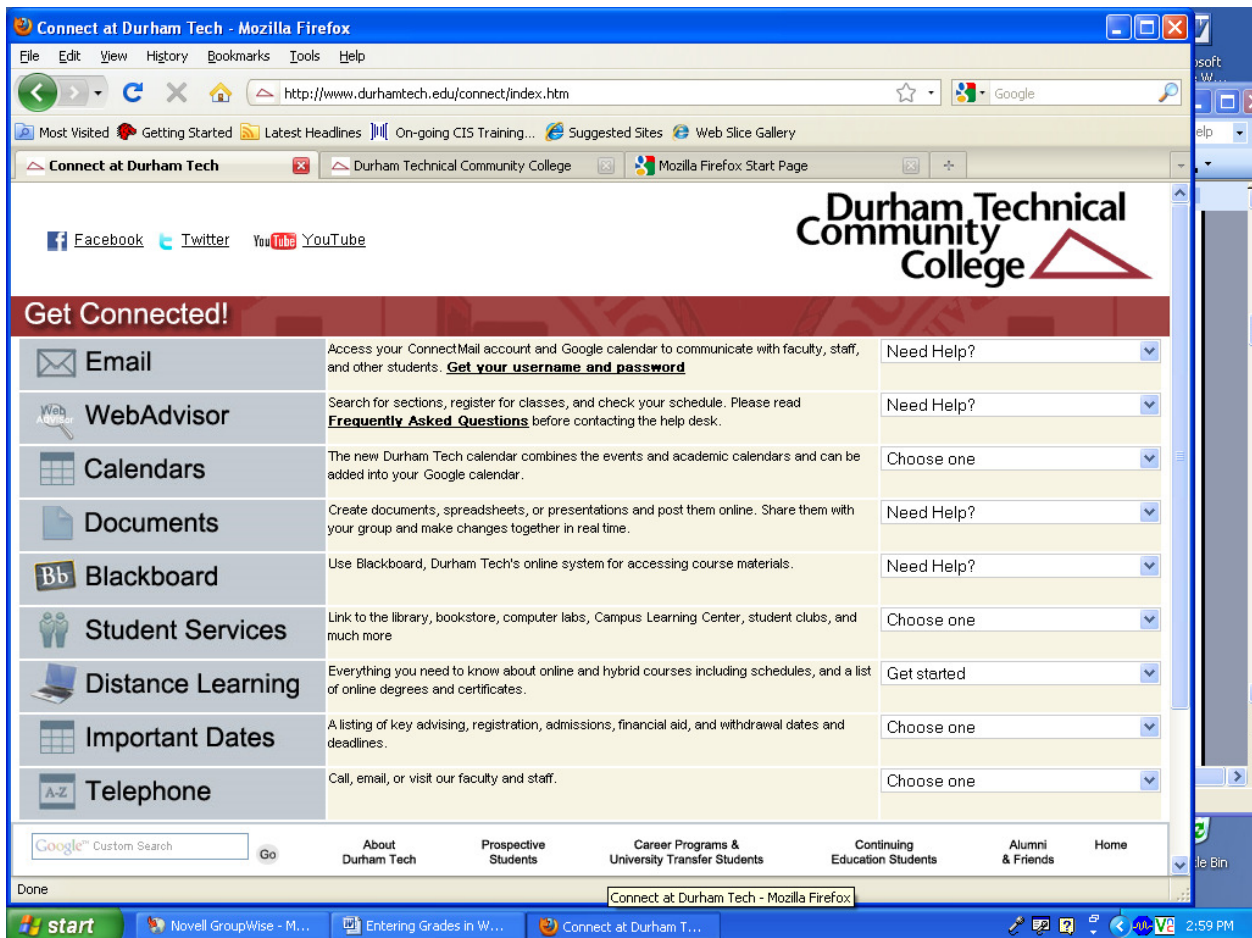# Entering Grades in WebAdvisor

Once you complete the initial login steps and have your user ID and password, you can begin the Faculty Grading process.

