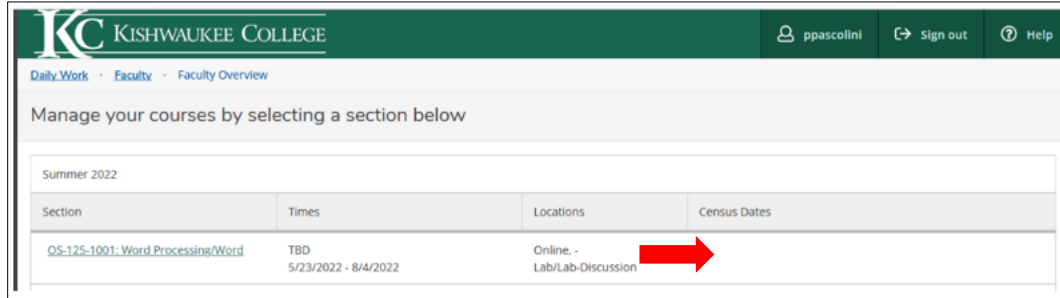


Midterm Certification (MTCERT) Process

1. Log in to myKC
2. Click on Kishwaukee College Self-Service (located in Applications area)
3. Select Faculty

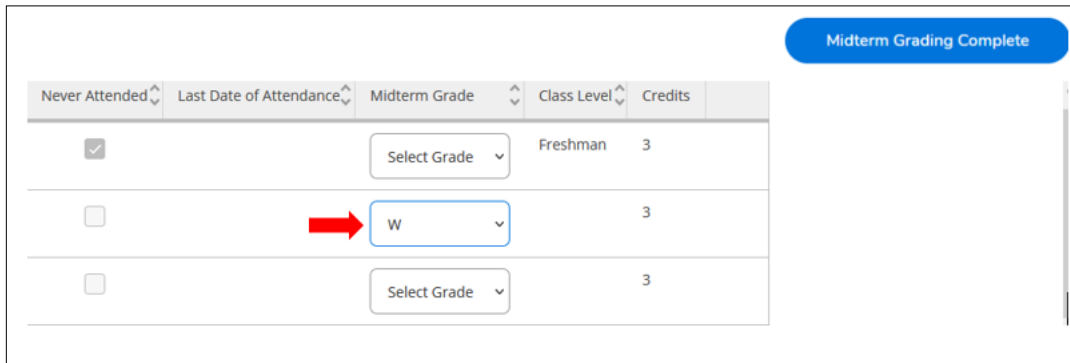
NOTE: A Midterm date no longer appears under the Census Dates. An email from IT will come out on the date the Midterm Certification may be completed. No additional reminder email will be sent.



4. Click Grading.
5. Click on Midterm 1.



6. If a student is not actively pursuing the course (as per your course active pursuit policy) at the midterm date, select W from the dropdown menu. **No other grades are needed at this time.**



7. Once complete, or if all students are actively pursuing, click “Midterm Grading Complete”.
8. Click “Continue” to finish the verification process.
9. Cross-listed sections must be verified individually.

NOTE: The time and date of completion will appear to the right on the screen.