

TOPIC: Grading (Midterm and Final) 5/2026

Included in this document:

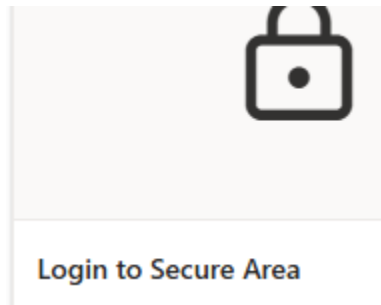
Part A: How to login to CyberFriar

PART B: How to access midsemester or final grading

PART C: Troubleshooting

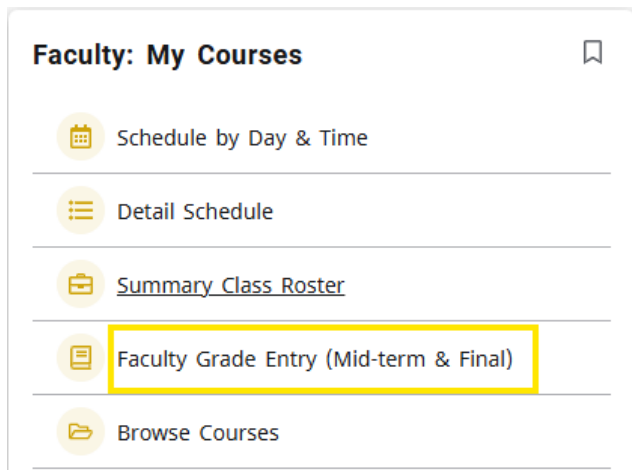
Part A: How to login to CyberFriar

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

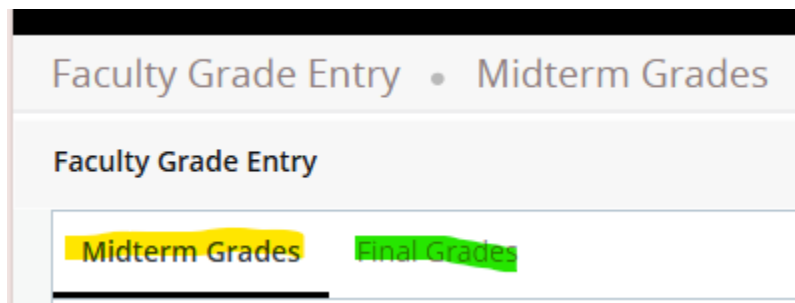


PART B: How to access midsemester or final grading

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 to search by grading status.
 - b. You can also scroll through the various pages until you find the correct course to grade.

NOTE: Filtering and scrolling options are highlighted in yellow in the screenshot below

Faculty Grade Entry

Midterm Grades	Final Grades
----------------	--------------

My Courses

Grading Status		Subject
Not Started		ACC - Accountancy
Not Started		ECN - Economics

Scroll button (bottom right-hand corner)

202320 - Spring 20231182

Page 1 of 8Per Page 10