Entering Final Grades
Instructions for WebAdvisor on MyBucks

NOTE: This semester final grades will be verified as soon as you hit the SUBMIT button. This means that all final grades for Modular and full-semester courses will be available to students as soon as you submit them. It also means that you will not have that ‘overnight’ cushion to correct grades that you’ve had in the past. After you submit your grades, any grade changes must be done by the Records Office. Please see below for details.

Step 1. Access and Login to MyBucks
   ➢ Go to www.bucks.edu and click on MyBucks (at the top of the page)
   ➢ Click on Log In to MyBucks and log in with your username and password.
   ➢ On the right side of MyBucks (below Apps for Employees), under the WebAdvisor heading, click WebAdvisor for Faculty
   ➢ Click Faculty Information, then click Grading

Step 2. Select the Term
   ➢ Select the appropriate term from the dropdown box (you do not need to enter the information in the Start Date/End Date boxes).
   ➢ Click Submit.

Step 3. Select the Section
   A list of courses for which you are the Instructor of record will appear.
   ➢ From the Final or Midterm/Intermediate Grading dropdown menu, select Final.
   ➢ Choose 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 first 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. (i.e., N for New, A for 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 Dropped and withdrawn students WILL NOT appear.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, such as in a B+)

   NOTE: Financial Aid regulations mandate that we identify a final grade of F that was earned by poor performance from one that is the result of a student’s non-attendance. Therefore, if a student’s final grade is F because he/she stopped attending, then add the last date of attendance in the Last Date of Attendance field.

   Enter only valid final grades, A through F and I for Incomplete. DO NOT ENTER W or D for a withdrawn or dropped student.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 in the Grade box for the student and enter the letter grade. Continue entering grades. All final grades do not need to be entered at the same time.
Click the SUBMIT button to save any information. **Do not use the Back button on your browser because it will cancel all information entered.**

After clicking SUBMIT, the CONFIRMATION page will appear. Click on the Print icon on your browser to print the roster with final grades for your records. Click the SUBMIT button again to finalize all information entered.

**Step 5. Finishing Up**
You have now posted the student’s grade. The grade will appear on the student’s transcript immediately. Any invalid grades (W, S, U, etc) will be corrected the following morning (Monday through Friday). The student can access his/her final grades by using WebAdvisor and selecting the Current Students menu, the Grades option, and the appropriate term.

To change a grade, please submit a Grade Change Form, or, you may use your Bucks email to send the grade change to the Records Office to either Gladys York (yorkg@bucks.edu) or Rebecca Breuninger (Rebecca.Breuninger@bucks.edu). **NOTE:** Through the end of the year, please send grade changes to Rebecca Breuninger.

**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 **15** 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 helpdesk@bucks.edu, or call the ITS Helpdesk at ext. 8191.