Printed rosters do not need to be sent to the Records office.

**Important reminders:**
- Compute your grades prior to entry due to security timeout.
- “D” grades are not valid for graduate students.
- Do not leave blanks. Any blank will automatically be changed to an “F”.
- A grade of “W” (withdrawal) is not assignable. The student must go through the drop or withdrawal process. If a student has never attended, mark the box and assign an “F”.
- A grade of “I” (incomplete) requires the expiration date during on-line input. (This will be 10/03/12.)

*An “I” grade is not to be used when failure to meet course requirements is due to delinquency on the part of the student. The grade is reserved for any student who is unable to complete the course due to illness of some justifiable delay in the completion of certain work and there is still a possibility of credit. Also, the student should make arrangements with the instructor to complete the work.*

The grading screens (mid-term and final) collect the last date of attendance or if a student never attended. If a student has never attended and still appears on your roster, assign an “F” and check the never attended box. If a student stopped attending and still appears on your roster, assign a grade and put the last date of attendance in that column in the format of mm/dd/yy. These fields will assist the university in collecting the appropriate date information to process drops and withdrawal of students to insure the correct billing, financial aid, and enrollment status data.

For your convenience, below I have included the steps to on-line grading using WebAdvisor. **If this is your first time grading, make sure to try your login to both myNU and Webadvisor now so any problems can be corrected before grades are due.**

1. Web site: [http://www.niagara.edu](http://www.niagara.edu) then log in to your myNU account
2. Click on Web Advisor tab (upper right)
3. Choose Log In and use the same username and password you used to get into your myNU
4. Choose Faculty
5. Choose Grading
6. Choose 12/SP from the term pull down menu and hit submit
7. Choose final from the pull down menu and click in the box next to the roster you want to grade, then hit submit
8. Put your final grades in the final grade column
9. Print the roster for your record by either going to file and print or hitting the printer icon, then hit submit. Printed rosters DO NOT need to be sent to the Records Office.
10. Repeat steps from Grading until all your courses are graded
11. Click on Logout when done

If you have followed the above instructions and have a login problem, contact IT at ext. 8040. If you have a grading problem, please call ext. 8708.