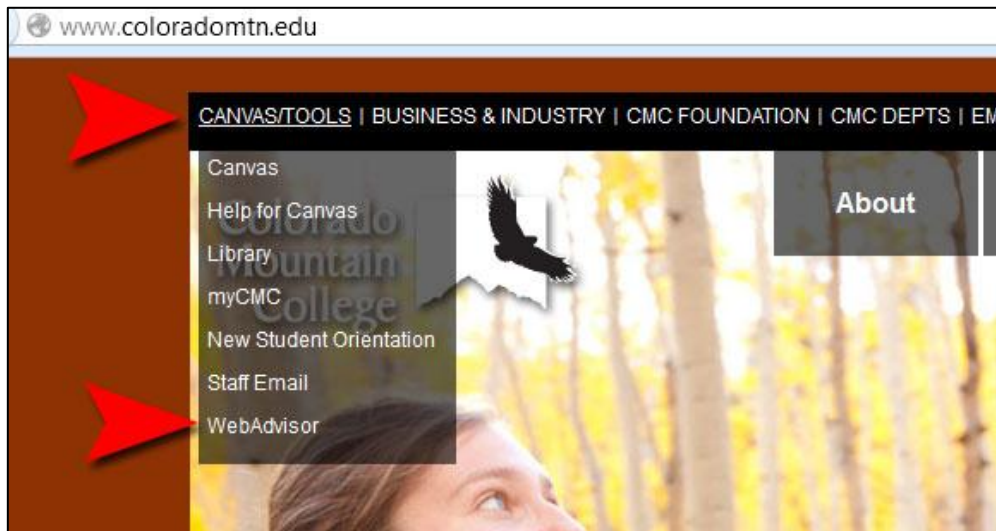# How to Enter Final Class Grades for Your Students via WebAdvisor

1. From the CMC homepage at www.coloradomtn.edu, you can find WebAdvisor by clicking on the CANVAS/TOOLS link at left and using the dropdown menu to select WebAdvisor. You can also visit this URL to go directly to WebAdvisor: https://webadvisor.coloradomtn.edu/


