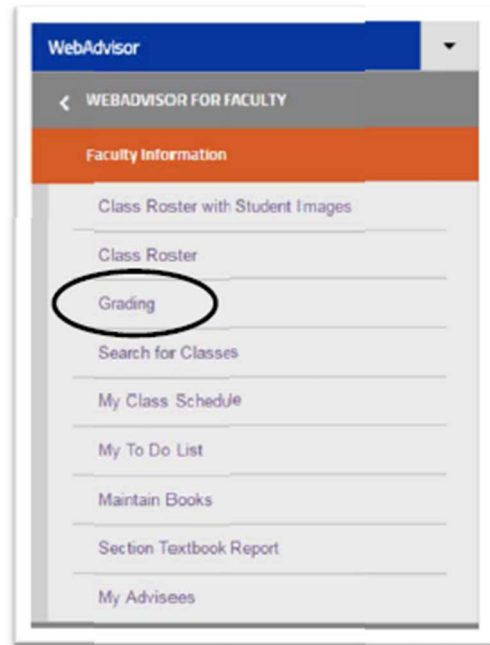
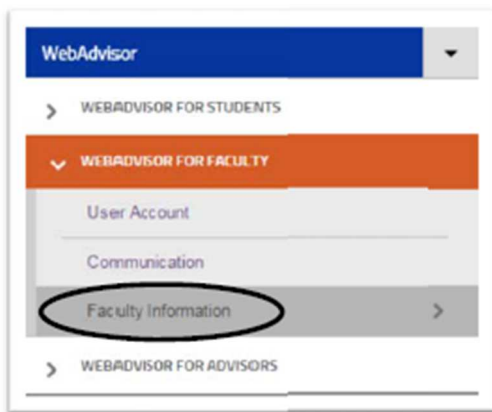


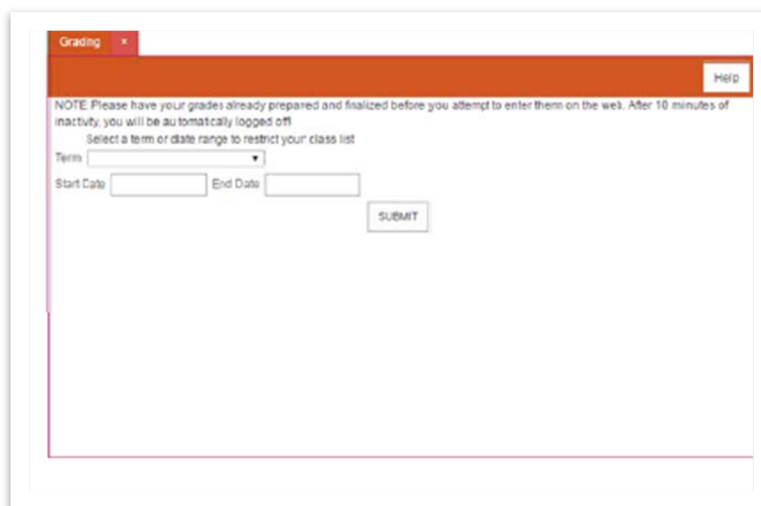
# WEBADVISOR SUBMIT GRADES

Note: Instructions are based on the assumptions that you are able to access a web browser and you are able to log into the Portal. If you need assistance reaching site or logging into the Portal, please contact Client Services at (808) 735-4855 or email us at [helpdesk@chaminade.edu](mailto:helpdesk@chaminade.edu)

- Once logged into your Portal, go to the WebAdvisor portion found in the right margin
- Click on "Faculty Information"
- Next, click "Grading"



- Use the drop down list to select a term or Enter a start and end date
- Click "SUBMIT"

A screenshot of the WebAdvisor Grading form. The form has a title bar "Grading" with a close button. Below the title bar, there is a "Help" button. The main content area contains a note: "NOTE: Please have your grades already prepared and finalized before you attempt to enter them on the web. After 10 minutes of inactivity, you will be automatically logged off." Below the note, there is a prompt: "Select a term or date range to restrict your class list". There are two input fields: "Term" (a dropdown menu) and "Start Date" (a text box). To the right of "Start Date" is an "End Date" (a text box). Below these fields is a "SUBMIT" button.