WebAdvisor for Faculty
Entering Final Grades

Step 1. Access and Login to WebAdvisor
- ➢ Go to www.lincoln.edu and click on **Web Advisor** (on the bottom of the page).
- ➢ Click on **Log In** and log in with your username and password.
- ➢ Click on **Faculty.**
- ➢ Click on **Grading.**

Step 2. Select the Term
- ➢ Select the appropriate term from the dropdown box. (**Do not enter Start Date/End Date**)
- ➢ Click **Submit**.

Step 3. Select the Section

A list of courses for which you are the Instructor of record will appear.
- ➢ From the dropdown menu, select **Final** grading.
- ➢ Select the section by clicking on the radio button to the left of the course.

- ➢ Click **Submit.** The section roster will appear on the screen.

Step 4. Post Final Grades

The section roster is sorted by student's last name, with the student's first name and 7 digit student ID number and the student's registration status code (Eg. New, Add, etc.).

- ➢ Click on the final grade box for the next student and enter the appropriate grade**.** All final grades do not need to be entered at the same time.

Letter grades are as follows for Undergraduate: A, A-, B+, B, B-, C+, C, C-, D+, D, and F
> **No D's for Graduate**

Incomplete grades: If entering an Incomplete, you must also enter the date of expiration. (Standard is March, 15 for fall, Nov 15 for spring), (it will turn to an "F" after the expiration date)

"SP" grades: For courses that extend beyond the semester and can't be graded (i.e. Independent Study, Internships, etc, please enter an **"SP",** as this mean "Satisfactory Progress".

- ➢ Click the **SUBMIT** button to save any information. **Do not use the Back button** on your browser because it will cancel all information entered.
- ➢ After clicking SUBMIT, the CONFIRMATION page will appear. Click on the **Print** icon on your browser to print the roster with final grades for your records. Click the **SUBMIT** button again to finalize all information entered.
- ➢ To add final grades to the next course/section, click on **Faculty Menu** in the upper right corner and repeat process again.

Step 5. Finishing Up

You have now posted the student's grade. Once the Registrar posts all grades, students will be able to view them on Web Advisor.

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HELP / TIPS!!!!

- Calculate the grades, and have them ready in order by student last name. This will help facilitate entering the grades.
- Timeout is set to **20** minutes between mouse clicks. If you think you will need more time, press the submit key, and then continue.
- Check your clock settings. Make sure the date/time and time zone are correct (Eastern Standard Time).
- Check your CAPS lock. Login is case sensitive. Make sure CAPS lock is OFF when you enter your login name and password.
- If you see a "timeout" message after you click SUBMIT, then your grades will not be posted. You will need to re-enter your grades. You should see "process is complete". You can check your grades by selecting the course again, then viewing on the screen or printing.
- After you grade your section, you can go back, select it again, and print the list for your records.

If you encounter problems with timing out, it may be caused by one of the following -

- Clicking the Submit button more than once.
- Browser cookies are not enabled.
- Exceeded time limit with no activity.
- Clock settings – date/time/time zone – may not be correct.

HELP / INSTRUCTION

Other questions/problems – email registrar@lincoln.edu, or the IT Helpdesk at ext. 8134.