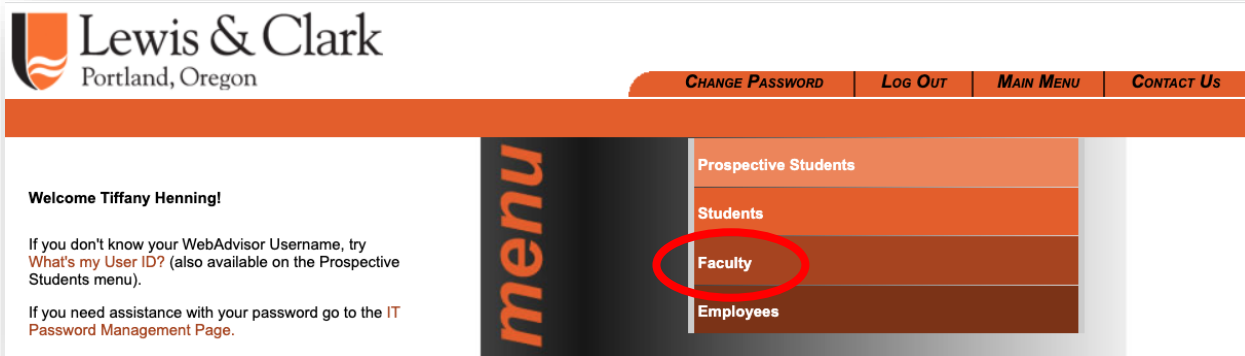


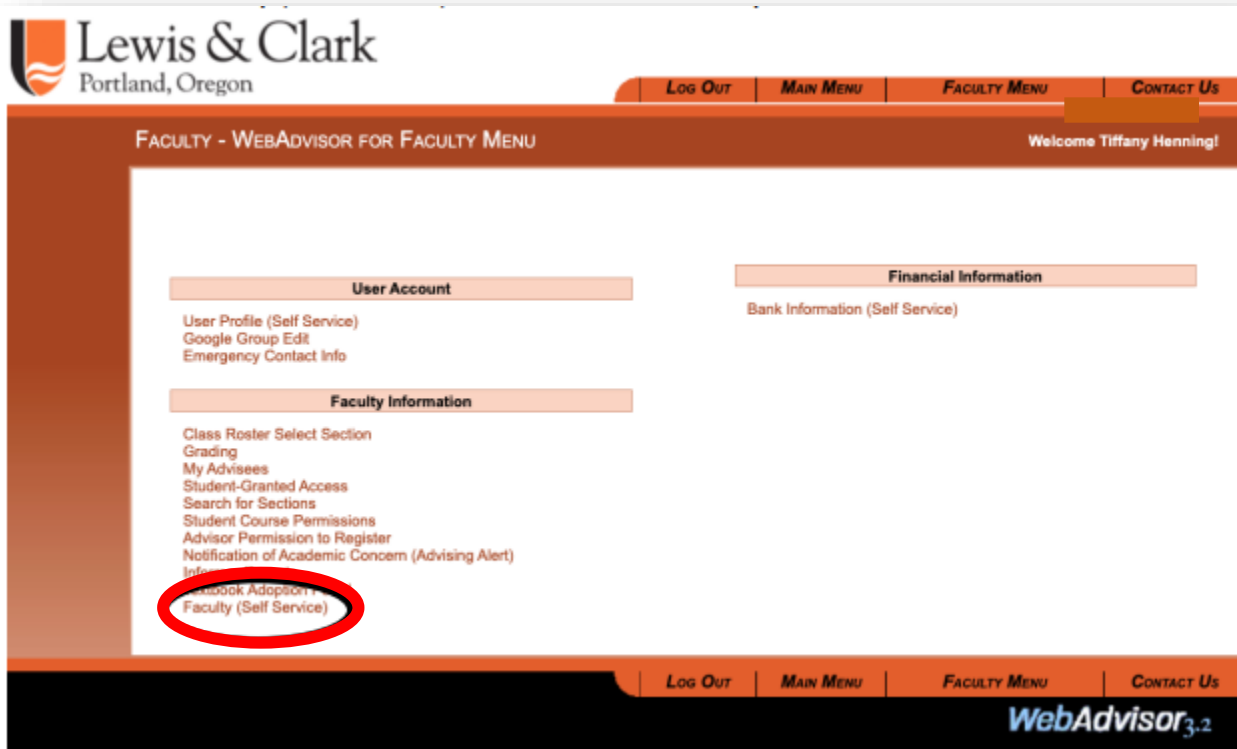
How to Grade a Course in Self Service

As we transition away from WebAdvisor to the new Self Service, your grading screens are going to look a little different. Please follow these steps to enter your grades.

