Illustrated guide to completing grades in Webstar.
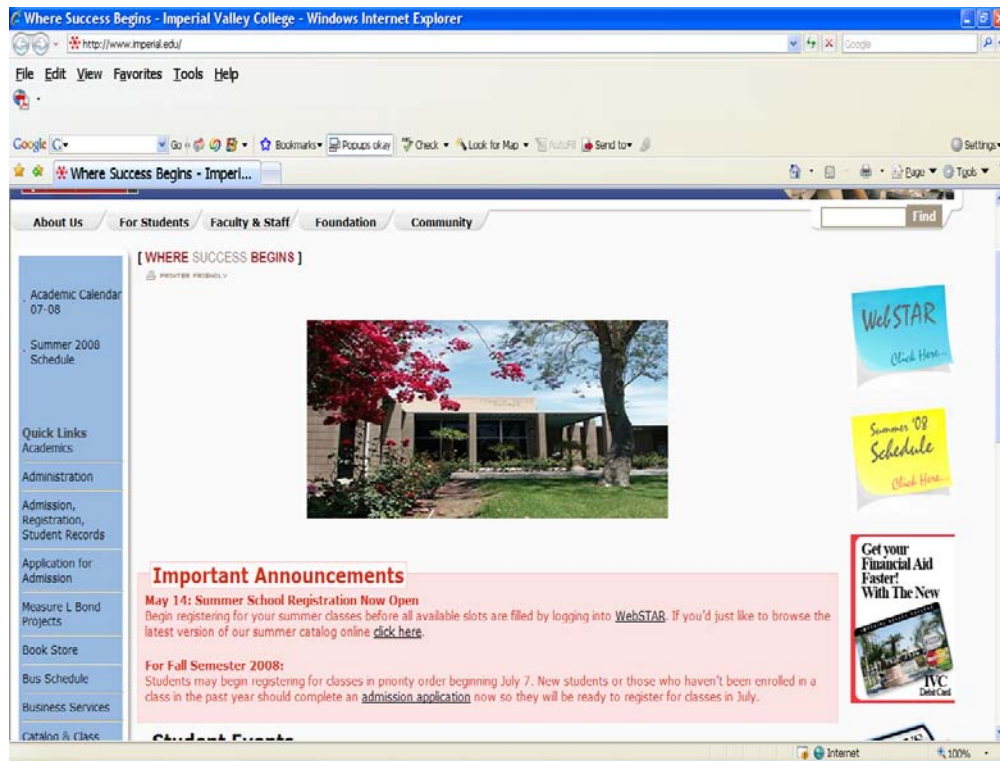

Figure 1 – The IVC Main Page

1. Open your web browser, and go to www.imperial.edu. Click on the Webstar link on the right side of the page. This will take you to the sign in page for Webstar.
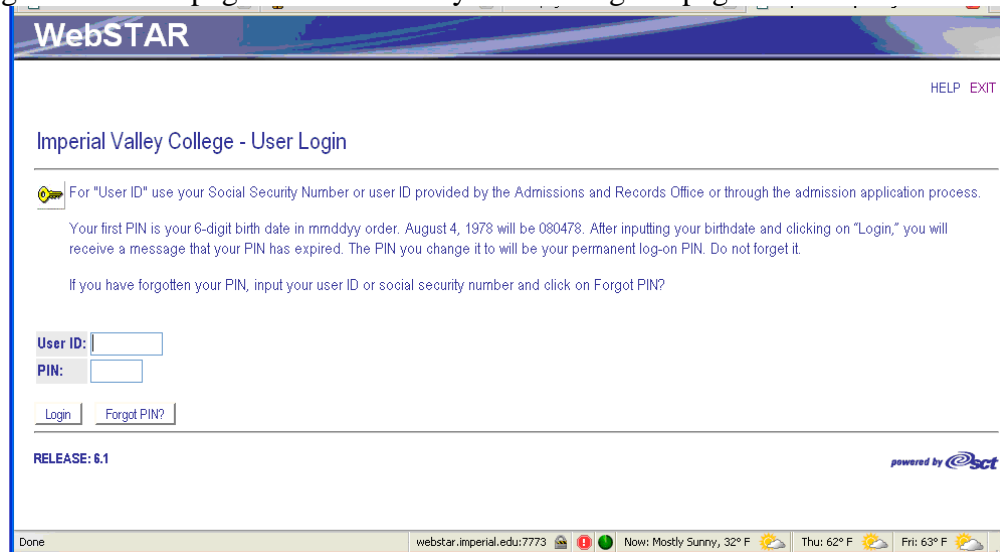

