

# Midterm Grading in WebAdvisor-Winter 2012

Deadline: 12:00 noon, Monday, February 20<sup>th</sup>

*Grading window is open from noon on Monday, February 6 - noon on Monday, February 20*

## How to Enter Midterm Grades Online (Grading policies, deadlines and issues are on the back of this page)

### 1) How to access the Grading screens

Go to <http://registrar.wlu.edu/> and click on the WebAdvisor orange icon. Login using your W&L network username (all lower case) and password (case sensitive) and choose the Faculty menu. Click on Grading.

### 2) Pick the Term

- From the drop-down box, choose the current grading term (UGR - Winter Term, 2012). *Do not use the start and end dates.* Click the SUBMIT button.

### 3) Choose Midterm grading and pick your course

You will be clicking 3 (three) things on this screen

- **First**, choose Midterm grading from the drop-down box.
- **Second**, click on the class that you wish to grade (you can only open one grade roster at a time).
- **Third**, click on SUBMIT at the bottom of the page.

### 4) Your Grade Roster should open. Now you need to enter and submit your grades

- **First**, use the drop-down box of grades to assign a grade for each student who is flagged to receive a midterm grade. A student is flagged if the "Midterm Grade Required" column says "Yes."

### **IMPORTANT: YOU MAY ENTER MIDTERM GRADES FOR ALL STUDENTS BUT ONLY THOSE STUDENTS FLAGGED TO RECEIVE MIDTERM GRADES WILL RECEIVE A MIDTERM GRADE REPORT**

- **Second**, after entering all grades for the students who are listed with a Yes, click the SUBMIT button at the bottom of the screen.
- **Repeat this for each course** you are teaching (even if you are only teaching, for example, a senior seminar) – check to see if any student is flagged for a midterm grade. Midterm grading is required on all upperclass students on probation and for new students (includes first-year and reinstated students, transfers, exchange, and specials).

### 5) Grade confirmation

Very Important: After submitting your grades, a Grading Confirmation screen will open and show what specific grades were just submitted. When you have completed all grading, please go back to your grade roster and check to see that all individual grades are listed on the roster (from the main menu, click on Grading, etc.). Visually confirming that every grade has been received is the best idea. If you want, print the grade roster screen for your records. The University Registrar's office does **not** need a paper copy of your Web-submitted grades.

### 6) If you assigned an F or F+ grade

At this time, if you gave any first-year student a midterm grade of F or F+, then complete the online **MIDTERM REPORT OF FIRST-YEARS RECEIVING A GRADE OF F OR F+** form by clicking on the HELP tab at the top your midterm Grade Roster. Click on the Midterm Report link, fill out the form, click the SUBMIT FORM button. Once you receive the message "*Your message has been sent. Thank you!*" you will automatically be sent to the University Registrar's web page. Simply close this browser window and you are back at your Grade Roster and can go to the Help tab and enter another F Grade Report if you wish.

### 7) Logout

Be sure to **logout of WebAdvisor when you are done.**

## Midterm Policies:

Midterm grades are **required** for all upperclass students on probation and new students (includes first-year, reinstated, transfer, exchange, and special students). You may enter midterm grades for other students, but only those flagged for a midterm grade, will receive a midterm grade report.

Midterm grades are unofficial and are to be used for advising purposes only. Please note that "**F+**" is a conditional grade which may be given only at midterm and only to ***first-year students when the student's class average has been below passing, but there is a reasonable chance that it may be raised to passing by the end of the term.*** Often it means that the student's average examination grade is a failure while all other work has been passing. The catalog describes the policies concerning pass/fail grades. According to Faculty regulations, a grade of "**D-**" is considered to be passing.

Whenever a grade of F or F+ is assigned for a student in the Class of 2015, please complete the online "Midterm Report" form and on the grade roll enter the appropriate code number(s) representing your best judgment of the reasons for the unsatisfactory work. The "Midterm Report" for F or F+ grades is only available in electronic format from the midterm Grade Roster screen HELP tab. Your comments on these forms are extremely helpful to your colleagues when counseling their advisees and to the deans who counsel all first-years with hypothetical midterm grade-point averages below 2.000.

Students will only receive their midterm grade reports directly from their advisers. A copy will not be sent home this term.

**Deadline:** The deadline for submitting your grades is **12:00 noon on Monday, February 20, 2012**. After 12:00 noon, the online grading window will close and you will not be able to access Grading on WebAdvisor. Please - call the office (540.458.8455) if you are having a problem!

**What do you do about a registration discrepancy (e.g. you have a grade for a student not on your Grade Roster or you have a student on your Grade Roster who never attended your class)?** If a student attended your course and you wish to grade them but they did not properly register for your class, then you can e-mail this information to [registrar@wlu.edu](mailto:registrar@wlu.edu). The student will need to petition to be added to your class. If a student is on your roster, but you never saw him or her in your class, you still must turn in a grade and the only "acceptable" grade is an F. The student will see this grade and will need to petition the Faculty Executive Committee to request a late drop. Entering an Incomplete grade on this student would not be appropriate.

**International Students:** If you have an international student in your class (noted in the WebAdvisor student profile screen) please report any unusual absences or other problems to Amy Richwine in International Education (ext. 8144 or [arichwine@wlu.edu](mailto:arichwine@wlu.edu)).

**Special instructions for PE instructors:** For 100- and 200-level courses, THE ONLY GRADE WHICH SHOULD BE ENTERED IS **F** if that is what is earned to date! For the students on your grade roster who have a YES in the Midterm Required column (new, special, reinstated, exchange, transfer, and upper-class students on probation), ***you do not need to enter any midterm grades unless the student earned an F.*** If an F is given, please complete the Midterm Report form (located from the grade roster tab). See or call Neil Cunningham if you have questions (x 8056).

**Timeout warning if you are entering your grades online:** You have approximately **30 minutes** to enter grades in **each** roster and SUBMIT before the system forces you to log in again. We recommend that you have your grades calculated and ready to enter when you open your Grade Roster so that you don't inadvertently lose any entered work. (One option for large classes, is to click the SUBMIT button more than once during grade entry – however, each time you SUBMIT you'll have to go back to the main menu and click through the various grading screens to return to your grade roster and continue grading.)

### Need Additional Assistance?

On each WebAdvisor screen is a HELP tab. Click on the HELP tab and see if the explanation is what you're looking for. For technical help, contact the HelpDesk at 540.458.4357 (HELP).

For University Registrar office help, e-mail your question to [registrar@wlu.edu](mailto:registrar@wlu.edu) or stop into the University Registrar's office in Early-Fielding or call Barbara Rowe at 540.458.8454 or Scott Dittman at 540-458-8455.