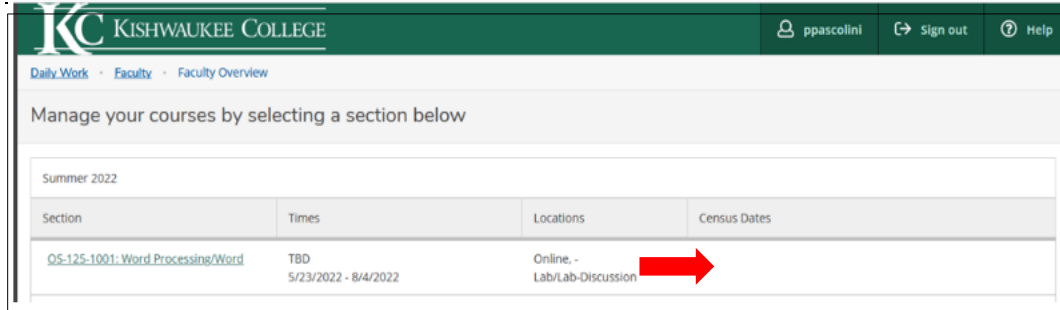


## Midterm Certification (MTCERT) Process

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.

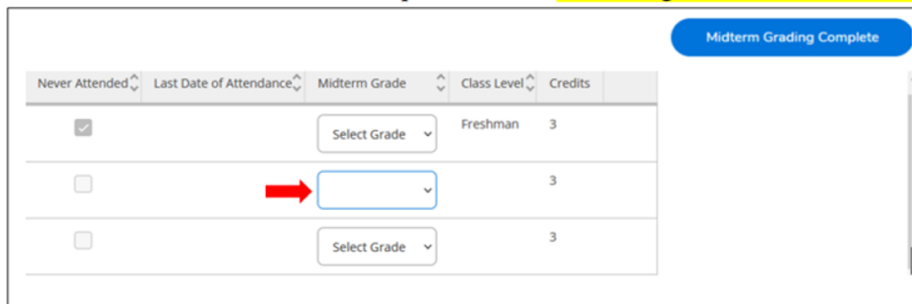
NOTE: A Midterm date no longer appears under the Census Dates. An email from IT will come out on the date the Midterm Certification may be completed. No additional reminder email will be sent.



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