Figure 2 – The Webstar Log-in Page

2. Enter your User ID #. For those who have problems remembering your G number#'s, Webstar will accept either your G-number, or your social security number. Once you have entered your User ID #, enter your pin. Once you've entered your User ID # and your pin, click on the Login button. If you enter your pin incorrectly three times in a row, Webstar will lock your account. In order to get your account unlocked, contact the Admissions Office.
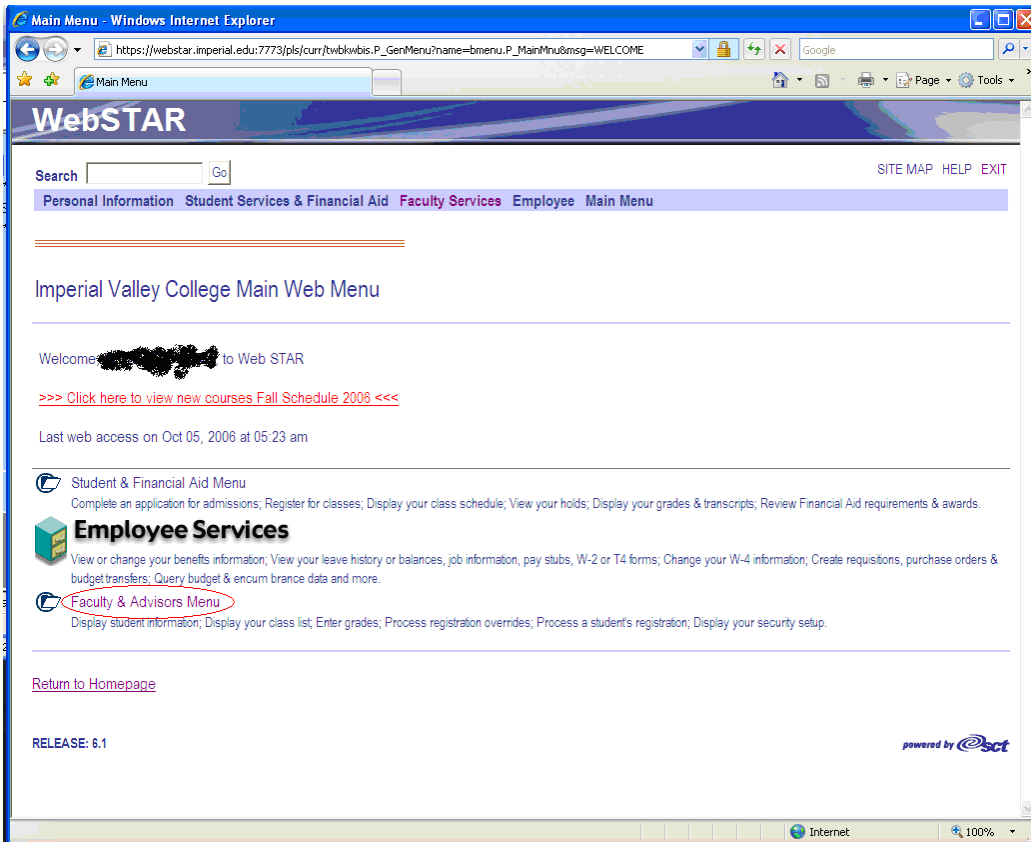
Figure 3 – First Webstar Screen