> If you just completed the initial login process and are still logged in, you can continue. You know you are logged in if your name is displayed in the 'Welcome' message on the left side of the screen. If it says 'Welcome Guest,' you will need to login first.
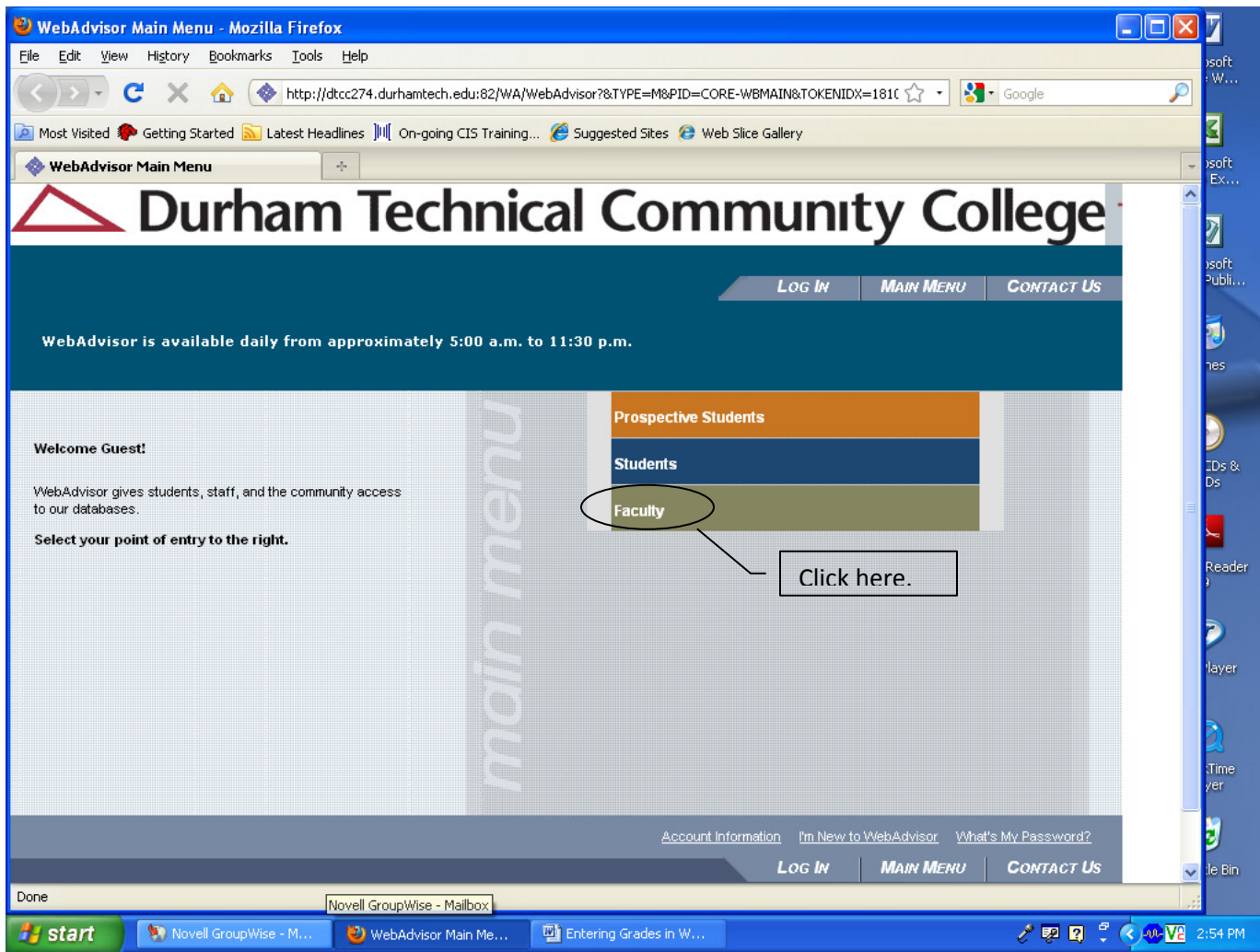
To log in to Web Advisor:

