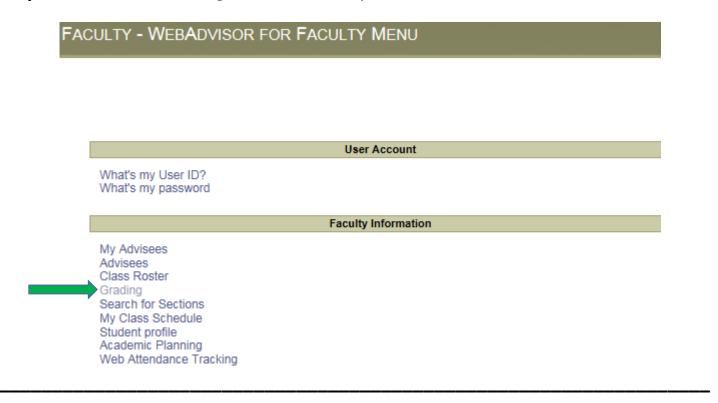


WebAdvisor Grading

Summer 2016

Step 2 – Click on the Grading link on the Faculty Menu in WebAdvisor.



Step 3 – Click on the drop down box to select the correct term in WebAdvisor.

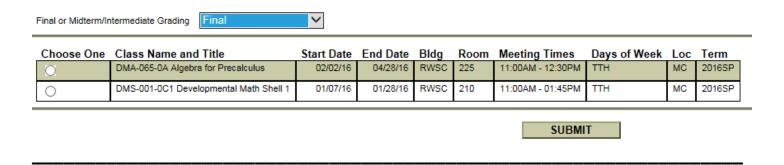
Term		Summer 2016 V	
Start Date	End Date		

Select a term or date range to restrict your class list

Step 4 – Click the **SUBMIT** button.



Step 5 – **Required:** Select **Final** in the drop down box.



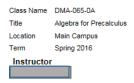
Step 6 – **Required:** Select the section you want to record grades. An error will be displayed if a section is not selected.



Step 7 – Click the **SUBMIT** button.



After clicking the SUBMIT button, the Final Grading web form is displayed.



Student	ID	Status	Grade	Expire Date	Last Date of Attendance	Never Attended	Inter Gr 1	Inter Gr 2	Inter Gr 3	Inter Gr 4	Inter Gr 5	Inter Gr 6	Class	Credits	
		Х											SA	2.00	
			Х											SA	2.00
		N											SA	2.00	
		А											FA	2.00	
			N											SA	2.00
			Х												2.00

^{**} Please review carefully before submitting. Once submitted, these grades will be transcripted and cannot be changed through this form

Step 8 – Enter grades for your students. All drop forms must be submitted to the Registrar's office prior to submitting grades. Withdrawn students will not show in the list of students.

**WebAdvisor times out after 10 minutes. If you have a large number of students in a section, enter a small batch of grades and click SUBMIT after each smaller batch.

If you have questions regarding NG or W grades, please contact Delsey Brewington x2027 dbrewington@sampsoncc.edu or Betsy Lloyd x2023 blloyd@sampsoncc.edu . They can verify tracking forms and drop forms.

Student	ID	Status	Grade	Expire Date	Last Date of Attendance		
		Х					
		Х					
		N					
		Α					
		N					
		Х					

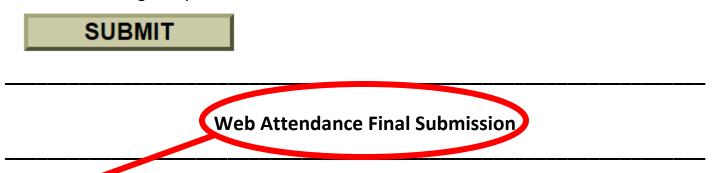
GRADING SYSTEM

Grade	Description	Comments						
Α	Excellent	Grade Only						
В	Above Average	Grade Only						
С	Average	Grade Only						
D	Below Average	Grade Only						
F	Unsatisfactory	Grade Only						
Р	Pass	Grade Only						
R	Repeat	Grade Only						
	Do NOT enter in WebAdvisor							
NG	Never Attended	This grade was required and submitted on						
		the Tracking Form.						
AU	Audit	This grade was entered by the Registrar's						
		Office when the student registered.						
W	Withdrawal/Drop	This grade was entered by the Registrar's						
		Office.						
1	Incomplete	This grade will be entered by the Registrar's						
		Office after proper paperwork is submitted.						

Step 9 – **Required:** After all grades have been entered and are correct, select the Electronic Signature Verification to officially approve and lock your grades.

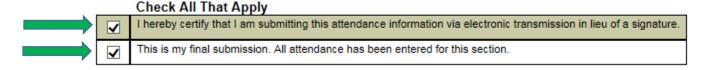
Student	ID	Status	Grade	Expire Date	Last Date of Attendance		Inter Gr 1	Inter Gr 2	Inter 3	
		X								
		Х								
		N								
		Α								
		N								
		X								
** Please review carefully before submitting. Once submitted, these grades will be transcripted and cannot be changed through this form.										
☐ I her	eby certify that	all grades a	re entered for	this section and I am	submitting final grades via elec	tronic transmission ir	n lieu of a sig	nature.		

Step 10 – **Required:** Once the Electronic Signature Verification is selected, click on the Submit to finish the final grade process.



Step 11 – **Required:** After the final submission of WebAdvisor grades, log into the WebAttendance. Select the first and second check box for the final Web Attendance submission.

**Do not click the second box unless you have submitted all WebAdvisor grades and have entered attendance for the entire semester.



WebAttendance rosters are needed for every class and lab.

Checking the second box indicates final submission of an official Web Attendance roster for the ICR auditor to review.