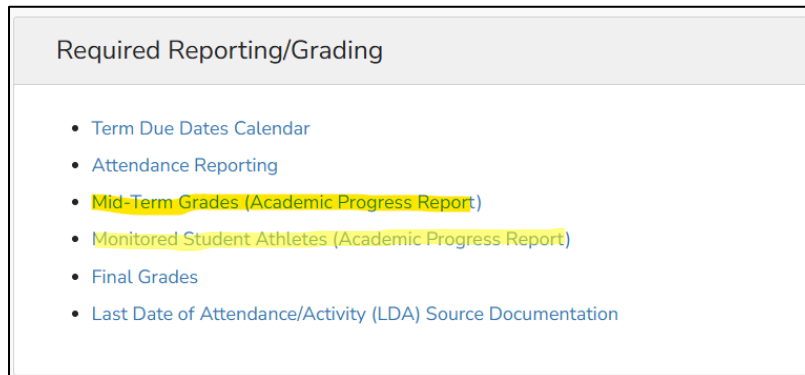


Steps to Report Mid-Term Grades or Monitored Student Athletes (Academic Progress Report):

- Access PipelineMT and login with your **FSA User Name** and **Password**.
- Select **Faculty** from the left menu.
- Under **Required Reporting/Grading** select **Mid-Term Grades (Academic Progress Report)** or **Monitored Student Athletes (Academic Progress Report)**, depending on which you are completing. Both links will take you to the same place though.



- You will see a list of your classes that are eligible to be reported on with a description of the following:
 - **Full Term Early / A1 Mid-Term** – This will be used for A1 part of term courses reporting mid-term grades and full-term courses that wish to provide an early alert for a student.
 - **Full Term Mid-Term/ A1 Monitor** – This will be used for A1 part of term courses reporting on monitored student athletes and full-term courses reporting mid-term grades.
 - **Full Term Monitor/ A2 Mid-Term** - This will be used for full-term courses reporting on monitored student athletes and A2 part of term courses reporting mid-term grades.
 - **Full Term Alert / A2 Monitor** - This will be used for full-term courses reporting a late alert for a student and A2 part of term courses reporting on monitored student athletes.
- You may see other greyed out courses below these that are for later reporting periods. Only click on the ones that have a status of **“Active”** in the far right column. Click on the **Term** or **Description** to open the list, do not click on the **Course** or **CRN** link.

List of Courses Requiring Your Feedback										
Course	Associated Term	CRN	Description	Registered Students	Monitored Students	Monitored Students that Need Feedback	Start Date	End Date	Feedback Status	
Internship in Higher Education - SPSE 6008 - D01	Spring 2026	14244	Full Term Early / A1 Mid-Term	4	0	0	01/20/2026	02/22/2026	Active	
Studies in Leadership - SPSE 6080 - D02	Spring 2026	16930	Full Term Early / A1 Mid-Term	15	0	0	01/20/2026	02/22/2026	Active	
Internship in Higher Education - SPSE 7008 - D01	Spring 2026	14245	Full Term Early / A1 Mid-Term	4	0	0	01/20/2026	02/22/2026	Active	

- Choose a grade from the drop-down box under “**Estimated Grade**” for each **student even if they say optional**. The optional status in the middle is only used during the Monitored Reporting period towards the end of the part of term.

Faculty Feedback Period from 01/20/2026 to 02/22/2026

Student Name	ID	Faculty Feedback Status	Estimated Grade
██████████	██████████	Optional	None ▾
██████████	██████████	Optional	None ▾
██████████	██████████	Optional	None ▾
██████████	██████████	Optional	None ▾

Reset Submit

- To add additional comments or flag students for issues/recommendations, click the down arrow on the far right next to the student and enter additional information. This is optional but can be very helpful for students to know more about what they need to do in order to be successful.

Student Name	ID	Faculty Feedback Status	Estimated Grade
██████████	██████████	Optional	None ▾

Select any issues that apply:

- Attendance
- Missing Assignments
- Missing Exams/Quizzes

Offer one or more recommendations:

- See Academic Advisor
- Utilize MTSU Tutoring Center
- Utilize MTSU Writing Center
- Visit During Office Hours

Enter Comments:

- Once done click on **Submit** at the bottom. You can then select a different CRN from the dropdown menu at the top of the screen and move on to the next class. Please note that this screen will time out if you take too long of a break, so **Submit** to save your work. Also watch for additional pages if you have large classes.
- Students and advisors will be able to see grades, comments, issues, and recommendations through Pipeline as you submit. You can edit your responses during the active period for feedback if needed.