

Entering Mid-Term Grades

Go to the Grizzly Gateway

Click on 'WEBADVISOR FOR FACULTY'

Click on 'Faculty Information'

Click on 'Grading'

The screenshot shows the Grizzly Gateway WEBADVISOR FOR FACULTY interface. On the left is a navigation menu with options: WEBADVISOR FOR FACULTY, Faculty Information, Class Roster, Grading, My Class Schedule, and Student profile. The main content area is titled 'Grading' and contains a form with the following elements:

- Header: Grading (with a close button 'x') and Help
- Instruction: Select a term or date range to restrict your class list
- Form fields: Term (dropdown menu), Start Date (text input), and End Date (text input)
- Submit button: SUBMIT

Blue arrows point from the 'Enter the term...' instruction to the Term dropdown and from the 'Click on the Submit button' instruction to the SUBMIT button.

Enter the term that you are entering the mid-term grade.

Click on the 'Submit' button.

Select 'Midterm/Intermediate Grading' from the drop down list.
Choose the class you are entering the Mid-term grades and then click on the 'Submit' button.

Grading ×

Go back Help

Final or Midterm/Intermediate Grading

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input type="radio"/>	SPAN-101-A Elementary Spanish I	08/31/15	12/19/15	OLI	201	01:30PM - 02:20PM	MTTHF		2015FA

In the 'Midterm Grade' column enter the grades. There will be a 'NG' for those who do not need Mid-term grades. When finished click on the 'Submit' button.

SHARE FOLLOW 0 Notification

Midterm Grading

Go back Help

Class Name SPAN-101-A
Title Elementary Spanish I
Location
Term Fall 2015
Instructor

Student	ID	Status	Midterm Grade	Last Date of Attendance	Never Attended	Class	Credits	CEUs	Cross-Listed Section
		A	NG		<input type="checkbox"/>	FR	4.00		
		A	NG		<input type="checkbox"/>	FR	4.00		
		N	D		<input type="checkbox"/>	FR	4.00		
			F		<input type="checkbox"/>		4.00		

SUBMIT

A page will come up for you to see the grades you have entered. Click on 'OK' to finish.

Grading Confirmation Form

Go back Help

Class Name SPAN-101-A
Title Elementary Spanish I
Location
Term Fall 2015
Instructor

** Your changes have been saved. Modified records are shown below **

Student	ID	Status	Midterm Grade	Last Date of Attendance	Never Attended	Class	Credits	CEUs	Cross-Listed Section
		N	D			FR	4.00		
		N	F				4.00		

OK