

WebAdvisor for Faculty

Entering Final Grades

Step 1. Access and Login to WebAdvisor

- Go to www.bucks.edu and click on Web Advisor (blue button on right side of the BCCC home page).
- Click on **Log In** and log in with your username and password.
- Click on **Faculty**.
- Click on **Grading**.

Step 2. Select the Term

- Select the appropriate term from the dropdown box.
- Click **Submit**.

Step 3. Select the Section

- A list of courses for which you are the Instructor of record will appear.
- From the dropdown menu, select **F - Final** grading.
 - Select the section by clicking in the box to the left of the course. (You may only select one at a time.)
 - Click **Submit**. The section roster will appear on the screen.

Step 4. Post Final Grades

The section roster is sorted by student's last name, with the student's name and 7 digit student ID number. The student's registration status code will appear next to the number of credits the student will earn for the course. (Eg. New, Add, etc.) Dropped and withdrawn students **WILL NOT** appear. The student's midterm grade will be displayed.

- Enter the final letter grade in the grade column.
(Use the shift and "=" keys together for the + sign, eg. B+)

NOTE: Enter only valid final grades, ie. A through F and I. DO NOT ENTER W or D for a withdrawn or dropped student. NEVER enter a date in the expired date column. (This is for I grades and will be processed during I to F processing by Admissions.)

- Click on the final grade box for the next student and enter the letter grade. Continue entering grades.
*Note: All final grades do not need to be entered at the same time.
- Click on the Print button on your browser to print the roster with final grades. (You can do this now, or after you submit your final grades, re-select the class and print the roster with final grades.) Your computer needs to be attached or have a network connection to a printer for the roster to print.
- Click the submit button to save any information. **Do not use the Back button on your browser because it will cancel all information entered.**

Step 5. Finishing Up

You have now posted the student's grade. The grade will appear on the student's transcript by 8 a.m. the following day, Monday through Friday. The student can access his/her final grades by using Web Advisor and selecting the Current Students menu, the Grades option, and the appropriate term.

To change/correct a grade, please submit a signed Grade Change form to the Office of Admissions. If you have further questions, please call Nancy Korn at x8114 or email kornn@bucks.edu.

HELP / TIPS!!!!!!!!!!!!

Calculate the grades, and have them ready in order by student last name. This will help facilitate entering the grades.

Timeout is set to **5** minutes between mouse clicks – if you think you will need more time, press the submit key, and then continue

Grades are posted to the student’s transcript by 8 a.m., Monday through Friday, for the previous 24 hours. You can change a grade within that 24 hour period. After that, you will need to submit a Grade Change form to Admissions.

Check your clock settings – make sure the date/time and time zone are correct (Eastern Standard Time).

Check your CAPS locks – login is case sensitive – make sure CAPS lock is OFF when you enter your login name and password.

If you see a “timeout” message after you click SUBMIT, then your grades will not be posted. You will need to re-enter. You should see “process is complete”. You can check your grades by selecting the course again, then viewing on the screen or printing.

After you grade your section, you can go back, select it again, and print the list for your records.

If you encounter problems with timing out, it may be caused by one of the following -

- Double Click of the submit button.
- Browser cookies are not enabled.
- Exceeded time limit with no activity
- Clock settings – date/time/time zone – may not be correct

HELP / INSTRUCTION

Other questions/problems – email webadvisor@bucks.edu, or call ext. 8191.