# WebAdvisor: Submitting Grades

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Submitting Grades

To Submit Grades

1. Log in to WebAdvisor: http://webadvisor.prairiestate.edu
2. Select Faculty.

   **Note:** You will only see the Faculty and Employees links once you have successfully logged in to WebAdvisor.

3. Under Faculty Information, select Grading.

4. Next to Term, select the current term from the drop-down box.

5. Select Submit.
6. Next to Final or Midterm/Intermediate Grading, select Final from the drop-down menu.
7. Select the radio button next to the appropriate course.

<table>
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<th>Choose One</th>
<th>Class Name and Title</th>
<th>Start Date</th>
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<tbody>
<tr>
<td></td>
<td>ITAPP-101-INT Intro to Computers</td>
<td>01/21/10</td>
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**Note:** You can only choose one class at a time.

8. Select **Submit**.
9. For each student, enter a grade in the **Grade** column.

**Note:** If you are giving a student an I (Incomplete), you must enter the **Expire Date**. This is the date that the Incomplete will become an **F** if the student fails to submit the required coursework.

10. Select **Submit**.
11. Review the confirmation page to verify the information you entered is correct.

**Note:** If you see any errors on the confirmation page, select the **Back** button on your browser to reenter the grades.

12. Once you are certain that everything is correct, select **OK**.

### Printing Grades

**To Print Grades**

1. Log in to WebAdvisor: [http://webadvisor.prairiestate.edu](http://webadvisor.prairiestate.edu)
2. Select **Faculty**.

**Note:** You will only see the Faculty and Employees links once you have successfully logged in to WebAdvisor.
3. Under **Faculty Information**, select **Grading**.

4. Next to **Term**, select the term you want to print from the drop-down box.

5. Select **Submit**.

6. Next to **Final or Midterm/Intermediate Grading**, select **Final** from the drop-down menu.

7. Select the radio button next to the appropriate course.

   **Note:** You can only choose one class at a time.

8. Select **Submit**.

9. Select **File** then **Print** from your browser menu.

10. Select your printer from the list next to **Name**.

11. Select **OK**.