

How to Enter Final Grades on the Web

WebAdvisor Grading Spring 2008

*Grading Window is open from 8:30 a.m. Friday, May 23 – 3:00 p.m. on Friday, June 6
Senior grades are due by 9:00 a.m. Tuesday, June 3*

(Please note that online access is unavailable Tuesday afternoon while seniors are being certified for graduation as well as weekdays from 2 a.m. to 4 a.m. US Eastern time.)

1) How to access the Grading screens.

Go to <http://registrar.wlu.edu/> and click on the WebAdvisor link on the upper left column. Log in using your Novell username (all lower case) and password (case sensitive). Pick the Faculty menu and then choose Grading.

2) Pick the Term.

- From the drop-down box, choose the current grading term (Undergraduate Spring Term, 2008). *Do not use the start and end dates.*
- Click the SUBMIT button.

3) Choose Final grading and pick your course. You will be clicking 3 (three) things on this screen.

- **First**, choose Final grading from the drop-down box.
- **Second**, click on the class that you wish to grade (you can only open one grade roster at a time).
- **Third**, click on SUBMIT at the bottom of the page.

4) Your Grade Roster will open and you will enter and submit your grades.

- **All seniors are flagged with a "Yes" in the column labeled "Spring Term Grading – Seniors."** Any student flagged "Yes" in this column **must** be graded by the senior grading deadline. You can enter all grades on your roster, but senior grading is closed at 9:00 a.m. Tuesday, June 3. Non-senior grades can be entered or changed independent of senior grades (note: all grading is restricted on Tuesday while seniors are being certified).
- **First**, use the drop-down box of grades to assign a grade for each student.
- **Second**, after entering all grades for all students, click the SUBMIT button at the bottom of the screen. (see the notes on the back of this sheet about the automatic 30 minute time out)
- **Repeat this for each course** you are teaching.

5) Return to each Grade Roster, Proof it, and Print a Copy for your Records.

Very Important: After submitting your grades, *from the main menu* go back to your grade roster and check to see that your grades are listed on the roster (from the main menu, click on Grading, etc.). You do not receive any verification that your grades have been processed, so visually confirming this is the best idea. *Please view your Web listing a second time* and if you want, print the grade roster screen for your records. The University Registrar's office does **not** need a paper copy of your Web-submitted grades.

6) Logout.

Be sure to logout of WebAdvisor when you are done.

Need Additional Assistance? On each WebAdvisor screen is a HELP tab. Open the HELP window and see if the explanation is what you're looking for. For technical help (logging in, error messages, etc.), contact the HelpDesk at 540.458.4357 (HELP). For University Registrar office help, e-mail your question to registrar@wlu.edu or stop into the University Registrar's office in Early-Fielding or call the office at Barbara at 540.458.8454 or Scott at 540.458.8455.

Deadlines: The deadline for submitting your senior grades is **9:00 a.m. on Tuesday, June 3, 2008**. After this time, the University Registrar's office will begin verifying senior grades and running graduation certifications. You will still be able to access Grading on WebAdvisor and submit non-senior grades until the **non-senior grade deadline of 3:00 p.m. Friday, June 6**. Please - call the office if you're having a problem! *All 100-level and 200-level PE grades are to be submitted by Friday, May 30, 2008.*

Incomplete (I) grades: 'I' (Incomplete) signifies that, due to some cause beyond the student's reasonable control (e.g. illness, injury, incapacitation), the work of the course has not been completed or the final examination has been deferred. It should not be used to provide extra time or other advantage to one student which is not afforded to all members of a class.

Grades of Incomplete assigned for previous terms will be changed to 'F' after Wednesday, **MAY 28, 2008**, unless you submit a grade change form or a written (or e-mail) extension. 'I' grades assigned for spring term will be DUE on **September 24, 2008**.

Work-in-Progress (WIP) grades: Grades for senior thesis or honors thesis work (courses numbered in the 470 or 490 range) may be either a letter grade based on work done to date or a '**WIP**' (work-in-progress). If the latter is used, it will be replaced by the grade assigned for the thesis at its completion in the spring and this deadline is May 28, 2008. Honors thesis titles should be turned into Mrs. Debbie Hattersley in the UR office by this same deadline.

F Codes: When **grades of 'F'** are assigned, if desired, enter one of the following codes (in the column marked "Code" and in priority order) representing your best judgment of the reasons for the unsatisfactory work.

- 2 - Excessive absences or never came to class
- 4 - Neglect of course requirements
- 5 - Deficiencies in the writing of English
- 6 - Failure on tests, the examination, or both
- 8 - Neglect of laboratory work

E Grade: A grade of 'E' (conditional failure) is assigned only when the student's class average during the term is passing, but the grade on the student's final examination is below passing. The 'E' grade is not applicable to courses taken on the Pass/Fail basis.

Time-out on WebAdvisor: You have approximately **30 minutes** to enter grades in **each** roster and SUBMIT before the system forces you to log in again. We recommend that you have your grades calculated and ready to enter when you open your Grade Roster so that you don't inadvertently lose any entered work. (One option for large classes, is to click the SUBMIT button more than once during grade entry – however, each time you SUBMIT you'll have to go back to the main menu and click through the various grading screens to return to your grade roster and continue grading.)

Special instructions for PE instructors: PE grades can be submitted beginning Friday, May 23rd and 100- and 200-level courses **must** be submitted by **Friday, May 30, 2008**. Call Neil Cunningham if you have questions (x8056).

Registration discrepancies:

Student not listed on your roster: If a student attended your course but is not listed on the roster, you may send a grade to registrar@wlu.edu or write it directly on your paper roster. We can only accept this information from your Novell GroupWise (wlu.edu) e-mail address – not a personal address.

Student listed on your roster who never attended your class: If a student is on your roster whom you never saw in your class, you still must turn in a grade and the only "acceptable" grade is an 'F' (probably with an 'F' code 2 – excessive absences). The student will see this grade and will need to petition the Faculty Executive Committee to request a late drop and revision to their transcript. Entering an Incomplete grade on this student would not be appropriate (see above).

Posting final grades: "No instructor is at liberty to announce the result of any final examination until the end of the examination period except in the case of seniors in their final term; they may be given their grades when they have completed their last examination."