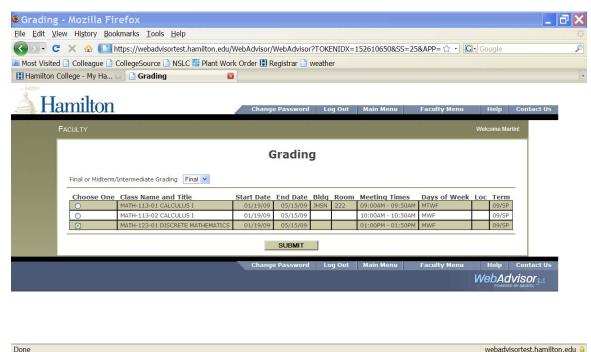
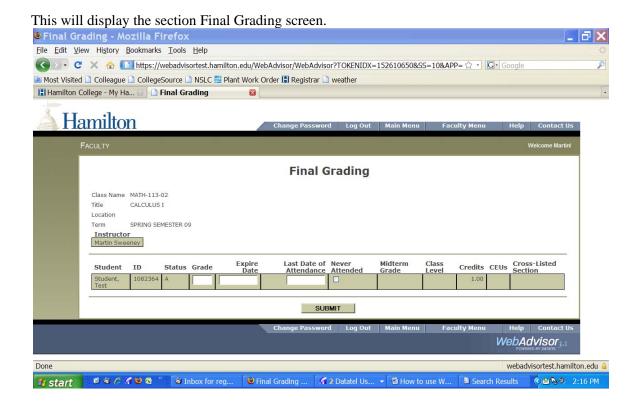
HOW TO USE WEB GRADING

- 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.





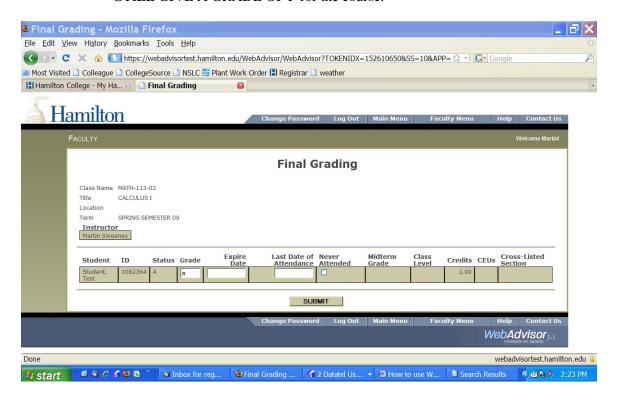


4. Enter grades in the GRADE column. Be sure to use +/- symbols if appropriate.

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

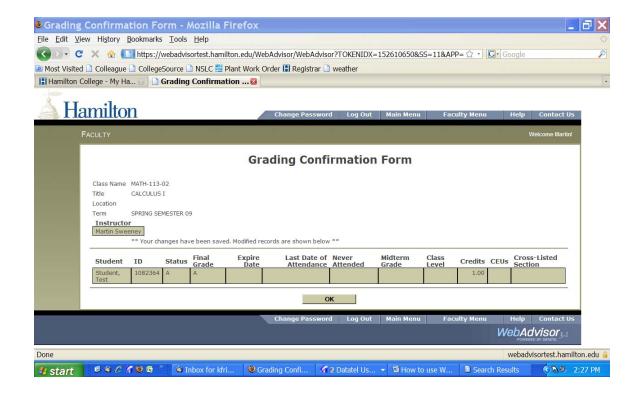
Last Date of Attendance – If the student stopped attending your course, you can fill in the last date of attendance here. You MUST STILL GIVE A GRADE for the course. The information will be helpful if the student petitions to drop the class after the term ends.

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

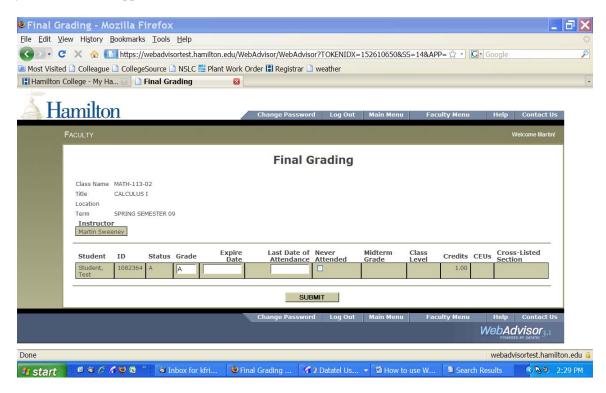


IMPORTANT: USE ONLY THE TAB KEY OR YOUR MOUSE TO MOVE BETWEEN GRADE BOXES. IF YOU USE A RETURN/ENTER YOU WILL BE SUBMITTING THE PAGE.

- 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.



- 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.



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.



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.

