Information for Faculty about Grading Using the On-Line Grading System on WebAdvisor

On-line grading using WebAdvisor is the method now required for use by all Faculty to report semester grades. Below are the instructions for accessing and using the on-line grading screens. Please feel free to call or email the Office of the Registrar with any questions you may have about the use of this on-line grading system.

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Instructions for using On-Line Grading System:

Step #1 - Begin by logging into WebAdvisor for Faculty. (Note: If you do not know your WebAdvisor login and password information, you can send an email to infosys@meredith.edu from your Meredith email account and your information will be emailed to you.)

Step #2 - Once you have logged in, select Grading on the WebAdvisor for Faculty Menu.
Step #3 - Select the term in the drop-down box and click on Submit.

Step #4 - Select Final grading from the Final or Midterm/Intermediate Grading drop-down box. Select the class to be graded by clicking in the Choose One box next to the class name. Click on Submit.
Step #5 – Your class roster will then be on the screen. Enter the student’s grade next to her name on the screen. It is not necessary to enter all of the grades for your section at once. For example, in the spring semester, you may enter senior grades prior to the senior grade deadline and then enter grades for the rest of your students at a later time.

**IMPORTANT NOTE:** ONCE YOU HAVE ENTERED ALL OF THE GRADES YOU WISH TO ENTER AT ONE TIME, YOU MUST HIT THE SUBMIT BUTTON AT THE BOTTOM OF THE SCREEN OR YOUR WORK WILL BE LOST.

There is a timeout of 15 minutes. If you are leaving the screen for any reason, please be aware that if you are away more than 15 minutes, you will lose the work you have entered. Since you can submit a partial grade roster, it would be best if you submit any time you are called away from your computer.

The following grades are valid entries: A, B, C, D, F, P, Z, AU, NA. Students who have dropped will not appear on your grading roster. Students who have withdrawn should have a grade of W already entered by the Office of the Registrar. Only the Office of the Registrar may enter W grades. If you think a student has withdrawn and her name is on your grade roster, give her an F, enter the last date of class attendance or that the student never attended, and notify the Office of the Registrar so that the student’s status can be clarified.

F grades should be entered on WebAdvisor. The last date of a student’s attendance or that the student never attended is required to submit an F grade.

If you wish to assign a grade of Incomplete, an Incomplete Contract signed by you and the student must be submitted to the Office of the Registrar by noon on the last day semester grades are due. A grade of Incomplete is given when a student has a small, concrete amount of outstanding assignments or tests yet to be taken and when you and the student agree that an Incomplete rather than a failing grade is appropriate. Once an Incomplete Contract is received by the Office of the Registrar, the Incomplete grade and the due date for the remaining class requirements will be entered. Incomplete work is due on or before the last day of class in the next semester.
Z grades are usually given only for courses that, by design, span multiple semesters: such as research projects and honors theses.

Grades must be verified before they can be viewed by the student. The verification process is handled by the Office of the Registrar daily. A grade roster can be verified even if all students do not have grades. Once grades are verified, they cannot be changed, so please make sure your data entry is correct before you submit each grade roster page. If you wish to change a verified grade, you may do so by completing a Change of Grade form and obtaining the signature of the department head or dean.

- For Fall and Spring semester, grades are due by the stated deadline published in the Academic Calendar. (Note: Grades for graduating seniors are due early only in the Spring semester.)

- For summer classes, grades are due 48 hours after the end of the summer class.