

Inputting Midterm Grades in WebAdvisor

Use the Intermediate Grading screen via WebAdvisor to input midterm grades.

Due dates for midterm grades are published in the Academic Calendar.

Only **D** and **F** grades are entered for midterm grades (Mid-Term column); upon completion click **SUBMIT** to complete the data entry process.

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 Intermediate Grading screen to continue grade input until all are submitted. Return to the Intermediate Grading screen to check your data entry.

Intermediate Grading

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

Instructor

Enter "ONLY" D or F

Cross-listed are not included for grading.

| | Student ID | S | Mid-Term | Do Not Use | Do Not Use | Do Not Use | No Show | Do Not Use | Last Date of Attendance | Never Attended |
|---|------------|---|----------|------------|------------|------------|---------|------------|-------------------------|--------------------------|
| 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 midterm status input to the Admissions Office; however, some department chairs require instructors to submit hard copy printouts for each course (check with your department).