Submitting Midterm Grades via WebAdvisor

Note:
- Valid Mid-Term grade options are A, B, C, D and F.
- WebAdvisor allows ten (10) minutes of ‘idle’ time between each click of the ‘Submit’ button. Please do not access WebAdvisor until you are ready to enter grades. All grade entries that have not been successfully submitted will be lost if you are timed out. If you do not feel that you can enter a grade for all students in a given course section in the allotted time, submit your grade roster in multiple parts to avoid a loss of data.

Access Grading via WebAdvisor
  - Select ‘Faculty’
  - ‘Log In’ (For UserName / PIN lookup, select the ‘What’s my Username and Pin?’ option from the Faculty Menu page.)
  - Click on the ‘Grading’ link

Select term and click ‘Submit’. (Click the arrow located on the right side of the drop down box to find the current grading term. Do not use the Start and End Dates.)

Select ‘I – Midterm/Intermediate’ from the drop down on the top of the page.

Select Course Section - All sections that have been assigned to you for the selected term will be listed. Click the button to the left of the class name and title and click ‘Submit’. (You can only grade one course section at a time.)

For the selected section, you will only see a listing of the first-time freshmen who are currently registered. Enter a grade of ‘A’, ‘B’, ‘C’, ‘D’ or ‘F’ in the field next to each student ID and click ‘Submit’. (Either upper or lower case grades are acceptable. If an invalid grade is submitted, an error message will be returned. No grades will be accepted into the system when an invalid grade has been submitted. After correcting the invalid grade(s) click ‘Submit’ again)

Please make sure that there is a grade posted for each student. WebAdvisor will not warn you of missing grades.

Follow the above steps of grading for all of your course sections. Print a verification of grades for your records by utilizing your internet browser’s print feature.

Log out.

A REMINDER ABOUT THE POSTING OF GRADES

Any public posting of grades by student name, student identification number, or social security number without the student’s written permission is a violation of the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (federal privacy law). Even with names obscured, student identifier numbers are considered personally identifiable information. Therefore, grades must be posted only within the official sites of Datatel (WebAdvisor) and/or WebCT, which are secure, password protected sites.