Updated December 2023

lawerence kinlin school of business

Final Grades

manual grade entry into webAdvisor

**Contents**

[**Manual Final Grades Entry WebAdvisor** 2](#_Toc152598840)

[**Accessing WebAdvisor** 2](#_Toc152598841)

[**Selecting the Term** 4](#_Toc152598842)

[**Cross-Listed Sections** 4](#_Toc152598843)

[**Selecting Type of Grading** 5](#_Toc152598844)

[**Timing Out** 5](#_Toc152598845)

[**Numeric to Letter Grade Chart** 6](#_Toc152598846)

# 

# **Manual Final Grades Entry WebAdvisor**

### **Accessing WebAdvisor**

* Access [WebAdvisor](https://webadvisor.fanshawec.ca/WebAdvisor/WebAdvisor?&TYPE=M&PID=CORE-WBMAIN&TOKENIDX=8511878605)through the [Employee Portal](https://fanshawecca.sharepoint.com/sites/EmployeeResources)
* Scroll to the Fanshawe websites section
* Click on the **WebAdvisor tab**

A screenshot of a computer

Description automatically generated

* Click on the **Faculty tab**

A screenshot of a computer

Description automatically generated

* Select **Grading** (under ‘Faculty Information’)

A screenshot of a computer

Description automatically generated

### 

### **Select the Term**

* Selecting the term is an important step for cross-listed students
* Select the appropriate term using the drop down menu options
  + 2023 Fall (for full-time students)
  + 23F – Fall 2023 term for section 01PT (for PTOL students)
  + 23FCE – Fall Continuing Ed for the section 40LC (for CE students)

A screenshot of a computer

Description automatically generated

**Select the Section**

* Cross-listed sections will have students organized in different terms. To enter grades, you must select the appropriate term to access your student lists. Common section examples are:
  + Section ending in 01 (full-time in-person students)
  + Section ending in 01OL (online students)
  + Section ending in 01PT (for PTOL students)
  + Section ending in 40LC (for CE students)
* Click the **Submit** button.

A screenshot of a computer

Description automatically generated

### **Select the Type of Grading**

* From the “Final or Midterm/Intermediate Grading” window select **Final.**
* Click the **Submit** button.

A screenshot of a computer

Description automatically generated

### **Enter Your Grades**

* Enter the letter grade into the ‘Grade’ column for all grades.
* Click the **Submit** button.

### A screenshot of a computer Description automatically generated

### **Cross Listed Sections**

* You will need to repeat the steps listed above for cross-listed sections.
* Return to ‘Select the Term.’ Repeat the steps.

### **Timing Out**

* It is suggested to submit the work completed after approx. 25 student names.
* WebAdvisor will time out after 10 minutes for security reasons.
* If you are interrupted while entering grades, be sure to submit the work completed.

# **Numeric to Letter Grade Chart**

* Final grades are entered into WebAdvisor as letter grades.
* The conversion chart below is available as a resource.

|  |  |  |
| --- | --- | --- |
| **Numeric Grade Range** | **Letter Grade** | **Grade Point** |
| 90-100 | A+ | 4.2 |
| 80-89 | A | 4.0 |
| 75-79 | B+ | 3.5 |
| 70-74 | B | 3.0 |
| 65-69 | C+ | 2.5 |
| 60-64 | C | 2.0 |
| 55-59 | D+ | 1.5 |
| 50-54 | D | 1.0 |
| 0-49 | F | 0 |