

Grade Submission Through Web Advisor

Enter your class grades from any web-connected computer on or off campus!

Note: Grades are due 72 hours after final exam or last class if you are not giving an exam. In the SPRING TERM, final grades for graduating seniors and graduate students MUST be submitted earlier. Check the Spring Academic Calendar for due date and time!

NHATTANVILLE COLLEGE

CHANGE PASSWORD LOG OUT MAIN MENU FACULTY MENU

Faculty - WebAdvisor for Faculty Menu

For issues such as grades, registration & course schedules, contact Registrars Office at 914-323-5337

User Account
[Change Password](#)

Communication
[My Documents](#)

Faculty Information
[My Advisees](#)
[Matrix Report of Advisees](#)
[Class Roster](#)
[Grading](#)
[Search for Sections](#)
[My Class Schedule](#)
[Student profile](#)

CHANGE PASSWORD LOG OUT MAIN MENU FACULTY MENU

NHATTANVILLE COLLEGE

CHANGE PASSWORD LOG OUT MAIN MENU FACULTY MENU

Faculty

Grading

Select a term or date range restrict your class list

Term

Start Date

2010 Winter Intersession
2010 Spring Term

SUBMIT

CHANGE PASSWORD LOG OUT MAIN MENU FACULTY MENU

(Continued on next page)

Grading

Final or Midterm/Intermediate Grading Final

Choose One	Class Name and ID	Start Date	End Date	BR	CR	CR	07:00PM - 09:30PM	Days of Week
<input type="radio"/>	CSCH.3008.01 THE HEROIC:CLASSICAL & MODERN	01/25/10	05/14/10	BR		103	07:00PM - 09:30PM	M
<input type="radio"/>	FYP.1002.14 FIRST YEAR SEMINAR II	01/25/10	05/14/10	BR		203	09:20AM - 10:10AM	MR
<input type="radio"/>	FYP.1002.20 FIRST YEAR SEMINAR II	01/25/10	05/14/10	BR		108	08:20AM - 09:10AM	TF
<input type="radio"/>	HIS.1012.01 DEVELOPMENT OF AMERICA II	01/25/10						PM
<input type="radio"/>	HIS.1012.02 DEVELOPMENT OF AMERICA II	01/25/10						AM
<input type="radio"/>	HIS.2012.01 AMERICAN SPORTS HISTORY	01/25/10		BR		8	01:35PM - 02:50PM	MR
<input type="radio"/>	HIS.3001.01 CALIFORNIA AND AMERICAN WEST	01/25/10	05/14/10	MUS		24	07:00PM - 09:30PM	T
<input type="radio"/>	HIS.3998.02 SENIOR EVALUATION	01/25/10	05/14/10					
<input type="radio"/>	HIS.4495.01 INDEPENDENT STUDY	01/25/10	05/14/10					
<input type="radio"/>	HIS.4495.02 INDEPENDENT STUDY	01/25/10	05/14/10					
<input type="radio"/>	HIS.5001.01 CALIFORNIA AND AMERICAN WEST	01/25/10	05/14/10	MUS		24	07:00PM - 09:30PM	T

1. Use the "Final or Midterm" dropdown arrow to select "Final"

2. Click the circle for the course you want to grade.

3. Click Submit

Pass / Fail: Put in the earned grade. The system will change your letter grade to "P" or "F" as appropriate.

Grade Deferred (GD) or "Incomplete": "Incompletes" CANNOT be entered in WebAdvisor! See below.

Final Grading

Class Name HIS.5001.01
 Title CALIFORNIA AND AMERICAN WEST
 Location
 Term 2010 Spring Term

Instructors

Dr. ing

1. Enter upper or lower case grades. You CANNOT enter a GD (incomplete) grade.

For **GD (incomplete)** grades you need the approval of academic advising or for graduate students, permission of your dean, before submitting a GD grade on the Incomplete Grade Contract form. Leave student's grade field blank on grade sheet. The incomplete Form is available from the Registrar's Office.

Student	ID	Grade	Final Date	Midterm Grade	Class Level	Status	Credits
H.	0061	a			SO	New	3.00
Armani D.	0009	b			SO	New	3.00
l I.	0018	c			SR	New	3.00
aniel E.	0059				SR	Add	3.00
lauren M.	0085				SR	New	3.00
Richard P.	0085				SR	New	3.00
Michael A.	0097				SR	Add	3.00
Joseph B.	0023				JR	New	3.00

2. Hit tab or use your cursor to go to the next grade field.

3. When you are done, click Submit at the bottom.

After clicking "SUBMIT", all grades entered on the roster are SAVED. You have the option of partially entering grades and/or making grade adjustments up to the grading deadline published for the term. Please be sure your grading is completed by the deadline. Grades submitted in error or grade changes needed AFTER the grading deadline passes require a Grade Change Form available from the Registrar's Office in BR-113.