2. Click the tab marked "LOG IN" at top right. Please note: you can issue grades online through WebAdvisor only if you already have a CMC user ID ready to use with WebAdvisor. If you've never logged in to WebAdvisor before, be sure to click on "Account Information" at the lower right for information for first-time users, including looking up your user ID and password.
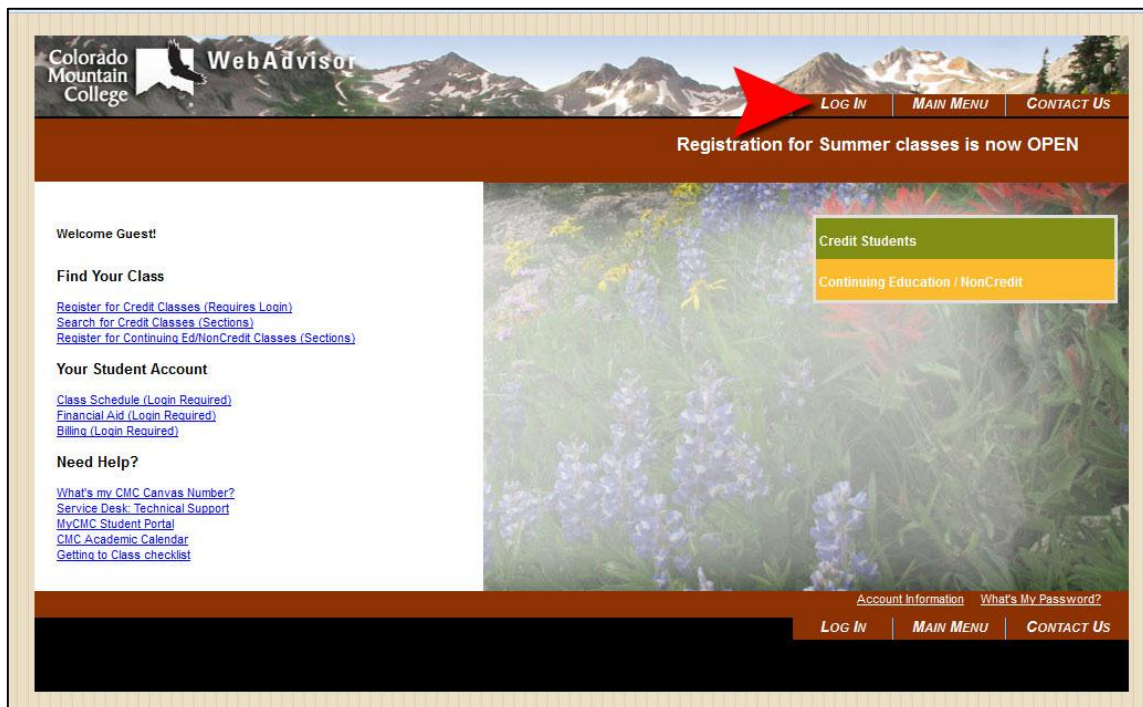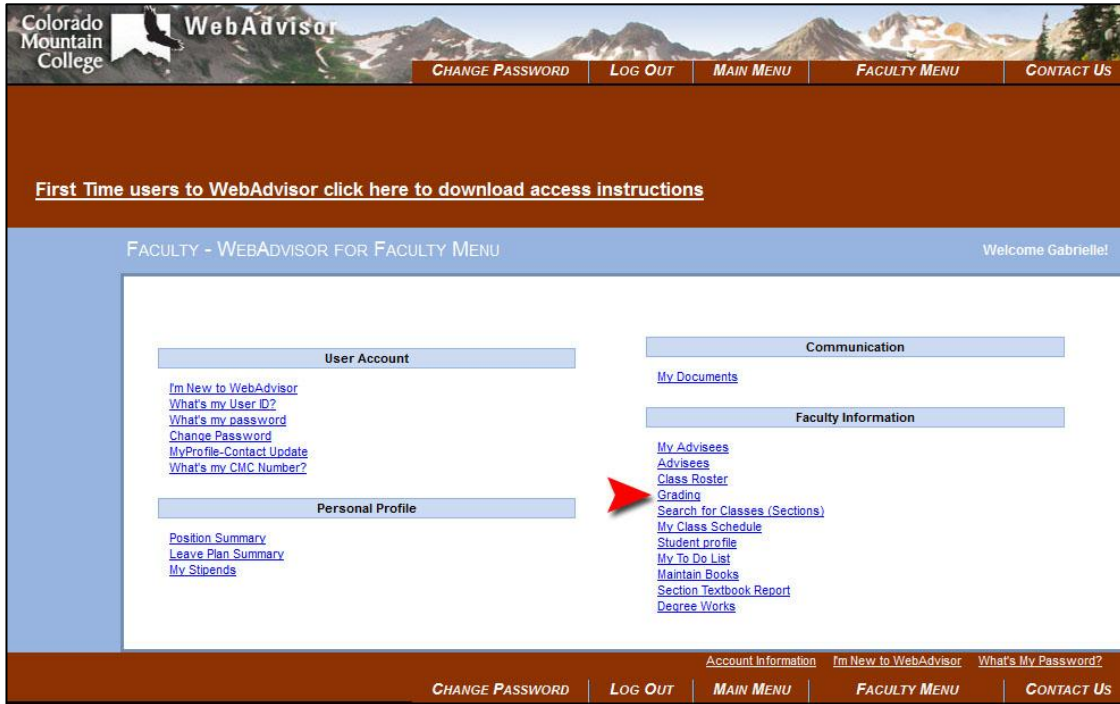
3. On the next screen, enter your WebAdvisor user ID and password in the appropriate fields to log into WebAdvisor.
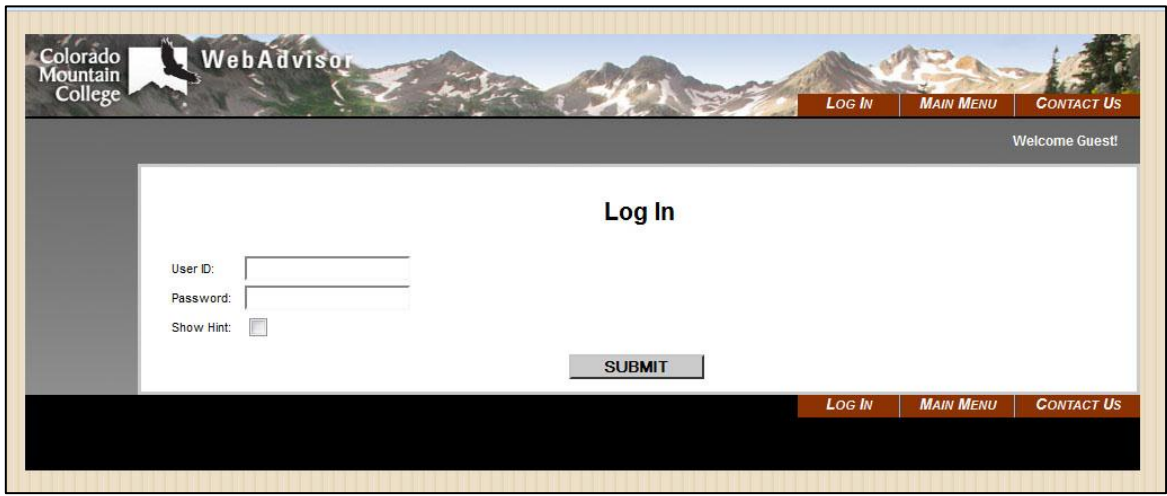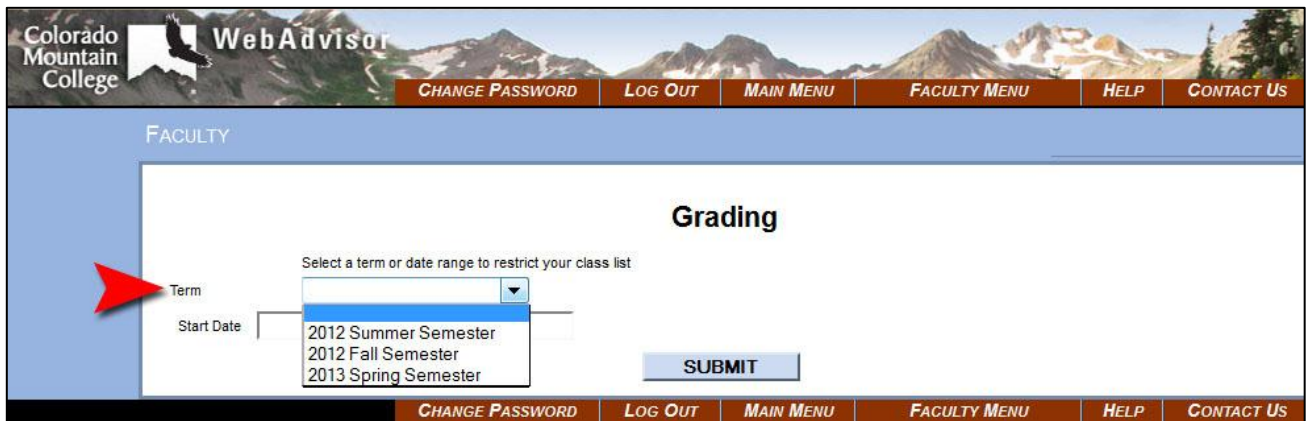

