Instructions for Entering Grades

Log on to Portal by typing in the following URL:  http://portal.adams.edu

It should look like this:
Click on “Faculty/Staff” to ensure you see menu items available to faculty and staff.

Next, click on the “Faculty Web Services” button. Enter your User Name and Password. Click “Login”.
Welcome, Maria E. Maestas, to the WWW Information System! Last web access on Dec 14, 2012 at 09:15 am

**Student Services & Financial Aid**
- Apply for Admission: register; view your academic & financial records; pay your bill; view Financial Aid information; View 1098T.

**Personal Information**
- View or update your address(es), phone number(s), e-mail address(es), emergency contact information, & marital status; view name change & social security number change information.

**Faculty Services**
- Enter Grades and Registration Overides; view Class Lists and Student Information

**WebTailor Administration**
- Customize a web menu or procedure, a graphics element, a set of information blocks; update user roles; Customize a web module, web rules, WebTailor parameters; customize a login return location; Customize WebTailor overrides, global user interface settings.

**Employee Information**
- Pay stubs, tax forms, PTO summary, leave balance.

Return to Homepage

RELEASE: 8.4
Select “Faculty Services”. Select “Final Grades”.

Term Selection
CRN Selection
Faculty Detail Schedule
Faculty Schedule by Day and Time
Detail Class List
Summary Class List
Registration Overrides
Registration Add/Drop
Electronic Gradebook by Component
Student Menu
Display student information: View a student’s schedule; Process registration overrides; Process a student’s registration; Change a student’s class options.
Advisor Menu
View a student’s transcript; View a student’s grades; Display your security setup.
Email students by CRN
Send email to all students in a course. Note: you must have an email client such as Thunderbird or Outlook set up to use this. If you need help doing this, please contact Computing Services.

Final Grades

RELEASE: 0.3.3
Next, select a term from the drop down menu. Ensure you select the current term as there are several terms available. Click “Submit”.

Select a CRN. Submit. Enter a grade(s) for each student from the drop down list. Remember that beginning fall semester 2005 you should submit a grade of TF for all students who failed to complete the course (stopped attending before census date) but remained registered in the course and indicate the last date of attendance as well as for students who registered and appear on your class roster but never attended the class. You should assign a grade of F to any student who completed the course but failed to meet the course objectives (or was in attendance on or after the census date).

Please disregard the "Last Attend Date" and "Attend Hours" columns unless you issue a grade of TF (or TU for basic skills courses) to any student.

In this case, you must also include the last known date of attendance or participation in any course-related activity. Please enter this date in MM/DD/YYYY format in the "Last Attend Date" field. If you enter a grade of TF or TU and do not also enter a "Last Attend Date in MM/DD/YYYY format, you will see the following message directly above your roster and you will be unable to submit:
X Your grade submissions have been rejected.
X A last attendance date is required for the following grade code(s): TF.
Please insert a last date of attendance and resubmit your grades.

If a student has never attended, enter a grade of TF or TU and the class’ first meeting date in the "Attend Hours" column.

When you have entered all grades, click on the “Submit” button at the bottom of the page. If you have any question as to whether your submission was successful, please do not hesitate to contact us at 719-587-7322 to verify.

If you have never received your log-in and password please contact our Computing Services dept. and ask for Patti Ortiz at 719-587-7741.

Should you have any questions or encounter difficulty, please contact the Office of the Registrar for assistance, (719) 587-7321.

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