1. Login to WebAdvisor at: <https://webadvisor.lclark.edu>
2. Once you've logged in, click on the "Faculty" link.



3. Select the "Faculty (Self Service)" link under the "Faculty Information" section.



4. Select the course section you want to grade. *Note: Your course sections are listed by term, with the current term listed on the bottom and future terms listed on top.*

Manage your courses by selecting a section below

Grad - Spring 2023

Section	Times	Locations	Availability ⓘ
AT-582-01: Art Therapy Internship	M 9:00 AM - 12:00 PM 1/9/2023 - 4/24/2023	To Be Announced, TBA Lecture	7 / 7 / 0
AT-582-02: Art Therapy Internship	M 1:00 PM - 4:00 PM 1/9/2023 - 4/24/2023	To Be Announced, TBA Lecture	7 / 7 / 0
AT-511-01: Helping Relationship:AT	W 9:00 AM - 12:15 PM 1/11/2023 - 4/19/2023	To Be Announced, TBA Lecture	14 / 15 / 0
AT-570-01: Art Therapy Candidacy	Th 9:00 AM - 10:00 AM 1/12/2023 - 3/23/2023 M/Th 9:00 AM - 11:30 AM 4/3/2023 - 4/17/2023 Th - 4/20/2023 - 4/20/2023	To Be Announced, TBA Lecture To Be Announced, TBA Lecture To Be Announced, TBA Lecture	8 / 8 / 0

Grad - Fall 2022

Section	Times	Locations	Availability ⓘ
AT-530-02: Clncl Assess/Graphic Means	W 9:00 AM - 12:15 PM 9/7/2022 - 12/14/2022	To Be Announced, TBA Lecture	0 / 8 / 2
AT-530-03: Clncl Assess/Graphic Means	W 1:00 PM - 4:15 PM 9/7/2022 - 12/14/2022	To Be Announced, TBA Lecture	2 / 8 / 0
AT-582-01: Art Therapy Internship	M 9:00 AM - 12:00 PM 9/12/2022 - 12/12/2022	To Be Announced, TBA Lecture	0 / 7 / 0

5. Select "Grading"

Section Details

[Back to Courses](#)

AT-530-02: Clncl Assess/Graphic Means

Grad - Fall 2022
Graduate Campus

W 9:00 AM - 12:15 PM
9/7/2022 - 12/14/2022
To Be Announced, TBA Lecture

Seats Available ⓘ 4 / 8 / 2

Waitlisted 2

Roster **Grading** Permissions Waitlist

Student Name	Student ID	Class Level	Pass
Chosen F Chosen L She/Her/Hers	123456		
Test Student3 Ze/Hir/Hirs	123457		
Test Student98 They/Them/Their	123458	Graduate	

6. Select "Final Grade". Enter the students' grades using the dropdown menu in the "Final Grade" column.

The screenshot shows a 'Section Details' page for 'AT-530-02: CIncl Assess/Graphic Means'. The page includes course information such as 'Grad - Fall 2022', 'Graduate Campus', and 'Seats Available 4 / 8 / 2'. Below this, there are tabs for 'Roster', 'Grading', 'Permissions', and 'Waitlist'. The 'Grading' tab is active, and the 'Final Grade' column header is circled in red. A table lists three students with their IDs and 'Final Grade' dropdown menus. The first student's dropdown menu is open, showing a 'Select Grade' button and a list of grade options: A, A-, B+, B, B-, C+, C, C-, and D+.

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level
Chosen F Chosen L	123456	<input type="checkbox"/>	M/d/yyyy	Select Grade	M/d/yyyy	
Test Student3	123457	<input type="checkbox"/>	M/d/yyyy		M/d/yyyy	
Test Student98	123458	<input type="checkbox"/>	M/d/yyyy		M/d/yyyy	Graduate

Courses with a standard A-F grading scheme will have the following grade options:
A, A-, B+, B, B-, C+, C, C-, D+, D, D-, CR, DFD, F, I, NC, RQ

Courses with a credit/no credit grading scheme will have the following grade options:
CR, DFD, I, NC

7. Note there is no "submit" or "enter" button, once you have finished grading for your class. However, once all grades are entered a message with a time and date stamp will appear in the upper-right hand corner confirming that grading is complete.

Section Details

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AT-530-02: Clncl Assess/Graphic Means

Grad - Fall 2022
Graduate Campus

W 9:00 AM - 12:15 PM
9/7/2022 - 12/14/2022
To Be Announced, TBA Lecture

Seats Available ⓘ 4 / 8 / 2

Waitlisted 2

Roster **Grading** Permissions Waitlist

Overview **Final Grade**

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
Chosen F Chosen L	123456	<input type="checkbox"/>	M/d/yyyy	A	M/d/yyyy		3
Test Student3	123457	<input type="checkbox"/>	M/d/yyyy	A-	M/d/yyyy		3
Test Student98	123456	<input type="checkbox"/>	M/d/yyyy	B+	M/d/yyyy	Graduate	3

Final grading completed on 11/29/2022 at 1:07 PM I

Please contact the Graduate Registrar's Office with any questions.

gradreg@lclark.edu

503-768-6030

Rogers 301