How to Submit Midterm Grades Online using Cascade

1. Log In

Log into your Cascade account as you would to retrieve class lists:

https://cascade.ups.edu/

2. See Class Lists and Grade Entry menus

Click the link “Your Students”
3. See your Courses and Student Grades

In the “Your Students” window click the link “Your Class Lists”

4. Year and Term

Select the current term for which you are submitting grades.
5. **Midterm Grading Column**

On the far right side of your “Courses” page, there is a column called “Midterm Grading”

(You might have to scroll to the right of the screen to see the column).

6. **Entering Grades**

Click the link “Grades” to see the page where you can enter grades.
7. Grading System

When submitting Midterm grades, you may choose “S,” “U,” “F,” or “WF.”

Use (WF) if a student has abandoned or is failing a course.

If there is a chance the student can pass the course, you may assign a grade of “U” or “F” and report the student’s poor attendance to Academic Advising (#3250).
8. **Commit Grades**

When you have finished entering grades, type your Cascade password into the box at the bottom of the screen, next to the button that says “Commit Grades.”

Note: Your grades will NOT be saved until you click “Commit Grades” and see the confirmation screen that says “Grades Committed.”
9. **Return to your list of courses**

Click “OK” under the “Grades Committed” notification to return to your list of courses where you can enter grades for your other classes.

If you have questions, please contact the Registrar at

(253) 879-3217 or registrar@ups.edu