

VITERBO UNIVERSITY REGISTRAR'S OFFICE –  
**PROCEDURE MANUAL FOR VITNET SYSTEM**

**FACULTY/ADVISER ACCESS TO VITNET (WEBADVISOR)  
GRADING – COURSE SECTIONS OFFERED BY OFF-CAMPUS OFFICES  
IN WEST DES MOINES AND MILWAUKEE**

Before you begin entering grades, please ensure that you have set aside enough time to enter grades for ALL students on a particular roster as the system times out after 15 minutes of inactivity. If you are timed out before submitting the grades, any grades you have recorded will not be processed. If you anticipate that entering your grades for a section will take longer than 15 minutes, you may want to partially grade the list, submit, and return to finish grading.

After selecting **GRADING** from VitNet's Faculty menu, you will be shown the following screen. Select the term you wish to grade from the **TERM** drop down menu and click **SUBMIT**. It is not necessary to enter start and end dates. Note: You will need to select a term titled "Prof Develop," i.e. Fall 2014-14 Prof Develop. Also note: the term is assigned according to the start date of the course. Courses starting between January 1 and May 31 are SPRING terms; those starting between June 1 and August 31 are SUMMER terms; and those starting between September 1 and December 31 are FALL terms.)

The screenshot shows the VitNet web interface. At the top is the VitNet logo and navigation links: LOG OUT, MAIN MENU, FACULTY MENU, HELP, CONTACT US. Below the logo is the word "FACULTY". The main content area is titled "Grading" and contains a form with the instruction "Select a term or date range to restrict your class list". The form has a "Term" dropdown menu, "Start Date" and "End Date" input fields, and a "SUBMIT" button. At the bottom of the page, there is another set of navigation links and the text "WebAdvisor 3.0 POWERED BY DATATEL".

The classes assigned to you for the selected term will be displayed.

➔ When two instructors are assigned, both instructors will have access to the grading screen.

Select **F-FINAL** (for final grades) from the drop down menu and choose the course you wish to grade.

➔ Please note that you can only grade one course at a time.

➔ Please note that midterm grades are only required for full-term, traditional undergraduate courses.

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Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input type="checkbox"/>	BIOL-100-001 Perspectives in Biology	05/22/06	07/14/06					MAIN	2006SU
<input type="checkbox"/>	ENVS-101-001 Environmental Science	07/03/06	08/18/06					MAIN	2006SU
<input type="checkbox"/>	ENVS-101-002 Environmental Science	07/03/06	08/18/06	ARRG	ARRG			MAIN	2006SU

The class roster of actively enrolled students will be displayed. Enter a grade for each student in the **GRADE** box located next to the student ID.

→ Valid final grades are A, AB, B, BC, C, CD, D, F, U (administrative F). Disregard the Expire Date, Last Date Attended, and Never Attended columns.

After you have entered all the grades for this course, click on **SUBMIT**.

If submission of your grades was successful, you will be taken to the Grading Confirmation Form. If submission of your grades was not successful, an error message will appear. Please read the message carefully and take the appropriate action to correct the problem.

Use the print function of your web browser to print a copy of your grades to provide to the off-campus office in either West Des Moines or Milwaukee. This will be your proof of grading and allow those offices to continue to process the course section and your remuneration. You may also want to print a copy for your records.

Click on **LOG OUT** to properly exit the system.

The Registrar's Office will make the final step in the grading process on Friday afternoons. At that point the grades will become an official part of the students' record and will be available for student's to view in VitNet.