1. Durham Tech homepage – **Get Connected**

2. Click the **WebAdvisor** link

3. Click the **LOG IN** link.

4. Enter your user ID and password and click **SUBMIT**.
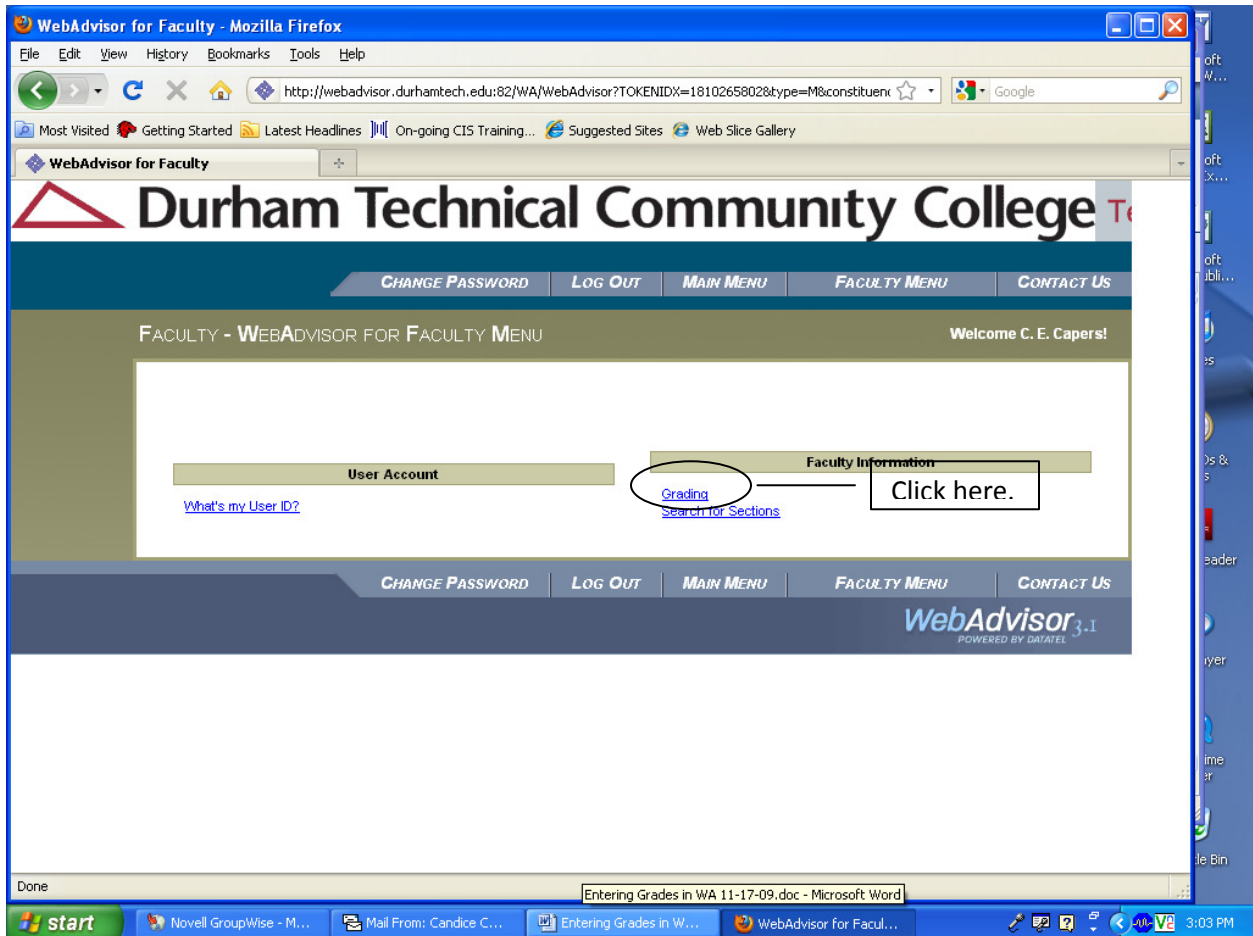
To begin entering grades:

1. After logging in, click on the **Faculty** link.

2. You should see a link for **Grading**.

If you don't see the 'Grading' link on the screen, first insure that you are logged in. (You are logged in if you see your name in the upper right area of the screen.) If you are logged in and do not see the 'Grading' link, please call the IT Help Desk at ext. 6111.

