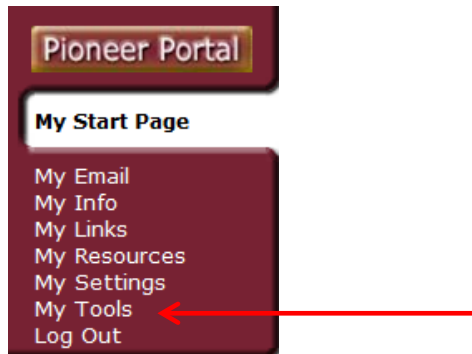


Texas Woman's University Final Grading Instructions



1. Log into Pioneer Portal, and choose "My Tools" from the left side menu.



2. Next, select "Grading" from the list of Faculty/Staff Tools. This link will access WebAdvisor.

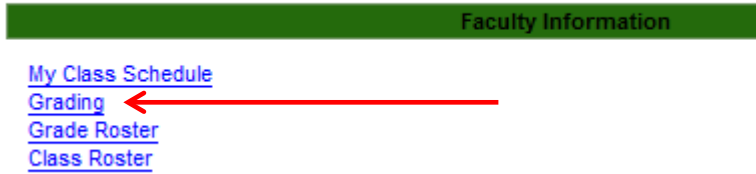
Faculty/Staff Tools

- [Account Translation \(Colleague to Phoenix\)](#)
- [DARS - Degree Audit Report System](#)
- [DARS - Help \(PDF\)](#)
- [My Network Storage \(File Storage\)](#)
- [Fixed Asset Lookup](#)
- [Grading](#)
- [Hourly Timesheet](#)

3. The next screen is the Log In screen for WebAdvisor. Log in, and then on the next screen, select the "Faculty" menu item to go to the WebAdvisor for Faculty Menu.



- At the WebAdvisor for Faculty Menu, select the "Grading" link:



- Next, use the drop down menu to select the term for which grades are to be entered and then click "Submit".

Grading

Select a term or date range to restrict your class list

Term: ←

Start Date: End Date:

SUBMIT ←

- The next Grading screen will provide a list of courses for that selected term. In the drop down menu, choose "Final Grading", and then use the buttons on the left to select the class for which grades are to be entered. Then click "Submit".

Grading

Final or Midterm/Intermediate Grading: ←

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input checked="" type="radio"/>	SPEC*1900*01 CROSS REG	08/29/11	12/16/11					DEN	11/FA
<input type="radio"/>	SPEC*1901*01 CROSS REG	08/29/11	12/16/11					DEN	11/FA
<input type="radio"/>	SPEC*1902*01 CROSS REG	08/29/11	12/16/11					DEN	11/FA
<input type="radio"/>	SPEC*2901*01 CROSS REG	08/29/11	12/16/11					DEN	11/FA
<input type="radio"/>	SPEC*3903*01 CROSS REG	08/29/11	12/16/11					DEN	11/FA
<input type="radio"/>	SPEC*3903*02 CROSS REG	08/29/11	12/16/11					DEN	11/FA
<input type="radio"/>	SPEC*3903*03 CROSS REG	08/29/11	12/16/11					DEN	11/FA
<input type="radio"/>	SPEC*3903*04 CROSS REG	08/29/11	12/16/11					DEN	11/FA
<input type="radio"/>	SPEC*3903*05 CROSS REG	08/29/11	12/16/11					OFF	11/FA
<input type="radio"/>	SPEC*4903*01 CROSS REG	08/29/11	12/16/11					DEN	11/FA
<input type="radio"/>	SPEC*4903*02 CROSS REG	08/29/11	12/16/11					DEN	11/FA

SUBMIT ←

- Next simply use the drop down menu under the "Grade" column to select the grade. Students who appear on the roster but never attended should be awarded a grade of F and the "Never Attended" box should be checked. Click "Submit" to save grades. For large classes, "Submit" should be clicked frequently to ensure entered grades are saved.

*Note: Developmental courses should only have grades of "DA" "DB" "DC" or "DF" assigned.

Final Grading

The students who appear on this grade sheet were officially registered for the course. Students who have officially dropped or withdrawn from the class are NOT listed on the grade sheet. Students who appear on this list but who have not attended class should be awarded an F. For assistance concerning students whose names should appear on this list, please contact the Registrar's Office at x3036.

NOTE: A student may receive a grade of Incomplete only after the Application for Grade Incomplete has been completed and filed in the Registrar's Office before the grade submission deadline.

Please fill in the LAST DATE OF ATTENDANCE for students that have stopped attending PRIOR to the end of the semester.

Class Name SPEC*1900*
Title CROSS REG
Location DENTON
Term Fall 2011

Instructor

Robert L. Lathrop

Student	ID	Status	Grade	Last Date of Attendance	Never Attended	Midterm Grade	Class Level	Credits	Cross-Listed Section
Burton, Catherine, 2001010101	2001010101	N	A		<input type="checkbox"/>		FR	0.00	

SUBMIT

