

Final Grade Input

Final Grades should be input via WebAdvisor.

Al Guillen sets the due dates for inputting final grades.

Final grade requirements: **A, B, C, D, F, IP**

1. All grades are entered in UPPER CASE.
2. Only the valid grades listed above will be accepted.
3. When assigning an “F” the **Last Date of Attendance (mm/dd/yy)** for the student is required.
4. Click **Never Attended** for a student receiving an “F” grade that was not physically present or academically engaged and turning in assignments.
5. When assigning “IP” for incomplete grades enter the expiration date of less than one year in the “**Expire Date**” (mm/dd/yy) column.
6. Click **SUBMIT** to process final grade entries.

Remember, WebAdvisor has a timeout feature of approximately 3-5 minutes to enter grades and click SUBMIT. If you expect to take additional time, breakup the data into separate input sessions. Click SUBMIT after each session, then return to the Final Grading screen to continue grade input until all grades are submitted. Return to the Final Grading screen to check your data entry.

Final Grading

Class Name MATH-1314-2003
Title College Algebra (3-0-3)
Location Harlingen
Term Fall 2009

Instructor

Valid grades: **A, B, C, D, F, or IP**

Expire Date (mm/dd/yy) required for an “IP” grade

Last Date of Attendance (mm/dd/yy) required for an “F,” grade

Never Attended for a an “F” grade if a student never attended class

Student ID	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	Inter Gr 7	Inter Gr 8	Inter Gr 9	Inter Gr 10
1				<input type="checkbox"/>										
2				<input type="checkbox"/>										
3				<input type="checkbox"/>										
4				<input type="checkbox"/>										
5				<input type="checkbox"/>										

SUBMIT

Instructors are not required to print and send a copy of the WebAdvisor final grade input to the Admissions Office; however, some department chairs require instructors to submit hard copy printouts for each course (check with your department).

Grades are not available to students until Admissions completes the verification process of grades submitted by faculty.