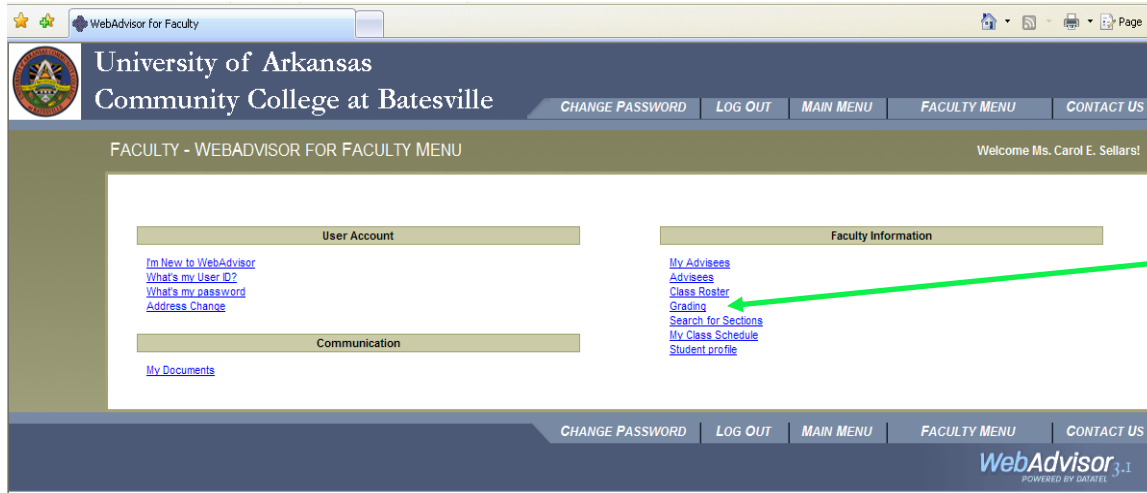




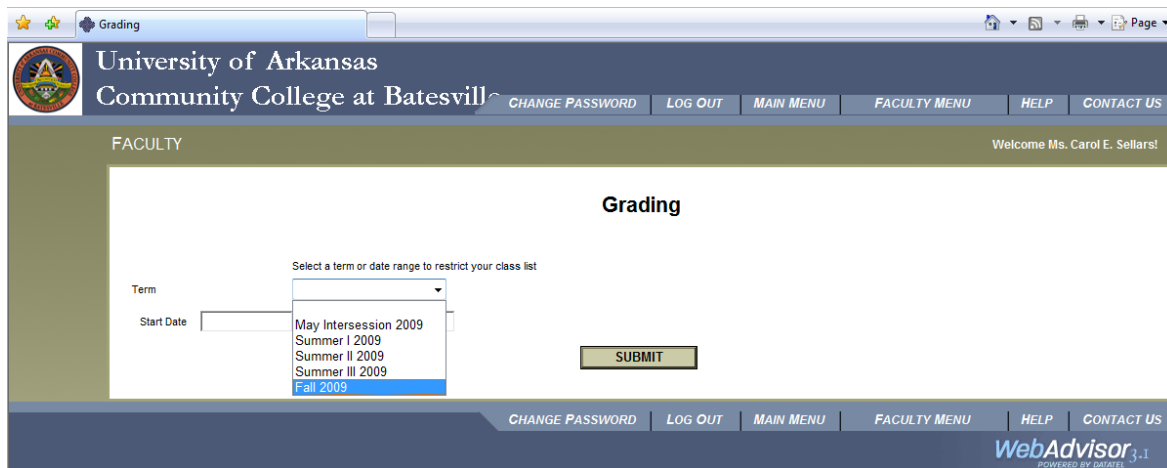
WebAdvisor

- Mid-term Grading
- Final Grading

Mid-Term Grading



From the faculty menu, click on **GRADING.**



Click on the drop down arrow beside **Term.**

Click on the appropriate term.