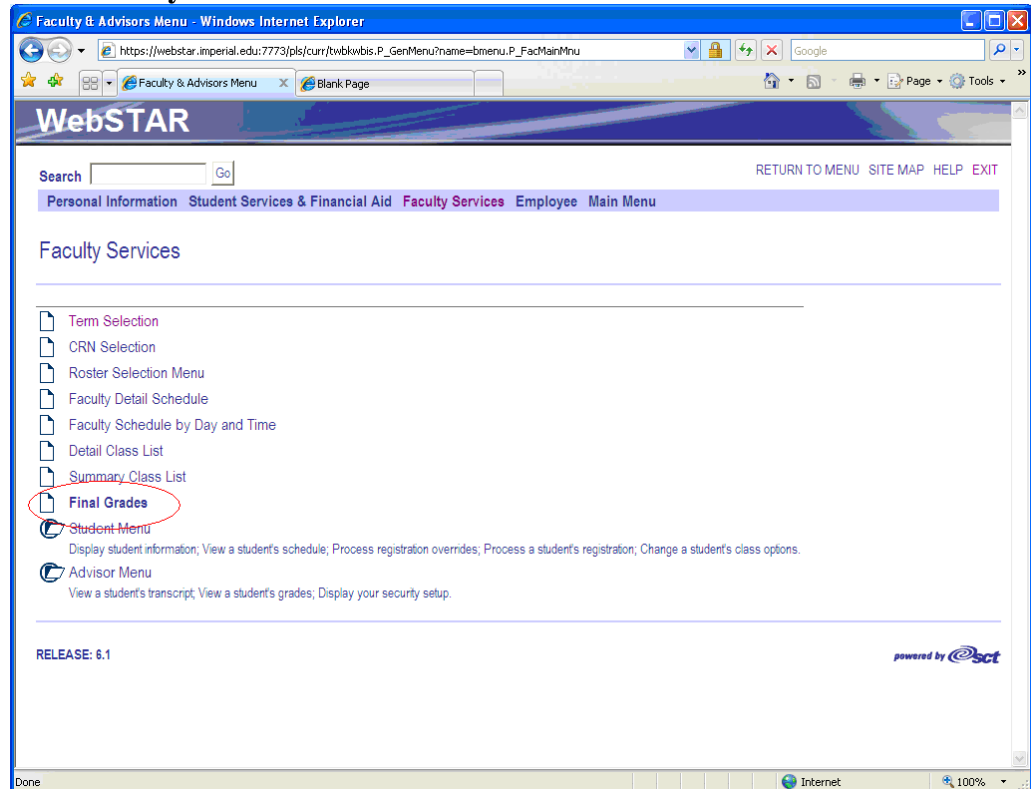3. Select **Faculty Advisor's Menu**.

Figure 4 – Final Grades

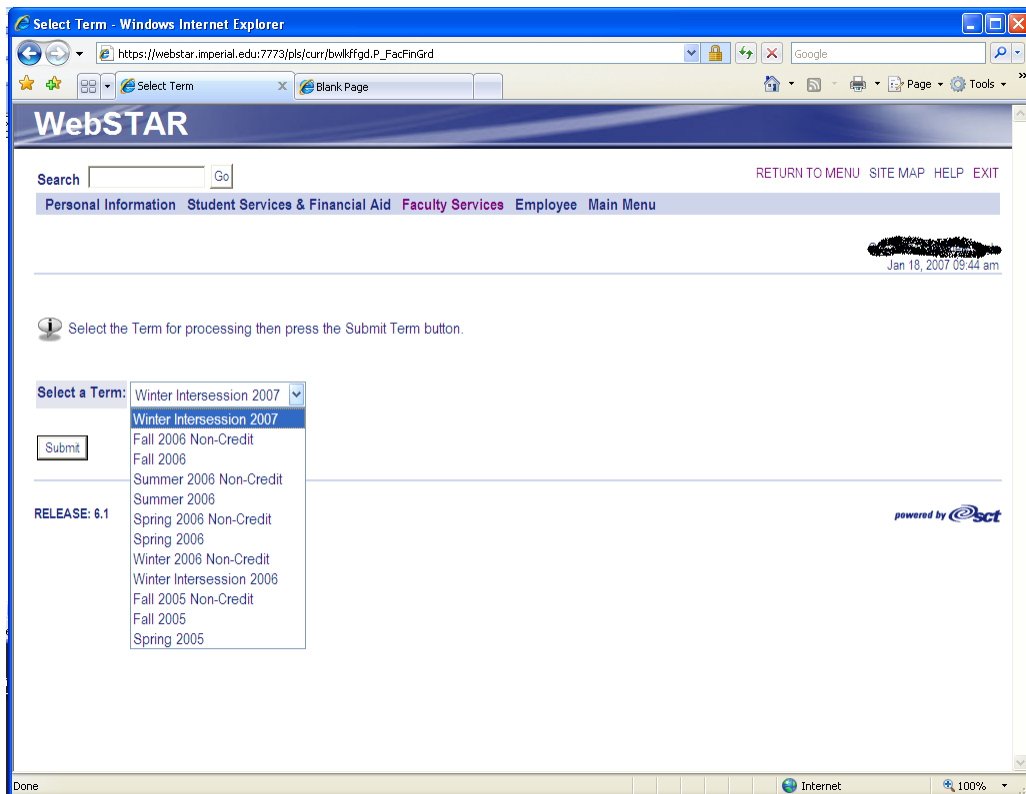4. In order to enter final grades, select **Final Grades**.