4. Once you've logged in, click on the Faculty Menu.
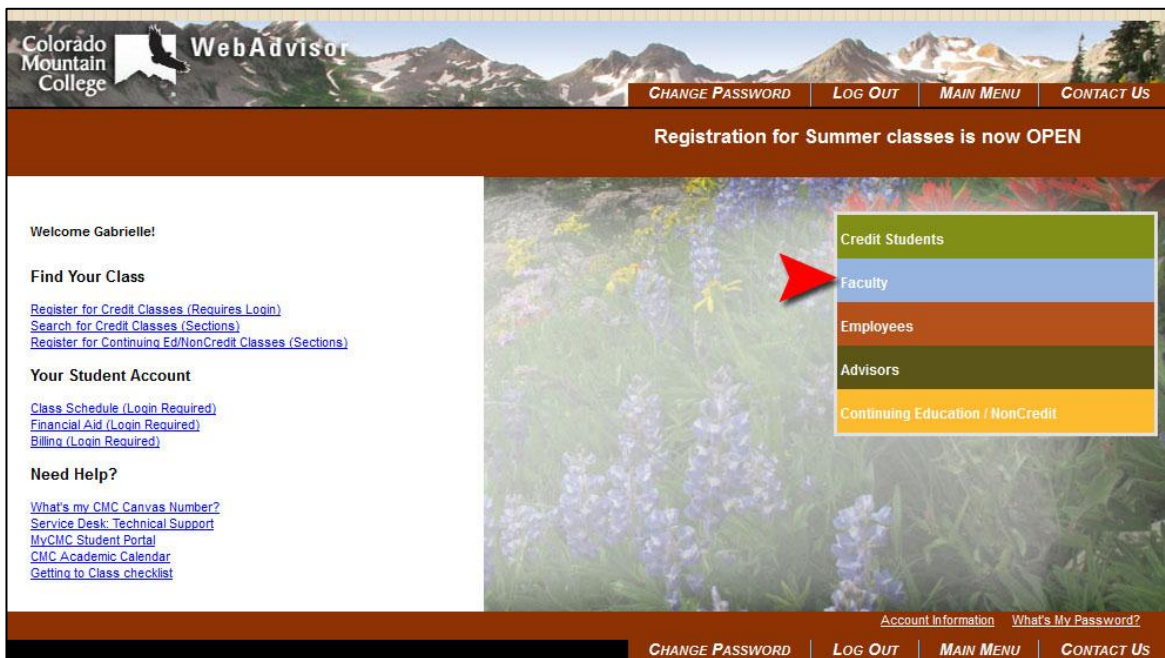
5. After clicking on the Faculty menu, click on the Grading link under "Faculty Information."

