



WebAdvisor: Submitting Grades

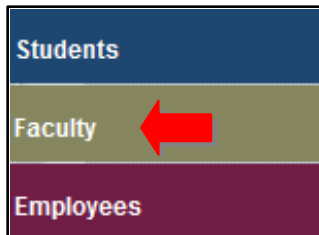
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Submitting Grades

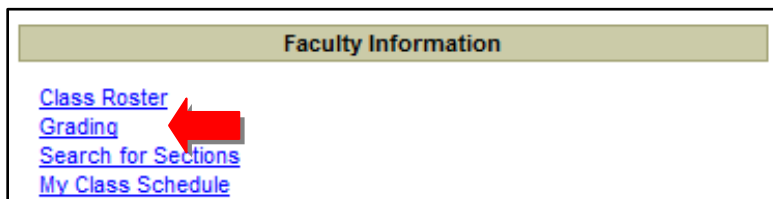
To Submit Grades

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.

Choose One	Class Name and Title	Start Date
<input checked="" type="radio"/>	IT.APP-101-IN1 Intro to Computers	01/21/10
<input type="radio"/>		

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

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

Grade	Expire Date
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

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

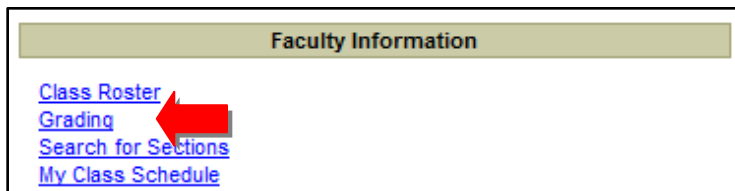
To Print Grades

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

Students
Faculty
Employees

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.

A screenshot of a form with the instruction 'Select a term or date range to restrict your class list'. It features a 'Term' dropdown menu with a red arrow pointing to it. The dropdown is open, showing options: 'Fall 2009', 'Fall 2010', 'Summer 2010', and 'Spring 2010'. To the right of the dropdown is an 'End Date' field and a 'SUBMIT' button.

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

A screenshot of a form with a dropdown menu labeled 'Final or Midterm/Intermediate Grading'. The dropdown is open, showing two options: 'Final' and 'Midterm/Intermediate'. A red arrow points to the 'Final' option.

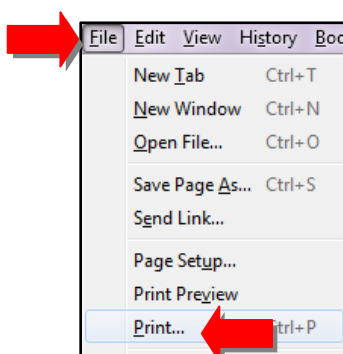
7. Select the radio button next to the appropriate course.

A screenshot of a table with three columns: 'Choose One', 'Class Name and Title', and 'Start Date'. The first row has a radio button selected in the 'Choose One' column, with a red arrow pointing to it. The 'Class Name and Title' for this row is 'ITAPP-101-IN1 Intro to Computers' and the 'Start Date' is '01/21/10'.

Choose One	Class Name and Title	Start Date
<input checked="" type="radio"/>	ITAPP-101-IN1 Intro to Computers	01/21/10

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**.