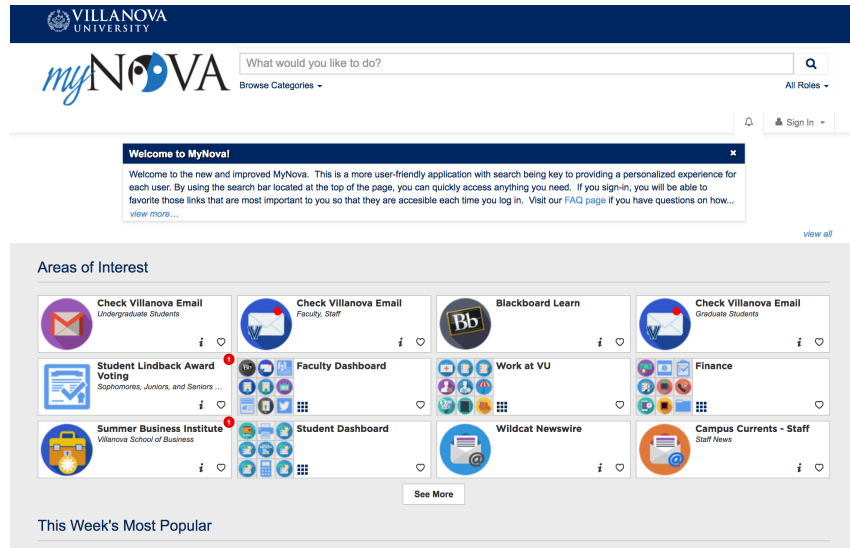


Submit Midterm Grades | MyNova Upgrade

1. Go to mynova.villanova.edu and sign in with your Villanova email user i.d. and password.



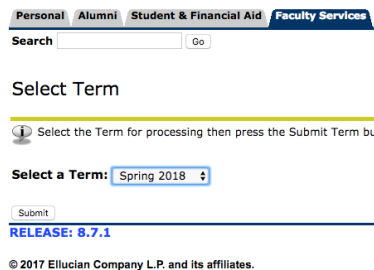
2. Type 'Submit midterm grades' into the search bar.



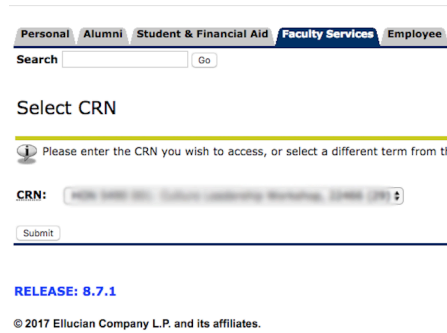
3. Select the 'Submit Midterm Grades' link from the search results.



4. You will be directed out to Novasis where you will choose the semester for which you are submitting grades from the dropdown.



5. Select the course for which you are submitting grades from the CRN dropdown and click 'Submit'.



The screenshot shows the MyNova portal interface. At the top, there are navigation tabs: Personal, Alumni, Student & Financial Aid, Faculty Services (which is highlighted), and Employee. Below the tabs is a search bar with the text 'Search' and a 'Go' button. The main section is titled 'Select CRN'. Below this title, there is a message: 'Please enter the CRN you wish to access, or select a different term from th'. Below the message is a dropdown menu labeled 'CRN:' with the text 'VASEY 1001 001: Culture Leadership Workshop, 201805 2018'. Below the dropdown menu is a 'Submit' button. At the bottom of the page, there is a release note: 'RELEASE: 8.7.1' and a copyright notice: '© 2017 Ellucian Company L.P. and its affiliates.'

6. You will be directed to the Midterm Grades worksheet where you can enter your grades.

MyNova Navigation Tip

- Click the heart icon at the bottom right of the 'Submit Midterm Grades' link to save it to the 'My Favorites' area of your portal. This way the link will be more easily accessible right when you sign in.

Do You Have Questions or Need Support?

- Reach out to the UNIT helpdesk by phone, email, chat, or walk-in:
 - Phone (main campus): 610-519-7777
 - Phone (law school): 610-519-7771
 - Email: support@villanova.edu
 - Chat: Go to unit.villanova.edu and click the chat bubble to chat with a support representative.
 - Walk-ins:
 - Vasey Hall Rm 101 M-Th 9am – 7pm and Fridays 9am – 5pm
 - Law: Law Library Rm 104 M-F 9am – 5pm
 - Submit a ticket any time – search for 'Helpdesk' in MyNova and click on the helpdesk link to submit a service request.

