Entering Final Grades with WebAdvisor

All faculty must submit their grades through WebAdvisor. The Blackboard grade center does not link to WebAdvisor, but here is how you can easily enter in your students' final grades.

**Step 1**

Sign into MyCLU

**Step 2**

Click on the WebAdvisor tab at the top
Step 3

Click on Faculty
Step 4

Welcome Cynthia!

Address Change
- Staff/Faculty Addr. Change

Budgeting
- Budget selection

Personal Profile
- Position Summary
- Leave Plan Summary
- My Stipends

Faculty Information
- My Advises
- Advisees
- Class Roster
- **Grading**
- Search for Sections
- My Class Schedule
- Student educational planning
- Student profile
- My Advisees
- My Advisees Email
- Advisor Registration Approval
- W-2 Electronic Consent
- W-2 Statements
- Pay Advices

Click on Grading
Step 5

Welcome Cynthia!

Grading

Select a term or date range to restrict your class list

<table>
<thead>
<tr>
<th>Term</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>Fall Semester 2013</td>
</tr>
<tr>
<td></td>
<td>Fall Term 2013</td>
</tr>
<tr>
<td></td>
<td>Term 1 2013</td>
</tr>
<tr>
<td></td>
<td>Term 2 2013</td>
</tr>
</tbody>
</table>

1. Click on the arrow to open up the Term menu
2. Select the appropriate term or semester
3. Click Submit

Step 6-Error

Welcome Cynthia!

Error

There are no classes for the time frame you have selected. Please click BACK to select again.

If you see this message, you've selected a term in which you did not teach a course
Press the Back button of your browser to select a different term or semester
Step 6-Correct

1. Click on the arrow to select Final from the drop down menu
2. Click in the circle to select the class you want to enter the grade for
3. Click Submit
Step 7

Enter a letter grade for all your students. A grade of "W" may not be assigned by faculty. If you have a student who stopped attending at some point in the semester and would like to submit a "UW", then please also fill out the "Last Date of Attendance" tab. If you have a student on the roster who NEVER attended the class, then please mark the "Never Attended" button and assign a grade of "UW".

Step 8

When you have all the grades in, click Submit.