Figure 5 – Term Selection

5. Click on Term Selection, and then select the term for which you are going to enter grades. Make sure that you're clicking on the current term rather than the non-credit term.
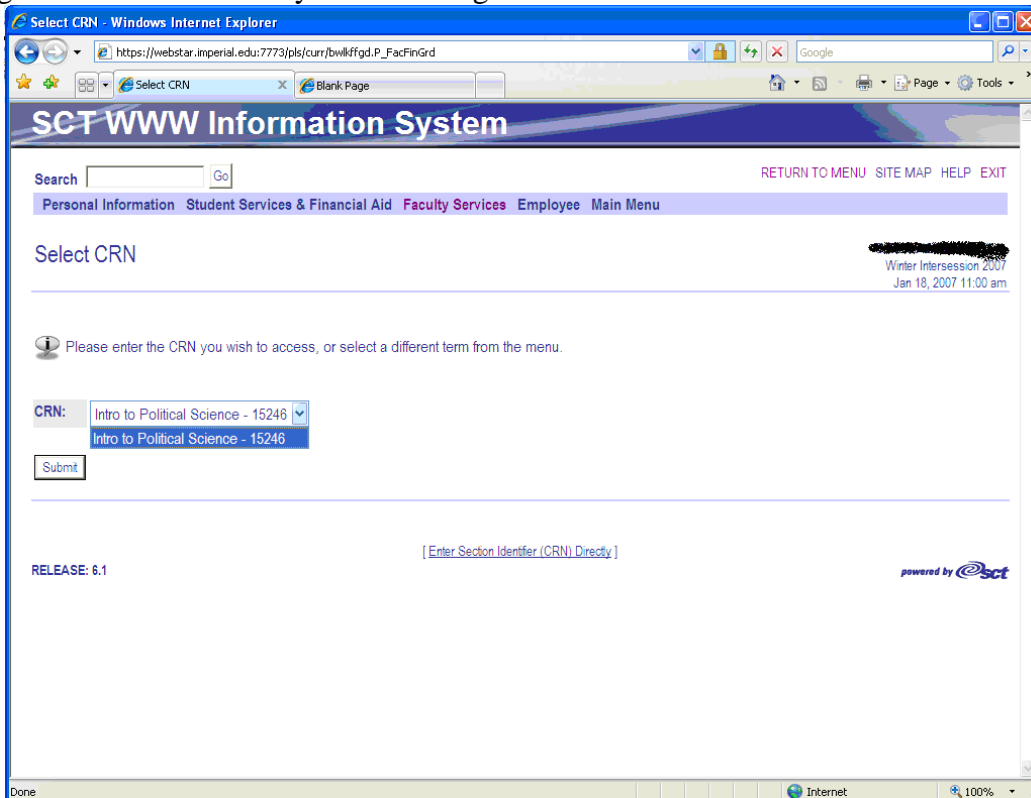

Figure 6 – Select CRN

6. You will next be prompted to select the course for which you want to enter grades. If you are teaching multiple classes, all of your courses will be listed here. Select the course for which you want to enter grades, and then click the Submit button.

Figure 7 – 25 students at a time

7. Once you've selected the course for which you want to enter grades, you'll begin entering grades for each student. You will be faced with a screen that looks similar to the picture above.

