

## Grading Information

You must submit grades to the Registrar's Office on-line.

Web Advisor is linked directly to Colleague so when you enter grades they are entered directly into student academic records. This process improves accuracy and makes it easier and more efficient for you to submit grades from most locations where you have Internet access (including overseas). This is the same system that students use to check their academic records, such as grades and schedule.

Your Web Advisor User Name is your lclark.edu email address (without the @lclark.edu)  
Your Web Advisor Password is your lclark.edu email password.

### Instructions for on-line submission of grades:

1. Go to the Registrar's website [www.lclark.edu/dept/gradreg/webadv.html](http://www.lclark.edu/dept/gradreg/webadv.html)
2. Click on Web Advisor
3. Click on Web Advisor
4. Click on Grading.
5. You will be asked to enter the login and password that you use to access your Lewis & Clark email (type your email login without the @lclark.edu).
6. Select the term, i.e., 08/GU Graduate Summer 2008 (ignore the start end date boxes) and hit the **Submit** button.
7. Select **Final Grades** from the pull down box.
8. Click on the course and hit the **Submit** button.
9. Enter your grades (once you enter a grade you may change the grade but you may not clear that box once a grade has been entered.). Do not enter an "Expire" date.
10. After your grades are entered hit the **Submit** button.
11. If there is a problem a message should appear explaining the problem. If you hit the Back button and get a "Data Missing" message, just hit the Back button a couple more times.
12. Return to the menu and open up the Grading option to submit grades for the next course.

Make sure that you logout of Web Advisor when you are through entering grades.

### Due Date

Grades are due:

- Thursday morning: June 19, 2008, at 9:00 am, Summer session 1
- Tuesday morning: July 15, 2008, at 9:00 am, Summer session 2
- Tuesday morning: August 12, 2008, at 9:00 am, Summer session 3
- Thursday morning: December 18, 2008, at 9:00 am, Fall
- Thursday morning, May 7, 2009, at 9:00 am, Spring

### GRADING FAQ's

#### Student Names

Check to see if all names are on the list. If a student name is missing or if a student did not attend class, please leave the grade space blank and send an email to [gradreg@lclark.edu](mailto:gradreg@lclark.edu)

## Grade Marking

For letter grades, please use one of the following:

**A, A-, B+, B, B-, C+, C, C-, D+, D, or F**

For credit only type grades (same as pass/fail), please enter:

CR for credit or NC for no credit

(CR is granted for A or B level graduate work)

**INC**, incomplete grades may be given when circumstances beyond the control of the student prevent him/her from completing the course on time. It is the responsibility of the instructor, in consultation with the student, to decide whether the student has a legitimate reason for not completing the work on time.

The date by which the Incomplete must be made up is one year following the last day of classes of the semester. Once the Incomplete is made up, the instructor must submit a Supplemental Grade Change form to the Graduate Office of the Registrar. An Incomplete grade that is not made up within the due date becomes a permanent grade of Incomplete.

**DFD**, A grade of Deferred (DFD) is a temporary designation normally used at the end of a semester for a course continuing for more than one semester. When the full sequence is completed, a student receives a grade.

## Due Date

Grades are due on the Tuesday's or Thursday's after the last day of the semester by 9 am.

If you have any question, please don't hesitate to contact my office at [gradreg@lclark.edu](mailto:gradreg@lclark.edu) or by calling (503)768-6030.