 / 2019

*Interim Grade	Grade Notes	*Interim Grade [
✕ No Concern ☰	NOTES OPTIONAL FOR "NO CONCERN"	09 / 10 / 20

Then, click **OK**.

[OK]   [Cancel]

Then, click **Done**.

[Done]

NOTICE:

When adding an additional Interim Grade (Progress Report) for a student, *do NOT delete or update an older Interim Grade*. Create a **new Interim Grade** by clicking the circled plus (+) sign to the right of the student(s) name(s) to add a Concern/No Concern Progress Report.

29 items

rogram of Study	Academic Level		*Interim Grade	Grade Notes	*Interim Grade Date
Jndecided Business - BS	Undergraduate	⊕			
Pre-existing Interim Grade (Progress Report) appears here		⊖	No Concern	NOTES OPTIONAL FOR "NO CONCERN"	09/03/2019
Jndecided Business - BS	Undergraduate	⊕			

29 items

ram of Study	Academic Level		*Interim Grade	Grade Notes	*Interim Grade Date
ecided Business - BS	Undergraduate	⊕			
New Interim Grade (Progress Report) appears here		⊖	✕ Concern ☰	Strong start, but student stopped atten	09 / 25 / 2019 📅
Pre-existing Interim Grade appears here		⊖	No Concern	NOTES OPTIONAL FOR "NO CONCERN"	09/03/2019
ecided Business - BS	Undergraduate	⊕			