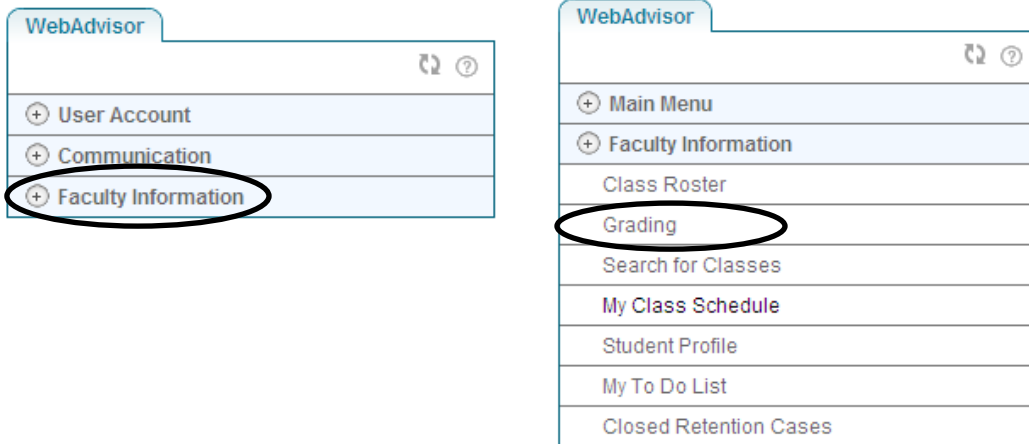


SIMPLIFIED INSTRUCTIONS FOR SUBMITTING GRADES

1. Log on to the Portal (portal.chaminade.edu).
2. In the right margin under the WebAdvisor tab click **“Faculty Information”**, then **“Grading”**



3. Use the drop down list to select a term or enter a start and end date, then click **“SUBMIT”**

The screenshot shows the Chaminade University WebAdvisor interface. At the top, there is a navigation bar with the university logo and name, and links for 'My Account', 'Help Center', 'Give Feedback', and 'Sign Out'. Below the navigation bar, there is a search bar and a menu with 'All Sites' and 'Advanced Search'. The main content area is titled 'Chaminade University Portal > Faculty' and has a 'Grading x' tab. A note reads: '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'. This is followed by a 'Term' dropdown menu, 'Start Date' and 'End Date' input fields, and a 'SUBMIT' button.

4. Click the radio button in front of the class you would like to enter grades for and choose Midterm or Final in the drop down list, then click **“SUBMIT”**. You should be able to enter grades in the space provided next to the students name.

Chaminade University OF HONOLULU

My Account | Help Center | Give Feedback | Sign Out

All Sites Advanced Search

Faculty | Staff | Resources | Departments | Administration

Chaminade University Portal > Faculty

Grading x

← Back

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!

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"/>	COM-101-10-2 Introduction to Communications	07/06/09	09/15/09	SB	SB	05:30PM - 09:40PM	TH		2009SSE

SUBMIT

Valid grades for Undergrad and Remedial level	
A	Outstanding/Excellent
B	Superior/Average
C	Average
D	Inferior Work
F	Failure
CR	Credit for Student Teaching, Internship, Thesis, Practicum type courses – (not appropriate for Remedial level courses)
NC	No Credit for Student Teaching, Internship, Thesis, Practicum type courses – (not appropriate for Remedial level courses)
IF	Incomplete Alternate grade “F”
ID	Incomplete Alternate grade “D”
IC	Incomplete Alternate grade “C”
IB	Incomplete Alternate grade “B”

Valid grades for Graduate Level	
A	Excellent
B	Average
C	Below Average
F	Failure
CR	Credit for Student Teaching, Internship, Thesis, Practicum type courses
NC	No Credit for Student Teaching, Internship, Thesis, Practicum type courses
IP	In progress
IF	Incomplete Alternate grade “F”
IC	Incomplete Alternate grade “C”
IB	Incomplete Alternate grade “B”