8. There are a couple very important facts concerning entering grades in Webstar about which you need to be aware. The maximum number of students that can be displayed on a single page while entering grades is 25. If the enrollment for your class exceeds 25, you will need to enter the grades for the first 25 students, submit the grades, and then select the next group of 25 students where it says "Record Sets." You also have 30 minutes to submit grades before your Webstar session times out. So, if you are spending a lot of time entering grades, you will want to hit the submit button regularly to ensure that the grades are actually saved.
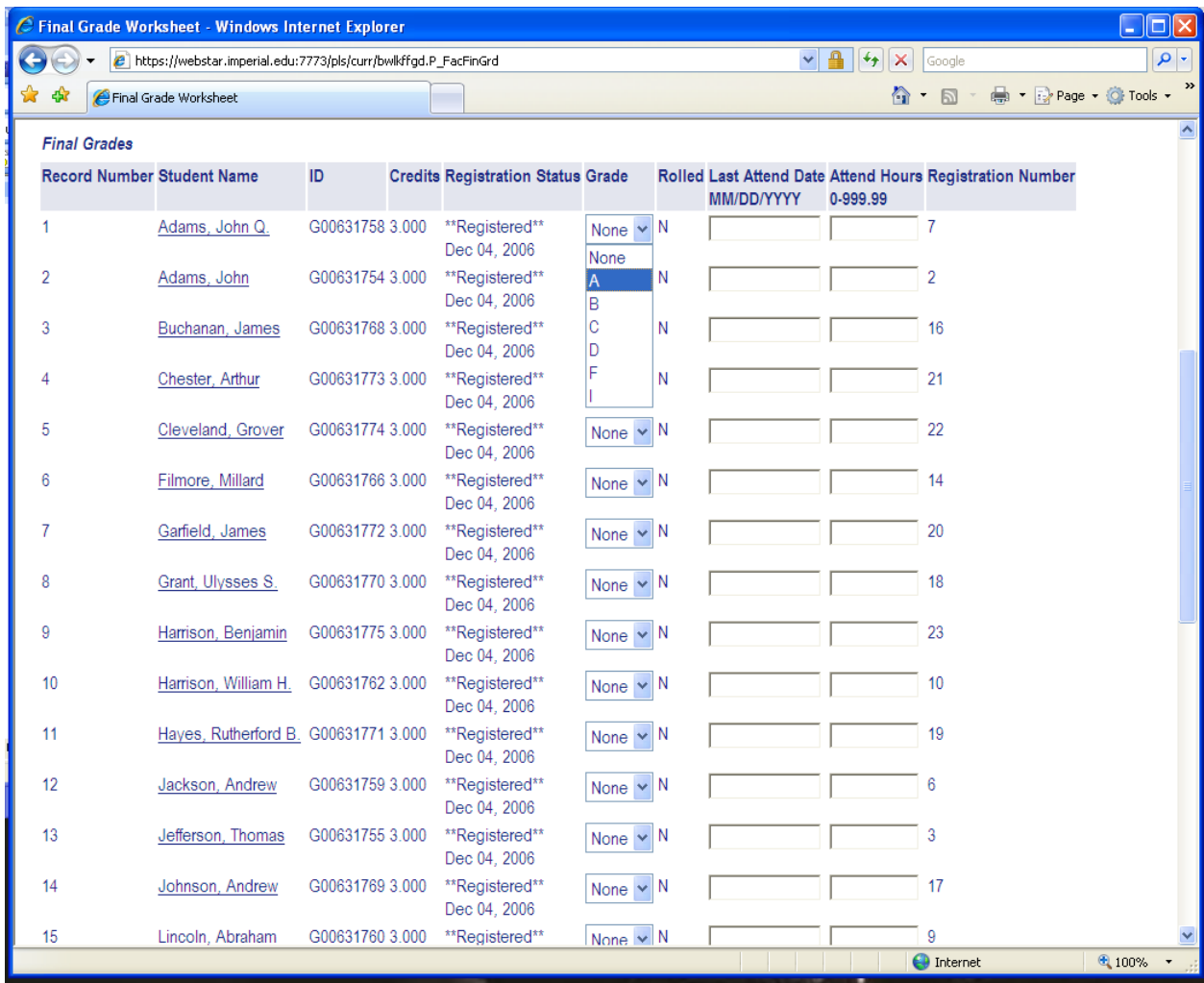
Figure 8 – Entering Grades

9. To enter grades for a given student, click on the grade pop-up menu. The pop-up menu will give you a list of all of the grades that a student can receive, plus "None." All students must receive a grade, and "None" is not a valid grade.

10. Select the grade that each student has earned from the pop-up menu.

11. If a student has earned an"F," "NC," or "I," you must also enter the student's last date of attendance in the class into the "Last Attend Date" field in the following format: MM/DD/YYYY. **If you do not enter two digit days and months, and 4 digit years, Webstar will not accept the dates**.

12. For Positive Attendance classes, you will also need to enter the total number of hours each student has attended into the "Attend Hours" field. Positive Attendance classes being offered during the Summer 2008 Session include the following classes: AHP 074, DSPS 012, DSPS 018, DSPS 052, EMTP 245, and NURS 089.

13.

