To access WebAdvisor:

1. Open any internet browser and type wa.webadvisor.mckendree.edu in the address line. Log in using your network username and password.

To access your course(s) for grading:

1. Click on Faculty.
2. Click on Grading. The Grading screen will appear. You will be asked to select either a term or a range of dates to restrict your search. NOTE: You cannot type the term in, but must select it from the drop-down box. You may have to scroll down to find the correct term.
3. A list of all of the courses you are teaching during the selected term will appear. You must select Final Grading from the drop down box and click in the Choose One box even if only one course appears.
4. The Final Grading screen will appear. You can scroll down to see all of the students. Only currently enrolled students will appear.

NOTE: You MUST submit a grade for every student who appears on this roster, even if you think the student has dropped the course. If they appear, they did NOT officially drop. If they stopped showing up for class, give them the grade they earned or a WW (withdrawn without permission). Do not leave a grade blank, if the student has stopped attending class, give them a WW (withdrawn without permission).

To enter grades:

1. Place the cursor in the first box in the Grade column and enter the grade (you do not need to enter the grades in capital letters). DO NOT PRESS THE ENTER KEY!! The program assumes you are finished and ready to submit grades when you press the Enter key. Press the Tab key twice to get to the next grade box. Continue entering and tabbing until all of the grades are entered.

VERY IMPORTANT NOTE: Be very careful to enter ONLY grades that are allowed at McKendree. If you accidentally type in an E instead of a D, the grade will not be accepted. The same goes for A+, D+, and D-. The program will allow you to enter the grade and submit it, but you will get an error message after you submit. It is wise to check the grades carefully after you have entered them, before you press the enter key or click Submit.

The following grades may be entered: A, A-, B+, B, B-, C+, C, C-, D, F, I and WW. For graduate courses only, a grade of IP (In Progress) may be entered.

2. When you have finished entering and checking grades, either press the Enter key or click the Submit button.

   If you have entered an invalid grade, the Final Grading screen will reappear with an error message at the top. It will tell you which grade was invalid and which student it was entered for. Enter the correct grade and Submit again.

3. If you need to enter grades for more than one class, select the Grading option again.
TIMING OUT: For security reasons, WebAdvisor is set to throw us out after we have been logged in for 30 minutes. If you are entering grades when you time out, the grades will **not** be entered into the system even though they appear on your screen as if they have. Please pay attention to how long you have been logged in, and exit and re-enter WebAdvisor if you’re getting close to the 30 minute limit.

**To change grades:**

1. **Until the grades are verified**, you can change the grade in WebAdvisor. To change a grade you have entered, follow the above procedure, click in the grade box of the grade you are changing, and type in the new grade. Then submit the grades.

   The grades that you enter will **not** appear on the students’ records until they are verified by the Records Office. This process places the grades on the students’ transcripts. **You can make changes to grades only until they are verified.** After verification, the system will allow you to change the grade on the screen, but after you submit them, you will receive an error message. All of the grades remain as you submitted them, and you must then complete a Grade Change form in order to have the grade changed.

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   We normally run the verification process every afternoon at approximately 4:45 to verify dropped grades entered that day, so if you enter your grades earlier than the date that grades are due and then change your mind, you must submit a Grade Change form even though it is before the official due date.

   On the date that monthly grades are due, we will verify grades several times during the day, and again just before 5:00 PM. **During the week that final grades are due, we will verify the grades several times a day beginning on Monday** so that if students check their grades they will be able to see them.

2. **After grades are verified**, you must complete a paper Grade Change form (forms are in the Records Office).

**INCOMPLETE GRADES:**

If a student is unable to complete course requirements on time he/she may request that you assign an Incomplete and allow them to finish the course work late. **It is entirely up to you as to whether you agree to give a student an Incomplete or not.** If you do agree, be sure the student understands what is required of him/her, and follow these instructions:

1. Enter I for a grade and then **choose the date the grade will be turned to F** (enter either the end date of the next term or an earlier date you have agreed upon with the student). **Please note you should use the calendar date picker when choosing the date, rather than entering a date.**

2. The following day you will receive an email notifying you to go to WebAdvisor and enter the requirements for the Incomplete (a link will be provided to WebAdvisor. **Click on Incomplete Grade Form on the Faculty menu, it’s right under Grading**). Please enter the requirements the student must complete to earn a grade for the course and the date the student must have worked turned in to you. **This date should be earlier than the date the course will turn to an F, so you will have time to grade the work and complete a grade change form.** The rest of the form will be completed for you, including the student’s name, instructor’s name, course number and end date. You will only have to supply the requirements and the deadline for submission of work.
3. The following day emails will go to you, the student, the division chair, the Provost and the Records Office. It will contain the course information, date to be completed and requirements.

4. The system will change the grade to an F on the date you choose unless you submit a grade change form before then. Please note grade change forms must have the signatures of the division chair and Provost, so leave enough time for the form to make the rounds and get back to our office!

Please remember when assigning an Incomplete grade:

- A student has only until the end of the next semester to complete the coursework (unless you indicate an earlier date). In other words, if you give an I in the Fall 2011 term, the student must complete the work by the end of the Spring 2012 term. Summer terms will not be counted as a semester for spring term Incompletes, they will be due at the end of the following fall semester (except in the case of graduating seniors – in order to keep a May graduation date they must complete by the end of August). You may not choose a date later than the end of the next semester.

- If you feel circumstances warrant an extension of the Incomplete you must complete a grade change form asking for an extension. The Incomplete will then be extended one more semester.

IN PROGRESS GRADES:

Students enrolled in Masters level research classes who do not complete by the end of the term should be assigned a grade of IP (In Progress) If the work is completed in the following semester the grade will be changed to the grade earned (a Grade Change Form should be used). If the work is not completed in the next semester a grade of NC (No Credit) will be assigned. Students receiving a grade of NC must register for that phase of their studies again and pay full fees.

Students who receive an IP in the term in which they plan to graduate will have their graduation date moved forward to the next date (i.e., a grade of IP in the spring term will cause their graduation date to be moved to August).