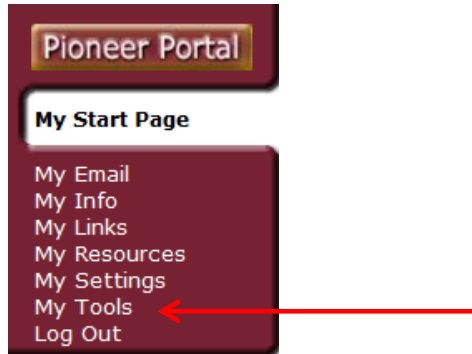


Texas Woman's University

Early Warning 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.

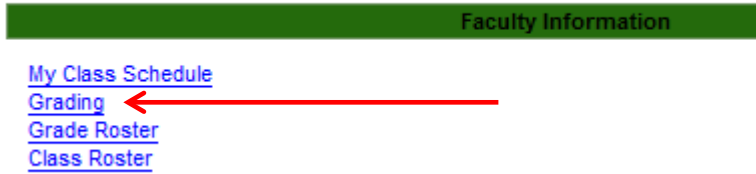
Faculty/Staff Tools

- 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.



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



5. 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:

6. The next Grading screen will provide a list of courses for that selected term. In the drop down menu, choose “Midterm 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*1901*01 CROSS REG	01/17/12	05/11/12					DEN	12/SP
<input type="radio"/>	SPEC*2900*01 CROSS REG	01/17/12	05/11/12					DEN	12/SP
<input checked="" type="radio"/>	SPEC*2901*01 CROSS REG	01/17/12	05/11/12					DEN	12/SP
<input type="radio"/>	SPEC*2901*02 CROSS REG	01/17/12	05/11/12					DEN	12/SP
<input checked="" type="radio"/>	SPEC*2901*03 CROSS REG	01/17/12	05/11/12					DEN	12/SP
<input type="radio"/>	SPEC*3901*01 CROSS REG	01/17/12	05/11/12					DEN	12/SP
<input checked="" type="radio"/>	SPEC*3903*01 CROSS REG	01/17/12	05/11/12					DEN	12/SP
<input type="radio"/>	SPEC*3903*02 CROSS REG	01/17/12	05/11/12					DEN	12/SP
<input checked="" type="radio"/>	SPEC*3903*03 CROSS REG	01/17/12	05/11/12					DEN	12/SP
<input type="radio"/>	SPEC*3903*04 CROSS REG	01/17/12	05/11/12					DEN	12/SP
<input checked="" type="radio"/>	SPEC*4903*01 CROSS REG	01/17/12	05/11/12					DEN	12/SP
<input type="radio"/>	SPEC*4903*02 CROSS REG	01/17/12	05/11/12					DEN	12/SP

7. Next simply use the drop down menu under the "Midterm Grade" column to select the grade. **ONLY ASSIGN A GRADE FOR THE FRESHMEN STUDENTS WHO ARE NOT PERFORMING AT A SATISFACTORY LEVEL.** If the student has stopped attending, please enter their last date of attendance or if they have never attended please select that box.
8. Click "Submit" to save grades. For large classes, "Submit" should be clicked frequently to ensure entered grades are saved. All grades do not have to be entered at once. If grades are being entered at different times, "Submit" must be clicked to save changes you have made in the most recent session before you exit the system.

Midterm Grading

Class Name SPEC*2901*01
 Title CROSS REG
 Location DENTON
 Term Spring 2012

Instructor
Robert L. Lothringer

Student	ID	Status	Midterm Grade	Last Date of Attendance	Never Attended	Class	Credits	CEUs	Cross-Listed Section
Bustamante, Mary E.	9908623	N	▼	<input type="text"/>	<input type="checkbox"/>	FR	1.00		
Spencer, Aimee L.	9908293	N	▼	<input type="text"/>	<input type="checkbox"/>	MM	1.00		

SUBMIT