Figure 9 – Submitting Grades and Summary Class List

14. Once you have entered all of the grades, and clicked on the submit button, Webstar should send the message "The changes you made were saved successfully."
15. Please take a moment to double-check the grades to make sure that they are correct. Make any changes necessary.
16. After double-checking your grades and making any needed corrections, select the **Summary Class List** link.
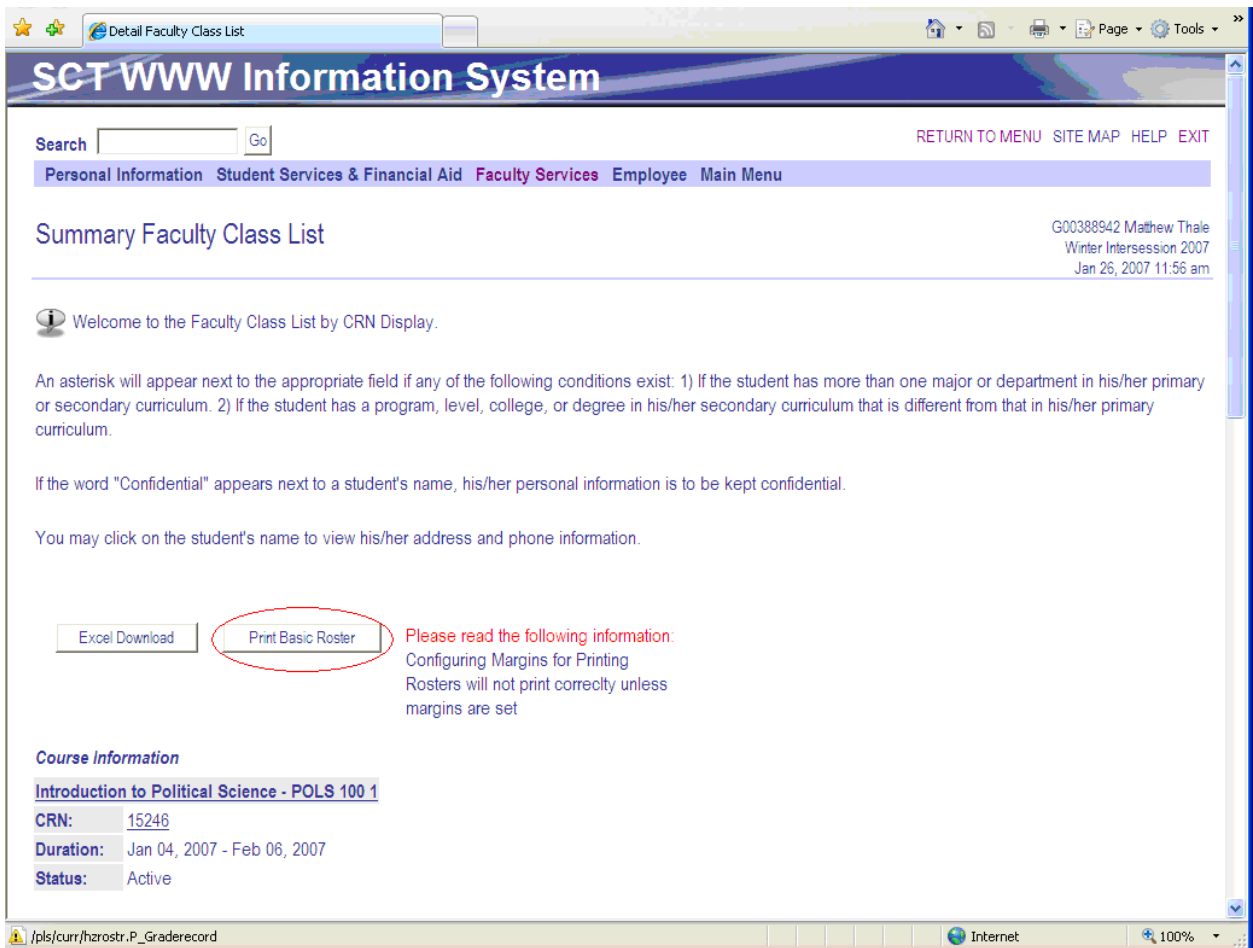
Figure 10 – Summary Class List

17. Clicking on the Summary Class List will take you to the page shown above. Select the **Print Basic Roster** button to see your printable final grade roster.

Figure 11 – The Final Grade Roster

18. Review your grades one more time to ensure that everyone has a grade, and that all of the grades are correct. Once you are sure that all of the information is complete and correct, print the roster.
19. Sign the roster.
20. **Turn the signed grade roster along with a copy of the detailed grade and attendance rosters to the instruction office. If you have given an incomplete grade to any of your students, you will also need to complete and submit an incomplete grade form.**
21. Please do not just leave the rosters, make sure that the instruction office staff has the opportunity to double check that your grades are complete and all of the necessary paperwork has been filed. Once your grades are certified as complete, you can leave campus with the knowledge that your grades are complete and that the instruction office will not be bothering you during your free time to correct problems with the grades.