MIDTERM VERIFICATION STEPS

Login to myaccess.cod.edu

Click on the myACCESS for Faculty bar

Click on the Midterm Verification/Final Grading link
Select the term to be verified.

Select Midterm Verification from the drop down box AND select the class to be verified. The status under the Midterm Verification column will inform you if the class is not yet ready for midterm verification.
How to verify enrollment?

- If all of your enrolled students are actively pursuing the course, click on the box marked "set all students to active".
- Otherwise mark each student as:
  - A = Actively pursuing course objectives
  - N = Not actively pursuing course objectives
  - W = to be withdrawn by instructor for failure to pursue course Objectives
- For students marked W (withdrawn), indicate their last date of attendance, or click the box indicated if they never attended.
- You must update all students in the same process.

Congratulations – you are done!