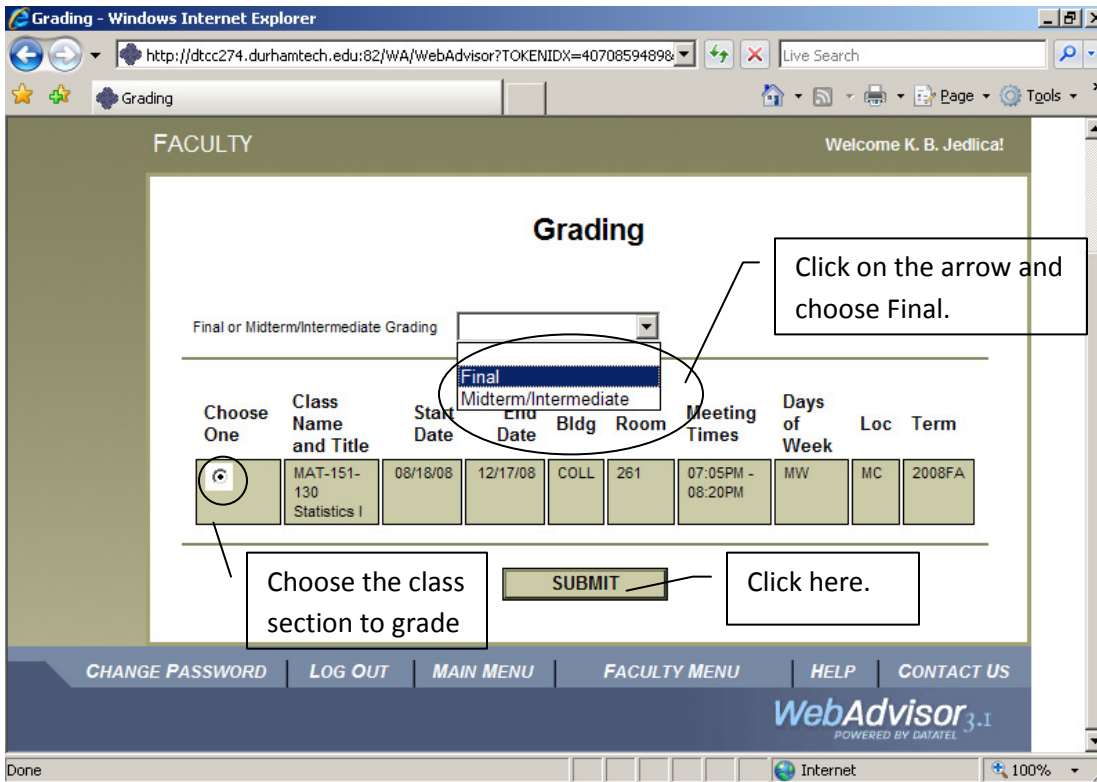3. Click on the **Grading** link to begin the process.

3. Select the term from the **Term** pull down and click the **SUBMIT** button to continue.

5. Select **Final** from the 'Final or Midterm/Intermediate Grading' pull down menu. Click on the radio button for the course that you wish to grade and the click the **SUBMIT** button to continue.

6. Enter your grades on the 'Final Grading' screen, as shown below. You can navigate this screen using your mouse or the TAB key.

Do NOT press the ENTER key until you have entered all of your grades and are ready to submit!

'I' GRADES: Students receiving an 'I' grade must complete the course work during the next semester or the grade changes to an 'F' grade. If a student has an 'I' grade , you must enter an 'Expire Date' along with the grade.   The expired date is the last day for the subsequent semester.   **For a Spring 10 'I ' grade, the Expire Date is 07/27/10.**

'W' GRADES: If the student has a 'W' grade, <u>Do Not Enter</u>! You must submit a Drop/Withdrawal form for the grade. This step is critical for FTE and audit purposes!!!

6. Once you are done, click the **SUBMIT** button and your grading entries will be saved.

WHEN EVERY GRADE IS ENTERED YOU MUST SUBMIT OR YOUR GRADES WILL NOT POST!

6. When you are finished submitting your grades, click **LOG OUT** and then **exit your web browser**.

7. **FINAL STEP: Complete your final (paper) grade roster as usual, and turn it in to Student Records in room 1202.** Please write "**WEB**" on the top of your paper grade roster.   **100% FINAL ROSTER to Terra Bikah in the Business Office.**