Click **Submit.**

Mid-Term Grading Cont.

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FACULTY Welcome Ms. Carol E. Sellars!

Grading

Final or Midterm/Intermediate Grading

Final
Midterm/Intermediate

Choose One Class Name an Start Date End Date Bldg Room Meeting Times Days of Week Loc Term

<input type="radio"/>	COI-1003-005 Strategies for College Success	10/12/09	12/11/09	MCB	222	02:00PM - 03:15PM	MTWTH	MAIN	2009FA
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SUBMIT

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WebAdvisor 3.1
POWERED BY DATATEL

From the drop down menu, select **Midterm/Intermediate** grading.

Click **inside the circle** that corresponds to the course section to be graded.

Click **Submit** to continue.

Entering Mid-term Grades

Midterm Grading

University of Arkansas
Community College at Batesville

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FACULTY Welcome Ms.

Midterm Grading

Class Name COL-1003-005
Title Strategies for College Success
Location Main Campus
Term Fall 2009

Instructor

**Grades entered on the screen are for presentation purposes only and do not reflect actual student progress.*

Student ID	Status	Midterm Grade	Last Date of Attendance	Never Attended	Class	Credits	CEUs	Cross-Listed Section
	N	*D		<input type="checkbox"/>	F	3.00		
	N			<input type="checkbox"/>	F	3.00		
	N			<input type="checkbox"/>	F	3.00		
	N			<input type="checkbox"/>	F	3.00		
	N			<input type="checkbox"/>	F	3.00		
	N			<input type="checkbox"/>	F	3.00		
	N			<input type="checkbox"/>	F	3.00		
	N	*D		<input type="checkbox"/>	F	3.00		
	N			<input type="checkbox"/>	F	3.00		
	N			<input type="checkbox"/>	F	3.00		
	N			<input type="checkbox"/>	F	3.00		
	N			<input type="checkbox"/>	F	3.00		
	N			<input type="checkbox"/>	F	3.00		
	N			<input type="checkbox"/>	F	3.00		
	N			<input type="checkbox"/>	F	3.00		
	N			<input type="checkbox"/>	F	3.00		

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WebAd POWER

Enter grades for those students who have earned a D or F for their mid-term grade.

(If you prefer, you can enter mid-term grades for all students.)

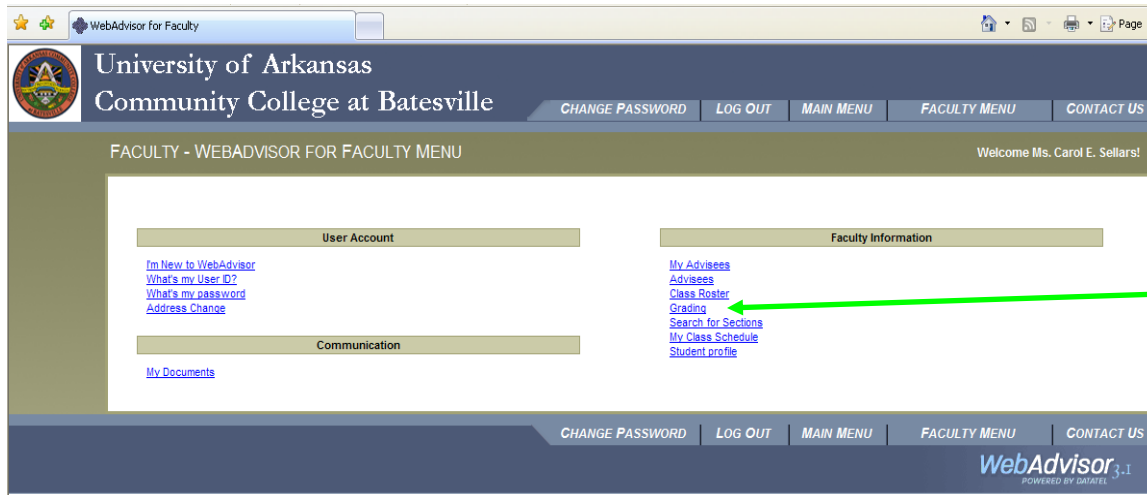
USE YOUR TAB KEY OR YOUR MOUSE TO MOVE BETWEEN GRADE SLOTS—DO NOT USE THE ENTER KEY!

