

Final Grade Submission Procedure

Grades are officially due 72 hours following the last day of class.

1. Complete these steps in order to officially submit your grades:
2. Be sure you are ready to provide final grades to an entire class. Partial grading of a class won't be accepted. Once you enter grades, they are official, and will be available to the students possibly as soon as the next morning.
3. First, log into Ocean Cruiser. Next, click the WebAdvisor tab at top of the screen. Then, click "Faculty" to the left under the WebAdvisor tab. Since you will already be logged in from your initial login into Ocean Cruiser, you will not need to log into WebAdvisor separately. [NOTE: Entering grades in your class's "Gradebook" in Cruiser does not transfer them to WebAdvisor and is not official grade submission]
4. Click on "Enter Grades" under "Faculty Information." This will take you directly to the Grading page.
5. Select the semester or term you are looking to grade from the drop down menu, and click "submit."
6. Select the course you wish to grade by clicking the circle next to the course, and then clicking "submit."
7. Enter each student's grade using the drop down menu. (If you have a student in your class who is not listed on this roster, the student has either been withdrawn or never registered to begin with. Contact Registration and Records with questions about a particular student.)
8. Verify that your grades are correct, and print the web page for your records.
9. Click "submit." If there were any students overlooked, you will get a notice of "Incomplete grading roster." Should this happen, enter the missing grades, then click submit again.
10. You will then see the Grading Confirmation Form. Click "ok" to complete submission of grades for that section. You will then be taken back to your list of courses so that you may grade other sections you may be teaching. Once grading is completed, log out. If you feel you may have submitted a grade in error, see your department administrator to get a Change of Grade Form. You can't change verified grades online.

Remember you cannot issue a student a W at this point. GRADE CHOICES are:

A Excellent

B+ Very Good

B Good

C+ Above average

C Average

D Below average

F Failure

I Incomplete – Should be assigned only if the student has approached you for extra time on particular assignments, and you have agreed to allow it. Once the student has completed the work, you must submit a Change of Grade Form, converting the “I” to the appropriate earned grade. There is a deadline of 30 days into the next semester, after which all outstanding “I” grades will become “F” grades.

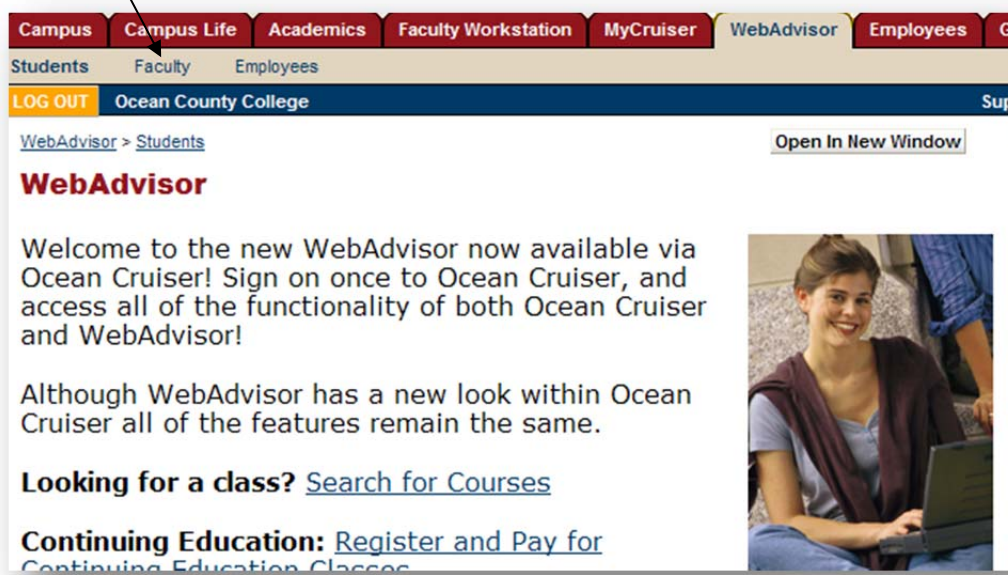
**P Pass* - Rarely, a course runs as pass/fail. This is not an appropriate grade unless the entire course is run as pass/fail.

R Audit - Should only be assigned if the student initially registered to audit the course.

Pictures of what you will see when navigating online grading:

Log into Ocean Cruiser. Click on WebAdvisor

Click Faculty.



Click Enter Grades

WebAdvisor > Faculty > Open in New Window

Grading

* = Required

Select a Term to filter your class list

Term *

2010S10 - 2010 Summer Ten Week

2010SS5 - 2010 Summer Second Five Wk

SUBMIT

SUBMITTED, it is ****OFFICIAL**** and GRADE form being submitted to the

Select the correct term from the drop-down menu to access the courses you are teaching for that term. Once the term is selected you will see the listing of your courses. Select button to the left of your course to open that grading section. A list of all students will appear. To the right of each student is the drop-down menu to select the grade.

ID	Name	Email	Final Grade
	Banyacsky, Steven J	steven_banyacsky@occ mailcruiser.com	