

TO: FACULTY MEMBERS

DOCUMENTS GIVEN TO YOU THE EIGHTH WEEK OF CLASS:

(completed and turned in after the last night of class)

- your textbook evaluation form
- instructions for entering grades online

AT THE END OF THE COURSE, TURN IN TO JEANIE THE FOLLOWING:

1. Your **textbook evaluation**.
2. **Your spreadsheet** showing justification for grades. This should include student's name, each assignment with total points possible and what the student earned, and final grade.
3. The **attendance record for all 9 weeks** (this is a copy of the attendance sheet we give you at the beginning of the term.)

Instructions for Entering Grades Online

- Begin at Webster's Home Page (www.webster.edu) select **Faculty and Staff**
- Under the *Academics* heading: Select **Faculty Advisor Information**, this will take you to a page with heading *Registration and Services Online*
- Click the blue **Faculty Login** button
- Type in your User ID (this is your 7-digit faculty ID #) and Password in the window. If you have forgotten or misplaced your password, please call Theresa Altmann in Academic Affairs at 800-981-9801 #7470.
- Set Options: In the *Current Options Setting* box, click the *Set Options* button
Select *Graduate Program* to display your graduate level courses
Select the term for which you are entering grades
Type in the appropriate year
- Select **Grade Entry** from menu on left side of page (it may take a few seconds to load)
- Click on the button for the course that you want to enter grades
- Click on **Select Marked Course**
- Select Final, click continue
- 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 (LDA), click on the month, day and year buttons to make your selections. LDA needs to be entered if the student did not attend the last week (wk 9) of class.
- Select 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. (Hint: another way to see if grades were entered correctly is to look at the Class List)
- Close your browser when you are finished.