(If you hit the “enter” key inadvertently and are taken out of the grading screen, any grades entered cannot be changed; however, you can return to the grading roster and complete the remaining grades.)

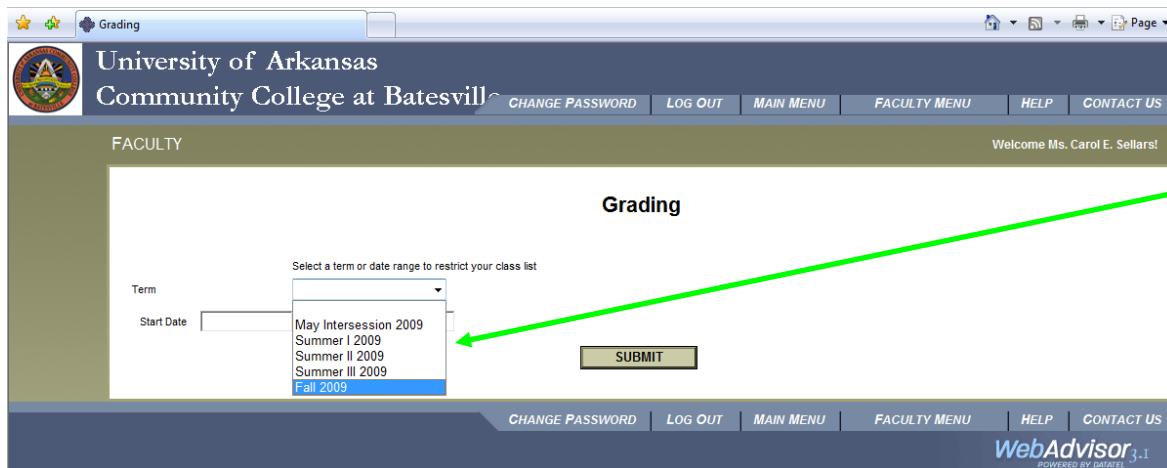
**** Leave “last Date of Attendance” and “Never Attended” fields blank. If a student is on your roster but has never attended class, please contact the Registrar at 612-2034 or ext. 1234.****

Click the **Submit** to Submit grades. 4

Final Grading



From the faculty menu, click on **GRADING.**



Click on the drop down arrow beside **Term.**

Click on the appropriate term.

Click **Submit.**

Final Grading Cont.

University of Arkansas
Community College at Batesville

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FACULTY Welcome Ms. Carol E. Sellars!

Grading

Final or Midterm/Intermediate Grading: Final

Choose One	Class Name	Midterm/Intermediate	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input type="radio"/>	CUL-1003-005 Strategies for College Success		10/12/09	12/11/09	MCB	222	02:00PM - 03:15PM	MTWTH	MAN	2009FA

SUBMIT

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From the drop down menu, select **Final** grading.

Click **inside the circle** that corresponds to the course section to be graded.

Click **Submit** to continue.

Grading Miscellaneous

- What if I need to change a grade after I have submitted it through *WebAdvisor*?
Contact the Registrar's Office
- Incomplete Grade Policies:
Refer to the UACCB catalog.
- Reporting Incomplete Grades for Previous Semesters:
Submit an Incomplete Grade Form to the Registrar's Office.
- Student not on Roster?—**If a student's name does not appear on your grade roster, the student was not officially enrolled in your class. Contact the Registrar's Office.**
- Whom do I contact with grade reporting problems?
Your Division Chair