

Verifying Class Rosters Using WebAdvisor Self Service

Following are instructions for accessing the class roster portion of WebAdvisor Self Service

- Login to mybc.bridgewater.edu.
- To login, enter your user name and password.
- **WebAdvisor Self Service** is located on the right side of screen.
- Choose **WebAdvisor for Faculty**.
- Click on **Faculty Academics**.
- Click on **Class Roster**.
- Select a specific course by clicking on the course listing under **Section Name and Title** (you can only select one class at a time).
- You should now see your class roster. **ONCE YOU HAVE VERIFIED THE ROSTER AND INDICATED ANY DISCREPINCIES IN AN EMAIL, HIT THE BACK BUTTON TO GO TO ANOTHER ROSTER.**

Entering Grades Using WebAdvisor Self Service

Following are instructions for accessing and using the on-line grading portion of WebAdvisor Self Service.

- Login to mybc.bridgewater.edu.
- To login, enter your user name and password.
- **WebAdvisor Self Service** is located on the right side of screen.
- Choose **WebAdvisor for Faculty**, then **Faculty Academics**.
- Click on **Grading**.
- Select *Term* from the drop-down box and click on **Submit**.
- Choose *Midterm/Intermediate* or *Final* from the drop-down box.
- Select course (you can only check one class at a time), then click **Submit**.
- You should now see your class roster. Enter the grade next to the student's name (upper or lower case letters). You can use the tab key to move from name to name, or click into the box next to each name. It is not necessary to enter all of the grades for your section at once. You may enter grades for some students and wait to enter others at a later time. **ONCE YOU HAVE ENTERED ALL OF THE GRADES YOU WISH TO ENTER, YOU MUST HIT THE SUBMIT BUTTON AT THE BOTTOM OF THE SCREEN.**
- Once all grades are entered and have been reviewed for accuracy, click on **Submit**.
- You will follow this process for each of your courses, starting again by clicking **Grading** from the list on left side of screen.

Grading Notes:

Incomplete Grades – “I” grades can be assigned via WebAdvisor. Please follow up by turning in a *Request to Assign Incomplete Grade* form to the Registrar's Office.

Lab Grades – Please do not enter grades for lab sections. The Registrar's Office will make sure that these are entered properly.

Withdrawal Grades – All withdrawal grades are entered by the Registrar's Office and may be viewed on your class roster by placing a check mark in the “Show Dropped/Withdrawn Students, then hit Submit. If you think a student has withdrawn and the student does not have the “Withdrawn” status, please contact the Registrar's Office so that the student's status can be clarified.