

Web Grading Instructions

Begin at Webster's Home Page (www.webster.edu)

Log into your Connections Account

Click on the **Faculty** tab

Click on the word "[here](#)" in the Faculty Academic Services box

Enter your Connections User Name and Password and click on OK

Set Options: Select graduate program to display your graduate level courses
 Select undergraduate program to display your undergraduate level courses

 Select Fall for the term

 Type in 2010 for the year

Click Grade entry on the left side of the screen (it may take a few seconds to load)

Click in the radio button next to the course that you want to enter grades

Click on Select Marked Course directly above the radio buttons

Make your grade entry for each student by clicking on the grade box and selecting the appropriate grade. If you need to enter a last date of attendance, click on the month, day and year buttons to make your selections. Only enter this date if the student received a grade of F or if the student stopped attending the course at some point.

Click Submit Grades (nothing will be saved until you do this)

Do not leave the screen until you receive the message that the grades were updated.

Repeat this process for each of your classes. Grade entry opens Mar. 1, 2010 and will close on Mar 12, 2010. If you need to make changes you may do so until we close grade entry.

Close your browser when you are finished.