Course instructors will enter midterm estimates for students via the MyRedDragon portal. This tutorial describes the process, and provides an FAQ with answers to some of the most common questions.

**Midterm Estimates Entry Steps**

1. **Login to MyRedDragon:** Enter [http://myredragon.cortland.edu](http://myredragon.cortland.edu) in your web browser address bar. When the login page loads, enter your username and password in the provided form fields.

2. **Click on the Academics Tab Within MyRedDragon:** Once you are logged in, click on the ACADEMICS tab located to the right of the HOME tab.

3. **Find the Registrar Faculty Resources Channel:** Within the academics tab, you will find the REGISTRAR FACULTY RESOURCES channel.

4. **Locate the Enter Mid-Semester Estimates Link in the Registrar Faculty Resources Channel:** Within the channel, you will find the GRADING category. Click on the MIDTERM ESTIMATES link to access your grading roster.

5. **Choose the Current Term:** Within the grading tool, you will be prompted to select the term for the courses you are grading. Select the term in the drop-down box, and press SUBMIT.

6. **Select the Course:** Select the course for grading. If you teach multiple courses, you will need to be sure to select the correct CRN and section. Press the SUBMIT button when you have selected your course. Note: Please be sure to select the drop-down box arrow to see the full range of courses available to you.

7. **Your Course Roster:** You will be presented with your roster, which includes important policies and instructions at the top of the page. Please be sure to read the instructions, as there may be important notices for the current semester. Beneath the instructions, you will find a grid displaying your current students, with the midterm grading options.
(8) **Estimate Criteria:** Only if you are issuing a U or F for Mid-Semester Estimates in the GRADE column, you must identify why a student is receiving a U or F from the following reasons: Absences, Written Work, Tests, Study Habits, and Attitude. You may also indicate if the student with improvement has a chance to earn a grade of C.

If you are issuing an N for Mid Semester Estimates, you are indicating the student has NEVER ATTENDED the class. As per college policy, a student will receive an E (annotated NE) for the course in which the midterm grade of N has been recorded, unless the student officially withdraws. This will remain on the official college record. If you issue an "N" at the mid-semester point, you will not be able to change the "NE" at final grade submission.

If you are issuing a satisfactory grade for a student, you do not need to enter any information in the Absences, Written Work, Tests, Study Habits, and Attitude columns.

(9) **Save Your Work:** When you have graded students in the list, press the Save/Submit button. You do not need to enter all grades at once, however all grades must be submitted before the mid term estimate period closes to be considered complete.

(10) **Grading Progress:** After your grades are submitted, you will see a red notice indicating how many grades have been entered. When all grades are submitted this area will turn green, and indicate that you are complete.

(11) **Multiple Pages:** The system displays 25 names at a time. If you have more than 25 students, be sure to complete each additional page.

(12) **Additional Courses:** If you have additional courses, you may select another course by clicking the CRN SELECTION link at the bottom of the page.
Frequently Asked Questions

When are the midterm estimates due?
Access the Registrar’s website to review midterm estimate open and close dates. The midterm estimate due dates and grading windows are published at the start of each term.

I am unable to log into myRedDragon. Who can assist?
The Help Desk (607-753-2500) is able to assist faculty, staff and campus community members with password issues and technical issues.

I received a notice on the page stating “You have no assigned sections for this term” or “You may not currently enter final grades for this course.” What do I do?
Generally this is because an incorrect term (semester) has been selected. To remedy this, click the “Return to Menu” link in the top right, then, select the first link: “Term Selection.” Select the current term for grading. If this does NOT remedy your issue, please call the Registrar’s Office at 607-753-4702.

The course I am attempting to assess is not available in the drop down field. What do I do?
Be certain you have selected the correct term. (See above) Additionally, be sure that you have selected the drop-down arrow on the selection box to see the entire list of courses. If the proper term is selected, and the course does not appear, please call the Registrar’s Office at 607-753-4702.