

## 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](mailto: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.

WebAdvisor for Faculty - Windows Internet Explorer

https://advisor.meredith.edu/WebAdvisor/WebAdvisor?TOKENID%3D1249454692&type=M&constituency=WBFC&pid=C...

File Edit View Favorites Tools Help

WebAdvisor for Faculty

**MEREDITH COLLEGE**  
CHANGE PASSWORD | LOG OUT | MAIN MENU | FACULTY MENU | CONTACT US

FACULTY - WEBADVISOR FOR FACULTY MENU Welcome James!

Faculty Information

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- [Advisees/Advisees Checkbox](#)
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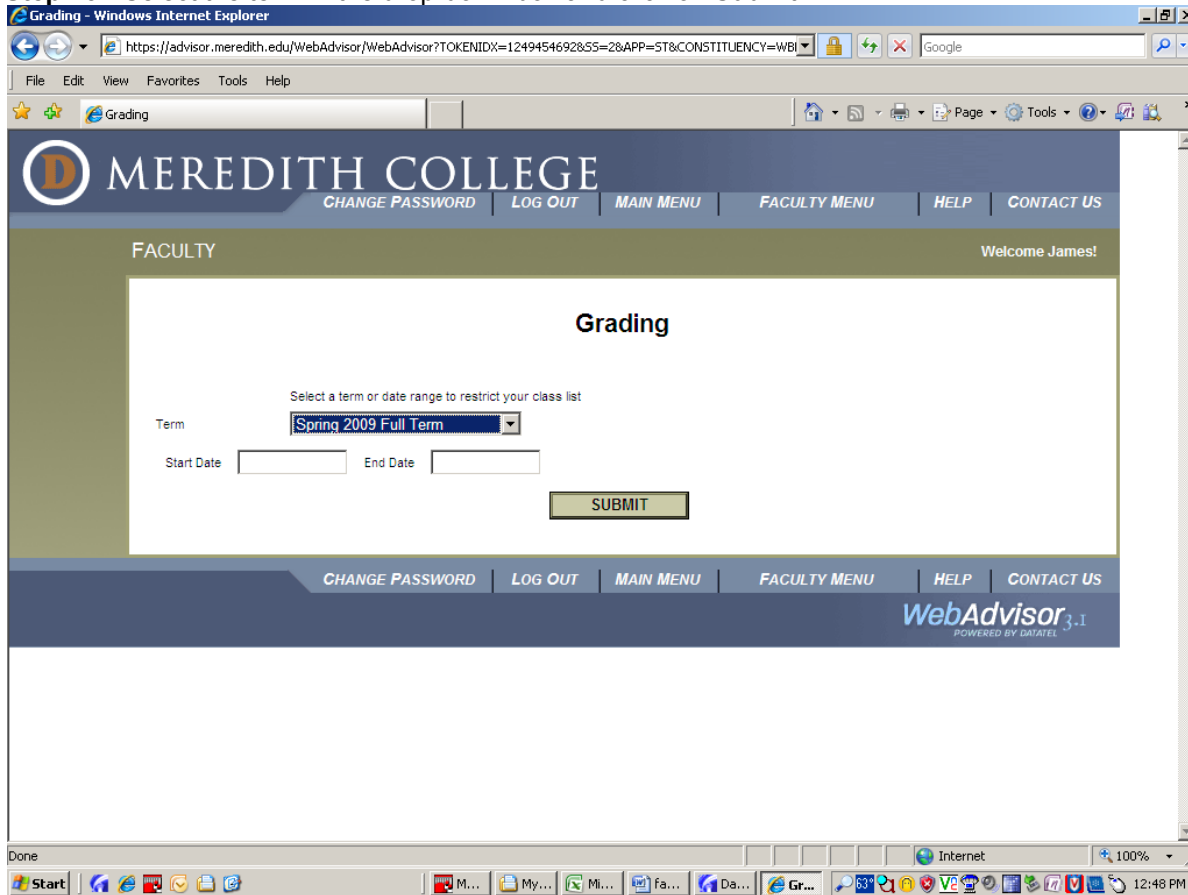
CHANGE PASSWORD | LOG OUT | MAIN MENU | FACULTY MENU | CONTACT US

