

STEPS FOR FINAL GRADE SUBMISSION

GRADES ARE DUE BY NOON ON MONDAY, DECEMBER 19, 2016

1. ENTER FINAL GRADES IN WEBADVISOR.

After logging into WebAdvisor:

- a. Select Faculty → Step 1: Grading and enter term; submit
- b. Indicate Final Grading, and select Class; submit
- c. Enter a Final Grade for each individual that appears on your WebAdvisor roster. (You **MUST** do this even if this person stopped attending.) (If “F” grade, indicate the last date of attendance.)
- d. Submit
- e. Repeat for each section you taught during the semester

2. SUBMIT GRADING DOCUMENTS

A. PREPARE BACKUP PAPERWORK. The following information must be included in your paperwork:

- Final Grade for each student on your roster,
- 4 substantiating grades (how you arrived at the final grade)
- Grading scale
- Attendance (attendance **MUST** be submitted)

Name your document (Excel 2000 or newer or PDF) according to the following naming convention:

COURSE-SECTION# _LASTNAME_ TERM

EXAMPLE: IS-15-12345_SMITH_2015FA

B. SUBMIT PAPERWORK in one of three ways:

1. Submit paperwork **IN ONE FILE** via the link in WebAdvisor under the Faculty Menu: Grading/Step 2: Upload Electronic Copy
2. Email as an attachment to: ccc.records@scccd.net
3. Scan and email via an on-campus copy machine. See instructions at campus for details.