

## HOW TO USE WEB GRADING

1. On the Faculty Menu, select Grading
2. Select term (09/SP) and SUBMIT
3. Select the Grading Type – FINAL and the SECTION, then Click SUBMIT

You MUST select the type of grading (FINAL) from the pull down box AND check the box for the course you want to grade. Then click SUBMIT. If you do not do both selections, your process will return you to the same page again.

Grading

Final or Midterm/Intermediate Grading: **Final**

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input type="radio"/>	MATH-113-01 CALCULUS I	01/19/09	05/15/09	JHSN	222	09:00AM - 09:50AM	MTWTF		09/SP
<input type="radio"/>	MATH-113-02 CALCULUS I	01/19/09	05/15/09			10:00AM - 10:50AM	MWF		09/SP
<input checked="" type="radio"/>	MATH-123-01 DISCRETE MATHEMATICS	01/19/09	05/15/09			01:00PM - 01:50PM	MWF		09/SP

**SUBMIT**

Done

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start

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2:39 PM

This will display the section Final Grading screen.

Final Grading

Class Name: MATH-113-02  
Title: CALCULUS I  
Location:  
Term: SPRING SEMESTER 09

**Instructor**  
Martin Sweeney

Student	ID	Status	Grade	Expire Date	Last Date of Attendance	Never Attended	Midterm Grade	Class Level	Credits	CEUs	Cross-Listed Section
Student, Test	1082364	A				<input type="checkbox"/>			1.00		

**SUBMIT**

4. Enter grades in the GRADE column. Be sure to use +/- symbols if appropriate.

The Expire column is not being used at this time – Leave this Field Blank



Last Date of Attendance – If the student stopped attending your course, you can fill in the last date of attendance here. You **MUST STILL GIVE A GRADE** for the course. The information will be helpful if the student petitions to drop the class after the term ends.



Never Attended – You can indicate here if the student **NEVER** attended your course. You **MUST STILL GIVE A GRADE OF F** for the course.

**IMPORTANT: USE ONLY THE TAB KEY OR YOUR MOUSE TO MOVE BETWEEN GRADE BOXES. IF YOU USE A RETURN/ENTER YOU WILL BE SUBMITTING THE PAGE.**

5. Enter all the grades you want, review your entries carefully and click on SUBMIT.

You do NOT need to enter ALL of the grades for a course in a single session. If you hit SUBMIT, your entries will be submitted and saved. You can enter the remaining grades at another time and SUBMIT them for processing.



6. You now get a CONFIRMATION PAGE to indicate that your grades were successfully submitted to the system.

Grading Confirmation Form - Mozilla Firefox

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FACULTY Welcome Martin!

### Grading Confirmation Form

Class Name MATH-113-02  
 Title CALCULUS I  
 Location  
 Term SPRING SEMESTER 09  
 Instructor  
 Martin Sweeney

\*\* Your changes have been saved. Modified records are shown below \*\*

Student	ID	Status	Final Grade	Expire Date	Last Date of Attendance	Never Attended	Midterm Grade	Class Level	Credits	CEUs	Cross-Listed Section
Student, Test	1082364	A	A						1.00		

OK

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7. If you would like to Verify that your submission was successful, Go back to the Roster by following steps 1 – 3.

8. You can also confirm your submission was successful by returning to the Grade Roster and verifying that, the grades you entered now appear in UPPER CASE.

Final Grading - Mozilla Firefox

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FACULTY Welcome Martin!

### Final Grading

Class Name MATH-113-02  
 Title CALCULUS I  
 Location  
 Term SPRING SEMESTER 09  
 Instructor  
 Martin Sweeney

Student	ID	Status	Grade	Expire Date	Last Date of Attendance	Never Attended	Midterm Grade	Class Level	Credits	CEUs	Cross-Listed Section
Student, Test	1082364	A	A			<input type="checkbox"/>			1.00		

SUBMIT

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9. If you want to change any grades, follow steps 4-6 again.

## CHANGING AND REMOVING GRADE:

You can change grades on WebAdvisor until we run the process to verify and transfer the grades to the student record. If you try to change a grade AFTER we have run the verification, you will get the following message and your changes will NOT be accepted. We normally verify grades at least once a day until the Monday after Finals. After that, we run the verification process every couple of hours.

If you need to formally change a grade after they are verified, you will need to do a regular grade change form.

The screenshot shows a Mozilla Firefox browser window with the URL <https://webadvisor.test.hamilton.edu/WebAdvisor/WebAdvisor?TOKENIDX=152610650&SS=20&APP=>. The page is titled "Final Grading" and displays a message: "Final grades can not be changed after they have been verified. The grade has been restored to the unedited value - Student 1082364". Below this message, the class information is shown: Class Name: MATH-113-02, Title: CALCULUS I, Location, Term: SPRING SEMESTER 09, and Instructor: Martin Sweeney. A table lists student information for Student ID 1082364, with columns for Status (A), Grade (A), Expire Date, Last Date of Attendance, Never Attended, Midterm Grade, Class Level, Credits (1.00), CEUs, and Cross-Listed Section. A "SUBMIT" button is visible at the bottom of the table.

## ENTERING INVALID GRADES:

If you enter an INVALID Grade (ie. Q), the roster will not be accepted when you click submit. You must go back and change the bad grade to an acceptable one before you can submit. You will see the following error message if you submit an invalid grade.

The screenshot shows a Mozilla Firefox browser window with the URL <https://webadvisor.test.hamilton.edu/WebAdvisor/WebAdvisor?TOKENIDX=152610650&SS=23&APP=>. The page is titled "Final Grading" and displays a message: "Final grade code Q is invalid - Student 1082364". Below this message, the class information is shown: Class Name: MATH-123-01, Title: DISCRETE MATHEMATICS, Location, Term: SPRING SEMESTER 09, and Instructor: Martin Sweeney. A table lists student information for Student ID 1082364, with columns for Status (A), Grade (Q), Expire Date, Last Date of Attendance, Never Attended, Midterm Grade, Class Level, Credits (1.00), CEUs, and Cross-Listed Section. A "SUBMIT" button is visible at the bottom of the table.