WebAdvisor 3.1  
POWERED BY DATATEL

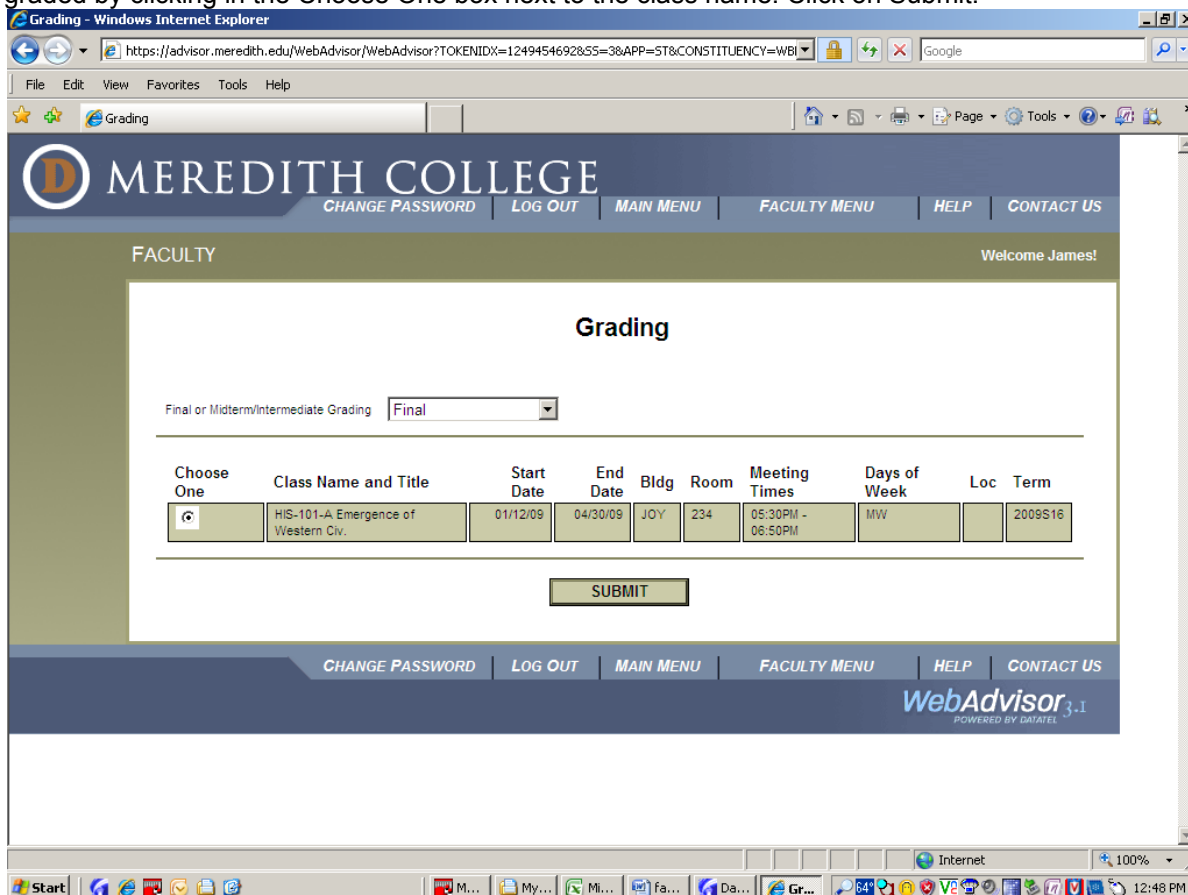
Done Internet 100%

Start M... My... Mi... fa... Da... W... 12:47 PM

**Step #3** - Select the term in the drop-down box and click on Submit.

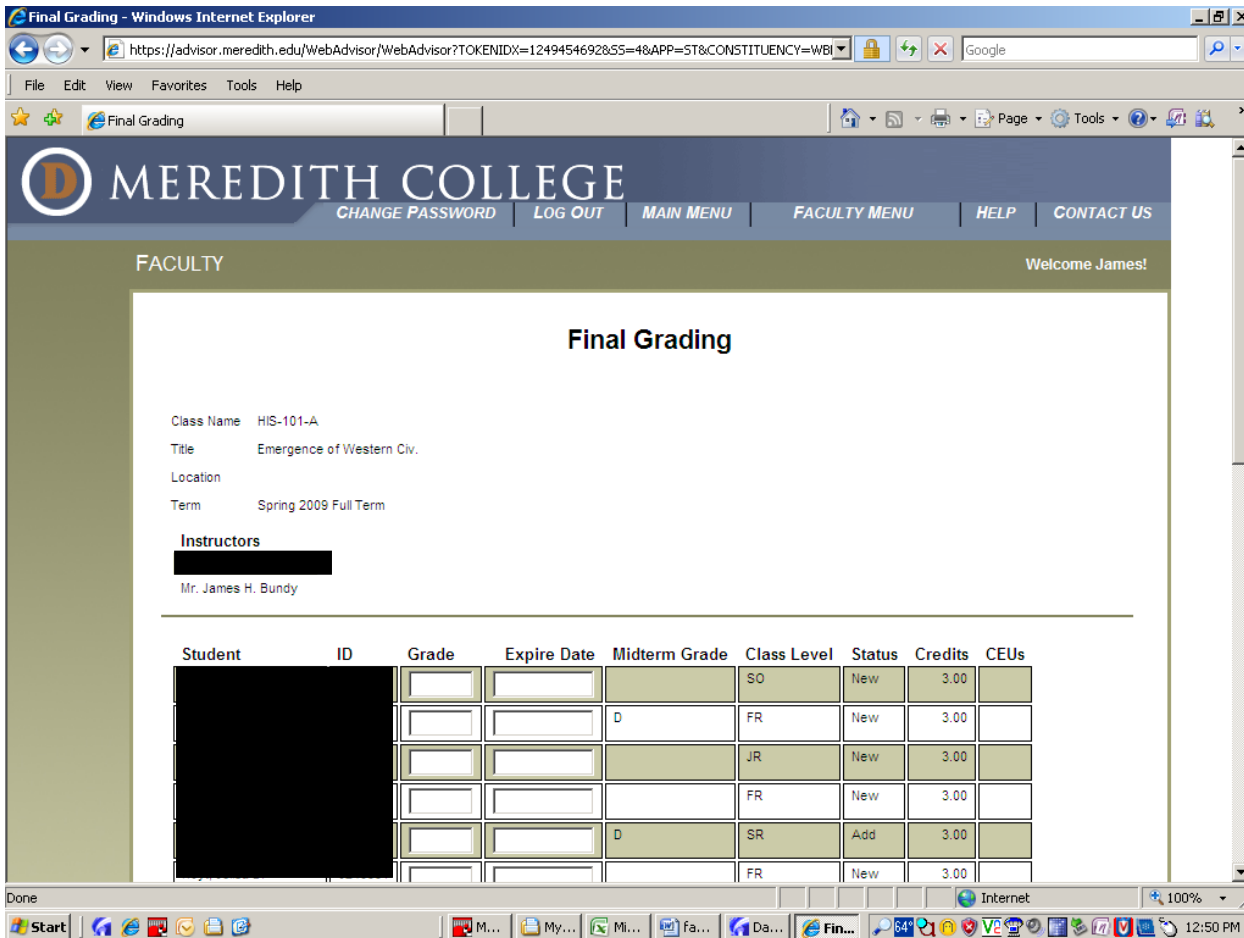


**Step #4** - Select Final grading from the Final or Midterm/Intermediate Grading drop-down box. Select the class to be graded by clicking in the Choose One box next to the class name. Click on Submit.



**Step #5** – Your class roster will then be on the screen. Enter the student’s grade next to her name on the screen. You do not need to enter anything into the Expire Date column unless you are entering a grade of “I”. When you enter the grade of “I” next to her name, WebAdvisor will then require you to enter a date in the Expire Date column. Please enter the last day of the next semester. For Fall 2009 Incompletes, the date should be April 29, 2010. It is not necessary to enter all of the grades for your section at once. For example, 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, I, 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 and notify the Office of the Registrar so that the student’s status can be clarified.

If you wish to assign a grade of Incomplete, Incomplete contracts signed by you and the student are required. You must submit these forms to the Office of the Registrar prior to your leaving campus for the semester. 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

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 using the current grade change process.

- For Fall semester, grades are due for all students by 12:00 noon the Monday following the Final Examination period.
- For Spring semester, grades are due the Tuesday before graduation for graduating seniors and the Tuesday following graduation for all other students.
- For summer classes, grades are due 48 hours after the end of the summer class.