6. Select the appropriate semester from the dropdown menu. Once the appropriate semester has been selected, click the "Submit" button. Alternately, you can select start and end dates for your course.

7. First, choose the appropriate Grading option, which is always "Final" as CMC does not issue Midterm/Intermediate grades. Next, check the class you wish to enter grades for; you can select only one class at a time. Next, click the "Submit" button at the bottom of the screen.

8. Enter grades for your students. Instructors cannot input NG (No Grade Assigned), W (Withdrawal), or AW (Administrative Withdrawal) grades via WebAdvisor. Students that have dropped or withdrawn from the course prior to the census date will not appear here. Please see below for instructions regarding Incomplete and F grades.

a. If "I – Incomplete" is input for a student, make sure you enter an Expire Date. Based on CMC policy, that date is the last day of classes of the next semester (not including summer). Even if you have established a different timeline for expiration of the "Incomplete," enter the date of the last day of classes. If an earlier date were entered and the student had difficulty completing the course by that date or the grade was not changed from "I" to the appropriate letter grade, the system automatically changes the

grade from "I" to "F".

b. If the student will receive an "F" for the course, the instructor must indicate the last date of attendance in the Last Date of Attendance field **OR**, if the student never attended, click the box in the Never Attended field. One of these fields is required. You will not be able to proceed without entering a date in this field.

c. Instructors cannot enter AW in the Grade field here in WebAdvisor. Instead, to assign an AW, you must complete a Faculty Withdrawal Form to drop a student for non-attendance or participation in class. Submit this form to your Instructional Chair. **You must take this action on or before the withdraw date of the class.** Students that have dropped or withdrawn from the course prior to the census date will not appear here in WebAdvisor. Click the "Submit" button at the bottom of the page to submit these grades. You will then see a confirmation message on the next screen that will appear after you submit the grades. Click "OK" to return to the main WebAdvisor menu. Finally, if you are done using WebAdvisor, select the "Log Out" link to exit WebAdvisor. Otherwise, you can issue grades for another course by selecting the Faculty Menu and following the steps outlined here again for that course. If you have questions regarding the online grade entry process or to report an error in grades you've submitted, please contact the Service Desk at 970-947-8438 or servicedesk@coloradomtn.edu; Pat Tomasko, Assistant Registrar, at 970-945-8691 ext. 8331 or ptomasko@coloradomtn.edu; or Bill Sommers of Enrollment Services at 970-945-8691 ext. 8328 or bsommers@coloradomtn.edu.