INSTRUCTIONS FOR REPORTING GRADES VIA WEB FOR FACULTY

1. Log onto the Web for Faculty via myWestern using your universal name and password. Click on the Web4U link. Note: you may only input grades if you are the primary instructor assigned to the course.

2. Under Web4U, select Faculty Services. Select Final Grades.

3. Select Term Fall 2014.

4. Select the course you wish to grade and click Submit.

5. Select grade by clicking on the pull-down menu in the grade field and selecting the appropriate grade or simply place the cursor in the grade field and type in the grade. Use your down arrow once you have typed in a grade to add +/- . Tab three times to the next student grade field and continue typing in grades. Verify a grade has been entered for each student. Please note: a system feature will list only the appropriate grades to select from in the pull-down menu, as determined by grade mode the student has registered for. Example: only grades of P, NP or K may be entered if a student has chosen a Pass/No Pass grade mode.

6. Large courses are broken down into groups of 25 students. After submitting the first group of grades, you must click on the link for the next group of 25, and so on.

7. Inactivity of 30 minutes on Web for Faculty will result in your session being terminated. If you have not submitted grades prior to this point all grades keyed will be lost. I strongly suggest submitting grades often while inputting grades for large courses.

8. When all grades are entered for the CRN click Submit. It is not necessary to turn in a printed grade roster if grades were entered via Web for Faculty.

9. Click on CRN Selection at the bottom of page to select new CRN. The term will remain the same throughout the grading process unless changed. Select Final Grades and repeat steps 5 through 7.

Grade input will be open from Friday, Dec. 5, 2014—Dec. 16, 2014 noon. The deadline for inputting grades is NOON, TUESDAY, Dec 16, 2014. Access to input final grades will be removed from Web for Faculty at this time.

Grades are rolled to academic history several times a day during Grade Week. Once grades have been rolled students can view grades on the web. At this time faculty can no longer change grades via Web for Faculty, but must send an email to Marcia Merth in Records at Marcia.Merth@wwu.edu or submit a grade change form via Web for Faculty. (If you have a large number of grade changes, it is preferable that you do not use the grade change form on the Web for Faculty). When submitting your changes, be sure to include the student’s name, student number, department & course number, old grade, new grade, and a reason for the change in your campus email (or on the grade change form under Faculty Web.)

If you need to turn in K-removals from past quarters, those grades should be forwarded to Laura Jensen, X 3431 or by email at Laura.Jensen@wwu.edu.

If you have any questions regarding Web for Faculty please contact Taya Winter at 650-7912 or Taya.Winter@wwu.edu.