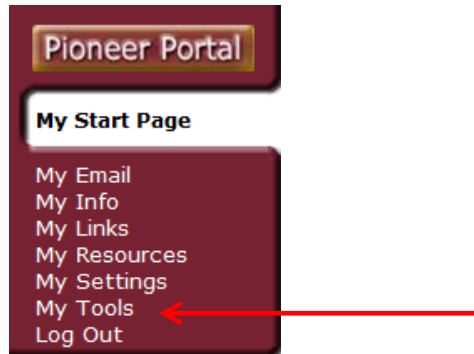


# Texas Woman's University Final Grading Instructions



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 (highlighted with a red arrow pointing to it from the right)
- 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.



4. At the WebAdvisor for Faculty Menu, select the “Final Grading” link:

- [My Class Schedule](#)
- [Academic Planning](#)
- [Final Grading](#)
- [Grade Roster](#)
- [Class Roster](#)
- [Official Class Roster Verification](#)
- [Early Alert](#)

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

**Final Grading**

Term  Select a term or date range to restrict your class list

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Start Date  End Date

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6. The next Grading screen will provide a list of courses for that selected term. Use the buttons on the left to select the class for which grades are to be entered. Then click “Submit”.

**Final 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*1901*01 CROSS REG	08/27/18	12/14/18					OFF	18/FA
<input type="radio"/>	SPEC*1901*03 CROSS REG	08/27/18	12/14/18					OFF	18/FA
<input type="radio"/>	SPEC*1902*01 CROSS REG	08/27/18	12/14/18					OFF	18/FA
<input type="radio"/>	SPEC*1904*03 CROSS REG	08/27/18	12/14/18					OFF	18/FA
<input type="radio"/>	SPEC*2901*01 CROSS REG	08/27/18	12/14/18					OFF	18/FA
<input type="radio"/>	SPEC*2901*04 CROSS REG	08/27/18	12/14/18					OFF	18/FA
<input type="radio"/>	SPEC*2902*01 CROSS REG	08/27/18	12/14/18					OFF	18/FA
<input type="radio"/>	SPEC*2903*01 CROSS REG	08/27/18	12/14/18					OFF	18/FA
<input type="radio"/>	SPEC*2903*02 CROSS REG	08/27/18	12/14/18					OFF	18/FA
<input type="radio"/>	SPEC*3901*01 CROSS REG	08/27/18	12/14/18					OFF	18/FA
<input type="radio"/>	SPEC*3901*02 CROSS REG	08/27/18	12/14/18					OFF	18/FA
<input type="radio"/>	SPEC*3901*03 CROSS REG	08/27/18	12/14/18					OFF	18/FA
<input type="radio"/>	SPEC*3903*01 CROSS REG	08/27/18	12/14/18					OFF	18/FA
<input type="radio"/>	SPEC*3903*02 CROSS REG	08/27/18	12/14/18					OFF	18/FA
<input type="radio"/>	SPEC*3903*03 CROSS REG	08/27/18	12/14/18					OFF	18/FA
<input type="radio"/>	SPEC*3903*04 CROSS REG	08/27/18	12/14/18					OFF	18/FA
<input type="radio"/>	SPEC*3903*05 CROSS REG	08/27/18	12/14/18					OFF	18/FA
<input type="radio"/>	SPEC*3906*01 CROSS REG	08/27/18	12/14/18					OFF	18/FA

7. 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 **FN** for failing due to never attending the class.
  - Students who received a failing grade because they stopped attending should be awarded a grade of **FS**. Any grade of FS must have a **Last Date of Attendance** entered in the adjoining field (see below).
  - Students who receive a failing grade for academic reasons and not due to never attending or having stopped attending should receive a grade of **F**.

\*Note: Developmental courses should only have grades of “DA” “DB” “DC” “DF” “DFN” (never attended), or “DFS” (stopped attending) assigned.

Please fill in the LAST DATE OF ATTENDANCE (MM/DD/YY) for students that have stopped attending PRIOR to the end of the semester.

Class Name            SPEC\*1901\*01  
 Title                    CROSS REG  
 Location              OFF-CAMPUS  
 Term                    Fall 2018

**Instructor**

Independent Study Course Title

Student	ID	Status	Grade	Last Date of Attendance	Never Attended	Early Alert Grade	Class Level	Credits	Cross-Listed Section
<input type="text" value=""/>	<input type="text" value=""/>	N	FS ▾	<input type="text" value="10/18/18"/>	<input type="checkbox"/>	<input type="text" value=""/>	FR	1.00	<input type="text" value=""/>

8. Click “Submit” to save grades. For large classes, “Submit” should be clicked frequently to ensure entered grades are saved.