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!

From you web advisor main menu, click on "Grading"

Use the down arrow to select the current grading term and then 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

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.

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.