Midterm Certification (MTCERT) Process

- 1. Log in to myKish.
- 2. Click on Faculty Instructor Links and Resources Card (You may have to scroll down to click DISCOVER MORE to locate card).
- 3. Click on Self-Service: Grades, Roster, Midterm, Attendance.

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.

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Daily Work · Faculty · Faculty Overview	(e)				· ·	
Manage your courses by se	lecting a section below					
Summer 2022						
Section	Times	Locations	Census Date:	5		
QS-125-1001: Word Processing/Word	TBD 5/23/2022 - 8/4/2022	Online, - Lab/Lab-Discussion				

- 4. Click on the course you intend to complete.
- 5. Click on Grading, then click Midterm 1.

Roster	Census	Grading	Waitlist	
Overview	Final Grade	Midterm 1		
				Midterm Grading Complete

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.

			Midterm Grading Complete
ever Attended 🖕 Last Date of Attendance	Midterm Grade 🗘 Class Le	evel 🗘 Credits	
	Select Grade V	an 3	
	▶ w ~	3	
	Select Grade v	3	-

- 7. Once complete, or if all students are actively pursuing, click "Midterm Grading Complete".
- 8. The Complete Midterm Certification message will appear, read to review. 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.