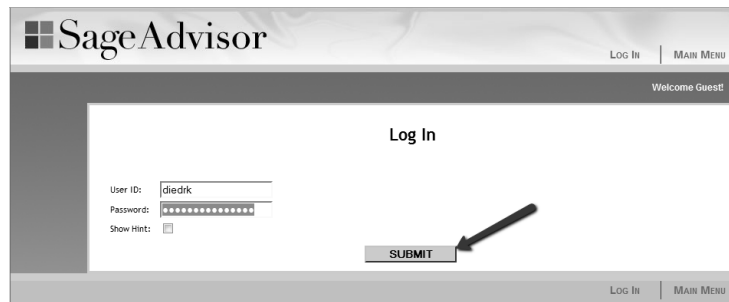
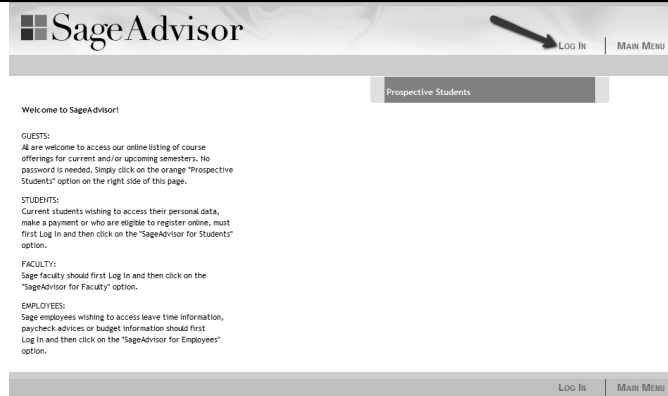
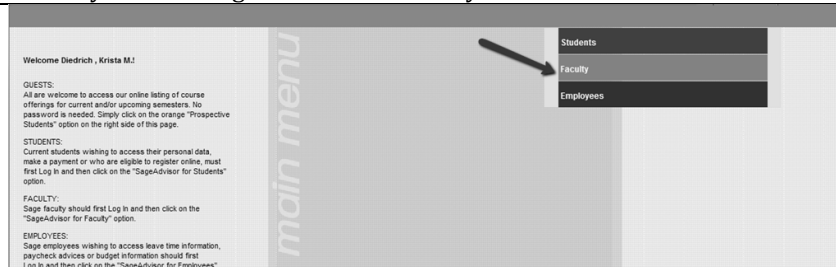


Online Grading Instructions through SageAdvisor

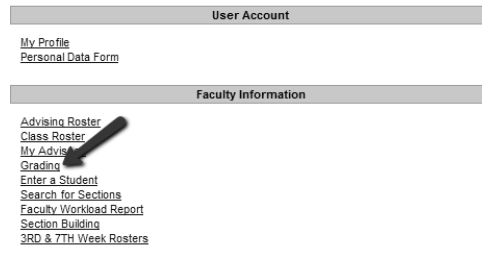
Step 1 | Log into [SageAdvisor](#) using your Sagenet ID and password. Click submit.



Step 2 | Click on Faculty to enter SageAdvisor as a faculty member.



Step 3 | Click on the grading link, located under Faculty Information Heading.



Step 4 | Select the term by clicking on the drop down arrow, highlighting, and clicking on the term. Click submit.
Note: Do not enter a start and end date.

Grading

Select a term or date range to restrict your class list

Term: 1

Start Date: End Date:

2

Step 5 Select "Final" by clicking on the drop down arrow, highlighting, and clicking "Final." Select the course to grade by clicking on the circle next to the course title. Click submit.

Grading

Final or Midterm/Intermediate Grading: 1

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input type="radio"/>	ENG-101-01 Language & Community	08/30/10	12/17/10	FREN	MOLI	11:00AM - 12:20PM	MW	TRY	10/FA

3

Step 6 Enter a letter grade for each student in the course in the "Grade" column by clicking inside the empty field and typing the letter grade. Press the Tab key or click into the next empty field. Do not press enter, this will save the grade sheet and submit the grades even the grade sheet is not complete. After entering a grade for each student in the course, click submit.

Class Name: ENG-101-36
 Title: Language & Community
 Location: Troy Campus-General
 Term: Fall 2010

Instructor
 Ms. Krista M. Diedrich

Student	ID	Status	Grade	Expire Date	Midterm Grade	Class Level	Credits	CEUs	Cross-Listed Section
Duck, Donald	0762107	A	A				3.00		
Mouse, Mickey	0762105	A	I	02/20/2011			3.00		
Mouse, Minnie	0762108	A	B+				3.00		
Pig, Porky	0762106	A					3.00		

2

Step 7 After clicking submit, confirm that all grades were submitted correctly and click OK. If a grade is incorrect, go back and change the grade.

Class Name: ENG-101-36
 Title: Language & Community
 Location: Troy Campus-General
 Term: Fall 2010

Instructor
 Ms. Krista M. Diedrich

** Your changes have been saved. Modified records are shown below **

Student	ID	Status	Final Grade	Expire Date	Last Date of Attendance	Never Attended	Midterm Grade	Class Level	Credits	CEUs	Cross-Listed Section
Mouse, Mickey	0762105	A	I	02/20/2011					3.00		
Mouse, Minnie	0762108	A	B+						3.00		
Pig, Porky	0762106	A	C						3.00		

Step 8 After the grades are confirmed, start back at step 4 and submit grades for other courses.