

TOPIC: Grading (Midterm and Final) 10/2025

Included in this document:

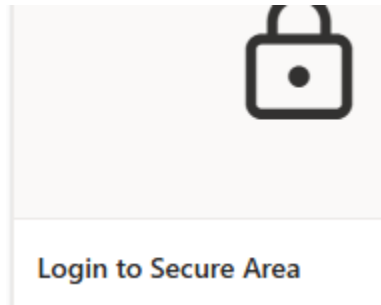
Part A: How to login to CyberFriar

PART B: How to access midsemester or final grading

PART C: Troubleshooting

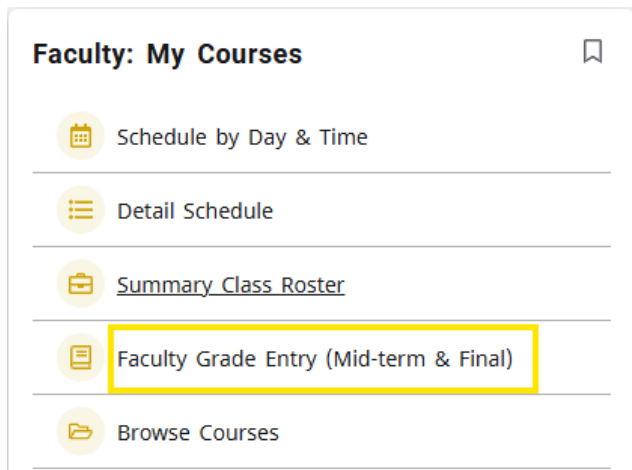
Part A: How to login to CyberFriar

1. Log into [Cyberfriar](#) by clicking on Login to Secure Area

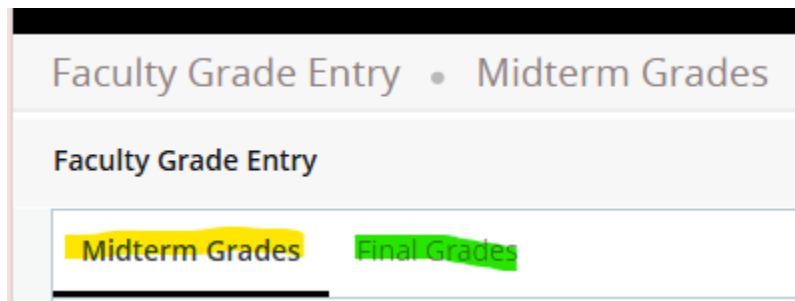


PART B: How to access midsemester or final grading

1. Click on the Faculty: My Courses Card
2. Then click on Faculty Grade Entry (Mid-term and Final)



3. Click on the Midterm Grades tab (highlighted in yellow in the screenshot below)



4. Select the course you would like to grade, by clicking on not started and the roster will appear

Midterm Grades		Final Grades		
My Courses				
Grading Status	⌵	Rolled	⌵	Subject
Not Started		Not Started		ACC - Accountancy
Not Started		Not Started		ECN - Economics

5. Select a letter grade from the drop down menu (highlighted in yellow in the screenshot below)
- a. NOTE: Incomplete is not a valid option during midterm grading

Enter Grades					
Full Name	ID	Midterm Grade	Last Attend Date	Hours Attended	
William J.					

PART C: Troubleshooting

1. For faculty who have taught many classes at the college
 - a. Use the arrows (highlighted in yellow in the screenshot below) to search by grading status.
 - b. You can also scroll through the various pages until you find the correct course.

Faculty Grade Entry	
Midterm Grades	Final Grades
My Courses	
Grading Status	Subject
Not Started	ACC - Accountancy
Not Started	ECN - Economics

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades

Final Grades

My Courses

Grading Status



Rolled



Subject

Not Started

Not Started

ACC - Accountancy

Not Started

Not Started

ECN - Economics