Midterm Grading in Web Advisor
Access WebAdvisor from Chapman University’s Faculty Resources page, or at www.chapman.edu/webadvisor
Login to WebAdvisor

About WebAdvisor

WebAdvisor is a web interface that allows you to access information from Chapman University's administrative database. Its function is to provide students direct web access to portions of their academic and financial records, as well as the ability to register via the web. Information available to students includes their personal course schedule, transcripts, financial aid award information, and their academic program evaluation information. WebAdvisor's faculty component provides class rosters, grading, and advisee information.

Login to WebAdvisor

- Tutorials: How to Use WebAdvisor for Students
- Tutorials: How to Use WebAdvisor for Faculty
- User Name and Password Information
- Computer Error Messages and Internet, Software and System Questions

March 2013
Mid-Term Progress Codes

- 1 Satisfactory
- 2 Cause for Concern – Attendance
- 3 Cause for Concern – Inadequate Performance
- 4 Danger of Failing – Attendance
- 5 Danger of Failing – Inadequate Performance
- 6 Never Attended

Do not leave any midterm code field blank.

After submitting report, return to grading by clicking on the menu from the confirmation page and re-selecting Grading on WebAdvisor for Faculty.

Do not use your browser’s back button during WebAdvisor’s grading process. Use the submit button and re-select Grading.
Enter your User ID and Password to log-in

Welcome Guest!

WebAdvisor gives students, prospective students and faculty access to information from our databases. Select the 'Log In' tab above and log in using your Chapman username and password.

WebAdvisor allows Guest Users to see information about courses offered at Chapman University and University College and course transfer information. Select the 'Guest' menu item to the right.

Notice: System maintenance is scheduled each Sunday 1:30 a.m. - 1:00 p.m. 
If you are having problems accessing WebAdvisor during these hours, please try again at a later time.
Select WebAdvisor for Faculty

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Click on Continue to GRADING

Grade Entry

To Submit Grades using WebAdvisor the following tutorial has been provided for your convenience.

To open the tutorial select the link below.

To move forward to the next slide of the tutorial you may either use the scroll bar to the right of your screen or click anywhere on the tutorial with your mouse. If at any time you choose to exit the tutorial, just close the tutorial window.

Grading Through WebAdvisor Tutorial

If you are ready to enter your grades now or wish to check verified grades

Continue to GRADING
Select the term to grade from the drop-down menu
From your Midterm grading list, Select one class at a time to grade

Cross-listed classes are listed under every Class Name and Title, but will submit the same grade roster.

<table>
<thead>
<tr>
<th>Choose One</th>
<th>Class Name and Title</th>
<th>Start Date</th>
<th>End Date</th>
<th>Bldg</th>
<th>Room</th>
<th>Meeting Times</th>
<th>Days of Week</th>
<th>Loc</th>
<th>Term</th>
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<tbody>
<tr>
<td></td>
<td>ACTG-211-03 Intro to Managerial Accounting</td>
<td>01/30/12</td>
<td>05/19/12</td>
<td>BK</td>
<td>104</td>
<td>08:30AM - 09:45AM</td>
<td>TTH</td>
<td>101</td>
<td>2012SPO</td>
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<td>01/30/12</td>
<td>05/19/12</td>
<td>BK</td>
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<td>02:30PM - 03:45PM</td>
<td>M/W</td>
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<td>05/19/12</td>
<td>BK</td>
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<td>TTH</td>
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<td>101</td>
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<td></td>
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<td>01/30/12</td>
<td>05/19/12</td>
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</tbody>
</table>

SUBMIT
Midterm Grading

1 - Satisfactory Progress  
2 - Cause for Concern - Attendance  
3 - Cause for Concern - Inadequate Performance  
4 - Danger of Failing - Attendance  
5 - Danger of Failing - Inadequate Performance  
6 - Never Attended

Note: Post for Undergraduates ONLY. Leave Graduate student fields empty, if you accidently post for a graduate student, log out and start over.

Class Name: BUS-490-91  
Title: Independent Internship  
Location: Orange Campus  
Term: 2012 Spring-CHAPMAN Univ  
Instructor: Mr. Professor

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Status</th>
<th>Midterm Grade</th>
<th>Last Date of Attendance</th>
<th>Never Attended</th>
<th>Class</th>
<th>Credits</th>
<th>CEUs</th>
<th>Cross-Listed Section</th>
</tr>
</thead>
<tbody>
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<td>N 1</td>
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<td></td>
<td>SR</td>
<td>0.50</td>
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</tbody>
</table>

Submit
Be sure to enter a midterm progress report code for each student. When all students are graded, click on SUBMIT.

<table>
<thead>
<tr>
<th>Student</th>
<th>ID</th>
<th>Status</th>
<th>Midterm Grade</th>
<th>Last Date of Attendance</th>
<th>Never Attended</th>
<th>Class</th>
<th>Credits</th>
<th>CEUs</th>
<th>Cross-Listed Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test, Stu</td>
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<td>1</td>
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<td></td>
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<tr>
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</tbody>
</table>
From the Grading Confirmation Form, click on Faculty tab to return to Grading to grade another class

**No changes were made on the grading form. Press the OK button to continue.**

OK
Midterm Grading is for Undergraduates Students Only

Midterm Grading

1 - Satisfactory Progress
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Note: Post for Undergraduates ONLY. Leave Graduate student fields empty; if you accidently post for a graduate student, log out and start over..
To ensure your midterm progress codes are entered and avoid timing out when grading a large class, submit every 5 minutes and return to “Grading” from the confirmation page.

To maintain confidentiality of student information, Log Out