



Directions for Grade Entry via Web Advisor

1. Access the internet and go to the Champlain College website at:
<https://www.champlain.edu>
2. Click on the “Information For” banner at the upper-right corner of the page under the search window. From the options presented, select the “Faculty and Staff” link.
3. On the Faculty and Staff portal page log in by entering your **Username** and **Password**. Click the WebAdvisor link located in the middle of the page under the “Links that require Log In” heading.
4. Your screen should now read, “Select your point of entry to the right”. Click **Faculty** on the right side of your screen.
5. You should now see a menu of options. Look at the left hand side of your screen for the link labeled, “Grading”. Click **Grading**.
6. The first box is labeled “Term”. Using the drop down menu, **select the appropriate term**. Leave both the “start date” and “end date” fields blank. Click **Submit**.
7. You should now see a listing of the course sections you are teaching. Using the drop down menu, **select mid-term or final grades**, as appropriate. Select the course you want to grade, by clicking in the box under the column heading “Choose One.” Click **Submit**.
8. You should now see a screen containing basic data regarding the course section, followed by the list of students enrolled. **Enter the appropriate grade** for each student in the grade box. When you are finished, click **Submit**.
9. Repeat process for each of your course sections.