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 “Login”.

Enter your User Name and Password.
This should bring you to the main announcements page. Here, click on “School Services”. You can tell you’re logged in because the word “Login” should change to “Logout” and your name should appear next to “Hello” in the main area of the page.
Now, click on “Faculty Services”. Then, select either “Mid-Term Grades” or “Final Grades”.
Select a term from the drop down menu and “Submit Term”.
Select and submit a CRN from the drop down menu.

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) but remained registered in the course and indicate the last date of attendance. Grades of F should be assigned to all students who completed the course but failed to meet the course objectives.

Press the submit button and voila! Congratulations! You’ve successfully submitted final or mid-term grades! If you need to submit for another course, click on the “CRN Selection” link at the bottom of the screen. This will bring you back to the drop down menu wherein you may select another course. You will be brought back to the Faculty Services menu where you may click on the “Mid Term Grades” or “Final Grades” link.

Should you have any questions or encounter difficulty, please contact the Office of Records for assistance, (719) 587-7322.