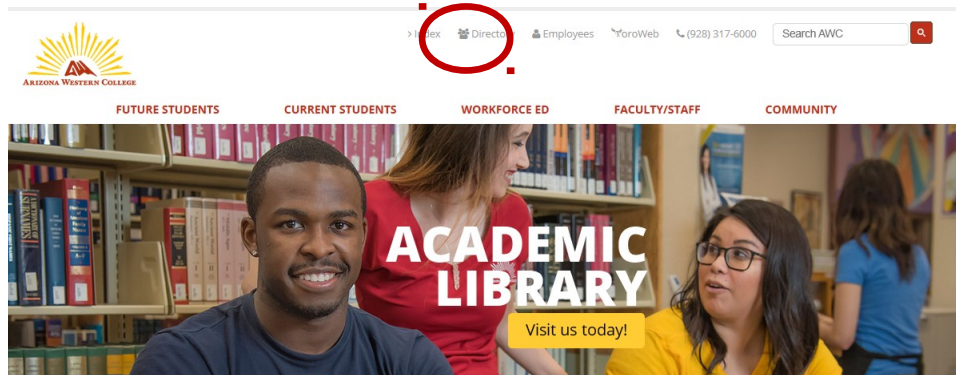
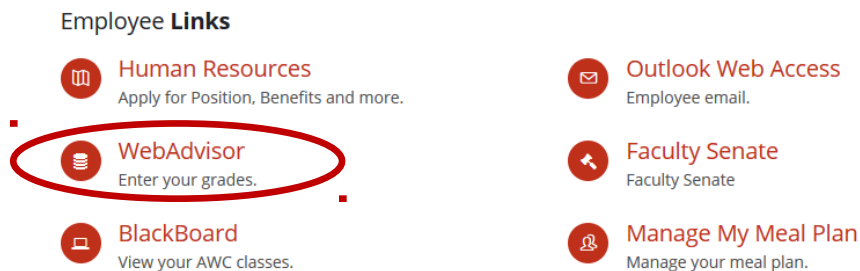


# Entering Final Grades on WebAdvisor

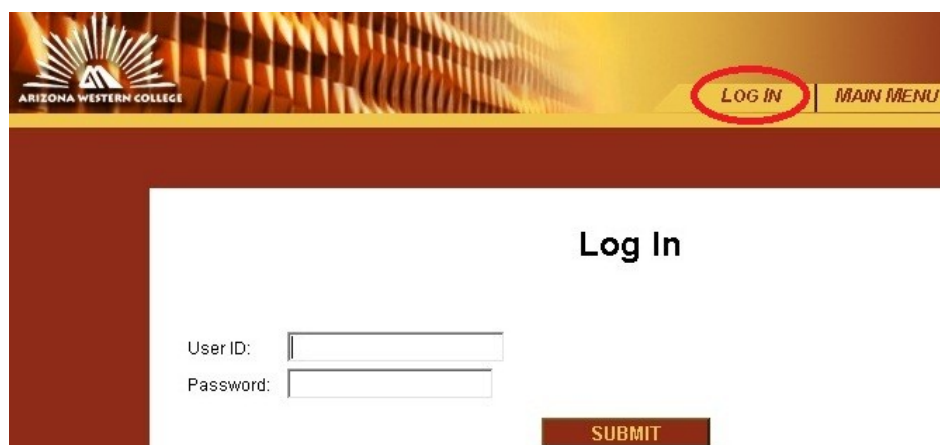
1. Go to <http://webadvisor.azwestern.edu> , or follow the link to WebAdvisor from the AWC homepage:



Then, select WebAdvisor under Employee Links:



2. Click *Log In* (upper-right of the screen), type in User ID and Password\*  
**\*Call the AWC helpdesk (928) 317-5892 or email [helpdesk@azwestern.edu](mailto:helpdesk@azwestern.edu) with any login problems.**



3. Click on the Faculty menu:



4. Under *Faculty Information*, click Grading:



5. Select the term (**Fall 2018 / Spring 2019**) for which you wish to enter Final grades from the pull down menu (failure to select a term will result in WebAdvisor listing all of the most recent terms).

A screenshot of a form for selecting a term and date range. The form has a title 'Select a term or date range to restrict your class list'. Below the title is a dropdown menu with 'Fall 2018' selected. To the right of the dropdown are two input fields for 'Start Date' and 'End Date'. Below these fields is a red 'SUBMIT' button.

6. After selecting the term, click Submit. (*It is not required to enter start dates or end dates.*)

- On the Grading screen, select Final from the pull-down menu. Choose the section you want to enter grades for by clicking on the appropriate class. Failure to select a grading type will result in an error message:

### Grading Selection Screen

NoShow-FTSE-Midterm-Final Grading

Final

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Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input type="radio"/>	EDU-250-700 The Community College	02/08/16	05/12/16					WEB	2015/2

SUBMIT

- The Final Grading screen will appear along with the class roster. To begin to input grades, click on The Final grade column), Student 1 and click on the appropriate grade. To continue to input Midterm grades, Tab to the second student. Do not ENTER, as this will cause you to exit the screen and return to the main menu. **Final data should only be input in the Final column.**
- If you are entering an 'Administrative Withdrawal' for a student, you are required to enter the last date the student attended your class in the "Last Date of Attendance" column. Date is entered as Month/Day/Year, such as (01/27/16).**

Last Date of Attendance	

- Click Submit after you have entered all Final grades. To return to the main page, click on *Main Menu*. **NOTE: You have 15 minutes to enter your FINAL grades for each class.** If you require more time, input grades for 12-13 minutes, then submit them, then go back to the input screen and continue where you left off.

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