

Inputting Midterm Grades In WebAdvisor

You will use the Midterm Grade screen in WebAdvisor.

Pat Hobbs sets the due date for inputting midterm grades.

The midterm grade will be entered into the column labeled **Mid Trm.** Enter only **D's** and **F's**.

When you have completed entering midterm grades, click on the Submit button.

Remember **WebAdvisor has a timeout feature**. You have approximately 3 -5 minutes to enter grades and click Submit. If you expect it to take you more time than that to enter the grades break up your data input session by entering several grades, clicking on Submit and going back on the Midterm Grade Screen to repeat the process until you have input all required midterm grades.

Double check your data entry. After submitting all grades, go back to Midterm Grade screen. You should see the D's and F's.

	Mid Trm	Don't Use	Don't Use	Don't Use	No Shw	Don't Use	Stat	Credits	CEUs
9							New	3.00	
22							New	3.00	
36							New	3.00	
D							New	3.00	
D	8						New	3.00	
F	1						New	3.00	
G	.1						New	3.00	

For midterm grades you do not need to print from WebAdvisor for official documentation, however, your department chair may request that you create and submit a printout to them.

Enter Only D's and F's!!