

DIRECTIONS FOR FINAL GRADING

Login to WebAdvisor at:

<https://webadvisor.lclark.edu>

Once you've logged in, choose the "Faculty" link at the right.

Lewis & Clark
Portland, Oregon

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Welcome Marie Curie!

If you don't know your WebAdvisor Username, try What's my User ID? (also available on the Prospective Students menu).

If you need assistance with your password go to the IT Password Management Page.

main menu

Prospective Students
Students
Faculty
Employees

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WebAdvisor_{3.2}

Choose the "Faculty (Self-Service)" link.

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Portland, Oregon

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FACULTY - WEBADVISOR FOR FACULTY MENU

Use the menu option "Faculty (Self Service)" to enter grades.

User Account

User Profile (Self Service)
Google Group Edit
Emergency Contact Info

Financial Information

Bank Information (Self Service)

Faculty Information

Class Roster Select Section
My Advisees
Student-Granted Access
Search for Sections
Student Course Permissions
Advisor Permission to Register
Notification of Academic Concern (Advising Alert)
Informer Reports
Network Adoption Fund
Faculty (Self Service)

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WebAdvisor_{3.2}

You will be passed through from WebAdvisor to Self-Service.

Your course sections (both current and future) will be listed in Self-Service by semester. The current semester is on the bottom, and future semesters are on the top.

➤ Choose the course section that you wish to grade by clicking on the link.

Daily Work · Faculty · Faculty Overview

Manage your courses by selecting a section below

CAS - Spring 2023

Section	Times	Locations	Availability	Books	Census Dates
CHEM-370-01: Analytical Spectroscopy	M 3:30 PM - 5:00 PM 1/17/2023 - 4/27/2023	Olin Center, 306 Lecture	13 / 19 / 0		
CHEM-420-01: Advanced Inorganic Chemistry	M/W/F 11:30 AM - 12:30 PM 1/17/2023 - 4/27/2023	Olin Center, 306 Lecture	13 / 19 / 0		

CAS - Fall 2022

Section	Times	Locations	Availability	Books	Census Dates
CHEM-110-02: General Chemistry I	M/W/F 10:20 AM - 11:20 AM 8/29/2022 - 12/7/2022	Miller Center, 104 Lecture	7 / 41 / 0		
CHEM-405-01: Chemistry Seminar	T 11:30 AM - 12:30 PM 8/29/2022 - 12/7/2022	John R. Howard Hall, 102 Seminar	14 / 19 / 0		
CHEM-480-03: Senior Research	TBD	TBD	19 / 19 / 0		

This will bring you to your class roster. Click on the Grading tab.

Section Details

[Back to Courses](#)

CHEM-405-01: Chemistry Seminar

CAS - Fall 2022
CAS Campus

T 11:30 AM - 12:30 PM
8/29/2022 - 12/7/2022
John R. Howard Hall, 102 Seminar

Seats Available 13 / 19 / 0

Waitlisted 0

Roster **Grading** Permissions Waitlist

Student Name	Student ID	Class Level
Ginger Ale	26 [REDACTED]	Senior
June Bugg	26 [REDACTED]	Senior
Terry Cloth	26 [REDACTED]	Senior
Jim Sox	27 [REDACTED]	Senior
Justin Thyme	26 [REDACTED]	Senior

Then click on the Final Grade tab. (Note that the overview tab will show you grades that have already been entered by you, but will not allow you to enter any information. **You must click on the Final Grade tab.**

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
Ginger Ale	26 [REDACTED]					Senior	1
June Bugg	26 [REDACTED]					Senior	1

The final grading roster will appear.

To enter grades:

1. Select the grade from the drop-down list.

Alternately, you can type in a grade, but it will cycle through all possible grades starting with the *plus* grade. For example, you can type “B” and a “B+” will appear. Type “B” again, and a “B” will appear. Type “B” again, and a “B-” will appear. Type “B” again, and it will start over with “B+”.

CHEM-405-01: Chemistry Seminar
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Seats Available 13 / 19 / 0
Waitlisted 0

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
Ginger Ale	26 [REDACTED]	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select Grade	<input type="text" value="M/d/yyyy"/>	Senior	1
June Bugg	26 [REDACTED]	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>		<input type="text" value="M/d/yyyy"/>	Senior	1
Terry Cloth	26 [REDACTED]	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>		<input type="text" value="M/d/yyyy"/>	Senior	1

2. You are not required to enter a last date of attendance, but you may. You may also check the “never attended” box if the student did not ever attend your course. **However**, you must still enter the grade earned by the student since the student was enrolled in your class.

3. If you have arranged to award an incomplete grade to the student and have completed the separate process, the “I” grade will likely already be entered. If not, leave the grade blank for that student and be sure to complete the formal Incomplete process. The Registrar’s office will enter the grade when the form is received. [See the Incomplete Grade Assignment Form and Directions.](#)

When you have entered all grades, you will see a notation at the top, right-hand side of the window which indicates you have completed your grading. You will also see the grades on the Overview tab.

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
Ginger Ale	26 [REDACTED]	<input type="checkbox"/>	M/d/yyyy	C+	M/d/yyyy	Senior	1
June Bugg	26 [REDACTED]	<input type="checkbox"/>	M/d/yyyy	B+	M/d/yyyy	Senior	1

You will be able to adjust grades until grades are verified by the Registrar’s office and posted to the students’ records.

Please note that the grades that are available to use depend upon the grades that are authorized for that course or course section. Most courses allow the full complement of letter grades and CR/NC options, but for those that only allow CR/NC, you will not see letter grades. For those that do not allow CR/NC, you will see only letter grades. Courses which allow deferred grades (DFD) will have that option, but other courses will not.