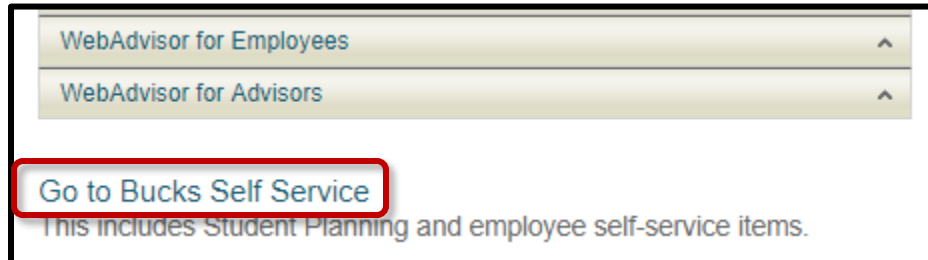


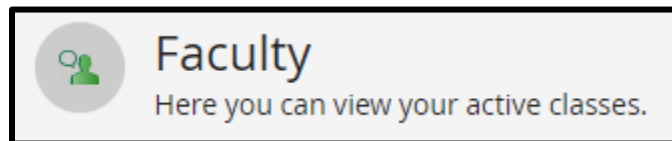
Entering Grades through Bucks Self Service

WebAdvisor is being phased out as it is no longer being supported by the vendor. This tutorial will guide you through changing your grades on Bucks Self Service.

1. Log into MyBucks, <https://portal.bucks.edu/> and click **Go to Bucks Self Service** on the right side of the page under the current WebAdvisor options.



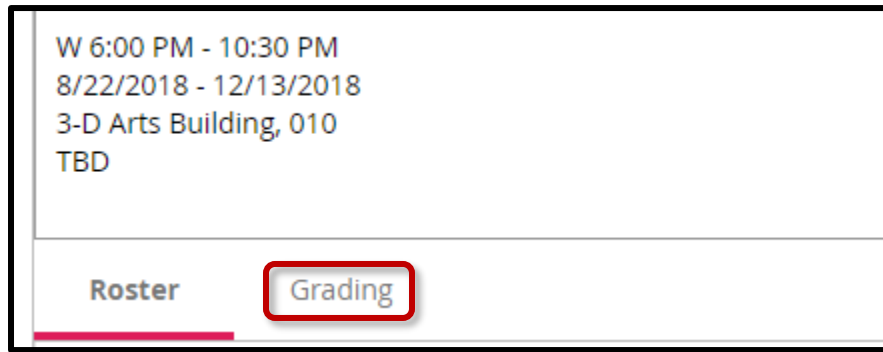
2. Click **Faculty**. Note: the Grades option is for your personal grades (if you have taken classes at Bucks)



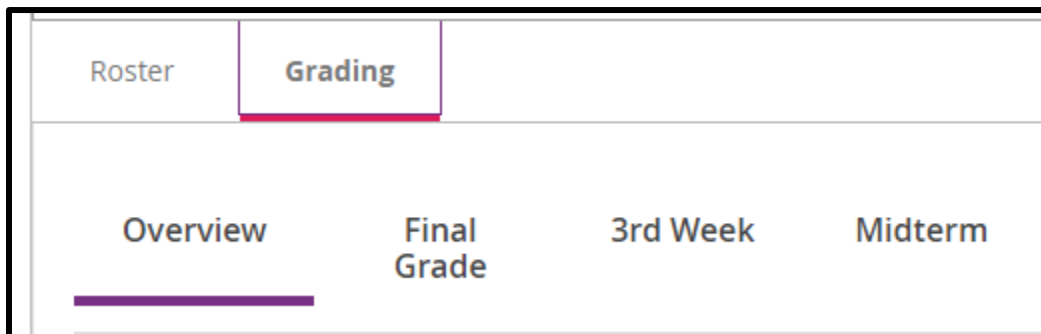
3. A listing of your current courses as well as your future courses for upcoming semesters will appear on this page. Click the course title you wish to enter grades for.

Fall Semester 2018	
Section	Times
VAFA-147-N83: Intro to Glassblowing	W 6:00 PM - 10:30 PM 8/22/2018 - 12/13/2018
VAFA-148-N84: Glassblowing II	Th 6:00 PM - 10:30 PM 8/22/2018 - 12/13/2018

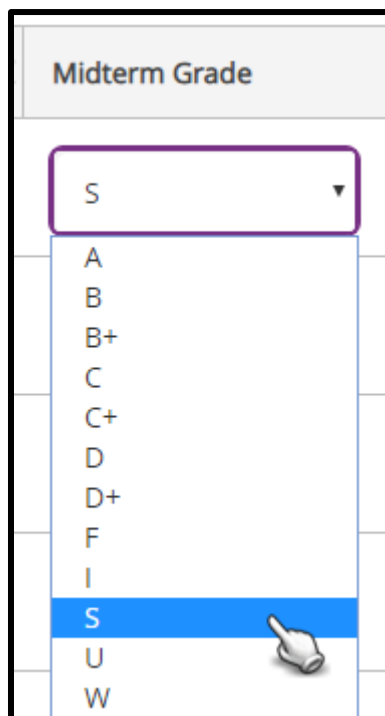
4. Click the **Grading** tab.



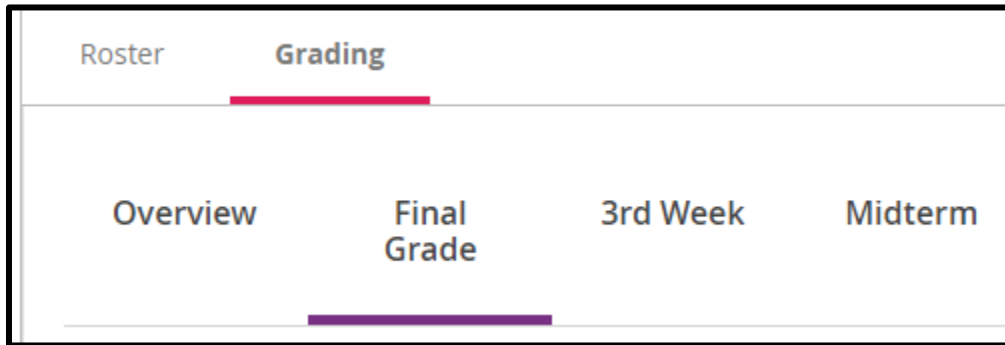
5. Once you are in the Grading tab, you will see options for: Overview, Final Grade, 3rd Week, and Midterm.





6. For the **Midterm** grade, ignore the letter grades A through F and instead choose S, U, or W at the bottom of the list.
 - **Note:** There is no longer a Submit/Save button -- changes are accepted automatically.



7. If you enter a W (withdrawal) for the Midterm grade or 3rd Week, you need to enter a last date of attendance as well. Click **Final Grade**, find the student's name and type the Last Date of Attendance in MM/DD/YYYY format.



Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade
		<input type="checkbox"/>	10/6/2018	Select grade ▼