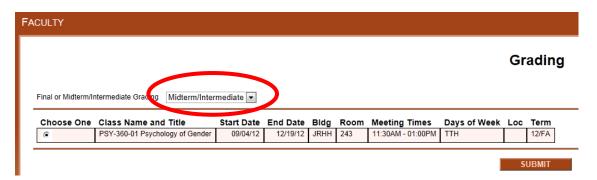
MID-TERM GRADING

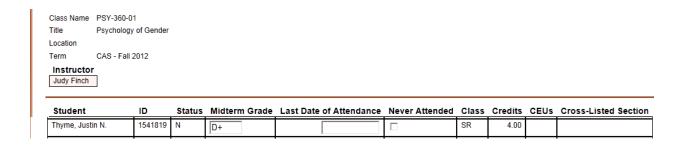
Mid-term grades for students earning a "C-" or below are due by the end of the 8th week of classes.

Instructions for on-line submission of grades:

- 1. Go to WebAdvisor, https://webadvisor.lclark.edu, click the orange "Log In" tab. Use your LC email login (without the "@lclark.edu") and LC email password.
- 2. Follow the links to Faculty and Grading, select the appropriate term (ignore the start/end boxes), and then click on the Submit button.
- 3. Choose "Midterm" grading, check the box for the course, and click on the Submit button.



- a. Enter the midterm grades for those students earning C- or below and click on the **Submit** button. (You can leave the grades blank for students earning a "C" or above.)
- b. Please <u>do not</u> enter **W** or **NG** grades. If either of these grades are appropriate (i.e. you are withdrawing the student or you suspect Academic Dishonesty), please contact the Registrar.



- 2. Repeat as needed for your other courses.
- 3. Logout of WebAdvisor when you are through entering grades.

If you have any questions, please contact Judy at finchj@lclark.edu or at (503) 768-7328.