WAYPOINT TRAINING

RECORDING GRADES
Navigate to my.westmont.edu and click on the Waypoint link
This is the main landing page for Waypoint. Click on Faculty.
Select one of your courses in the list and click on the course name and number link.
In the Roster you will see information about each student in your class. Make sure all students in your course are listed here. If there is a student missing who has been attending class or a student listed who never attended class please contact the Student Records Office.
Click on the Grading tab.
Under Grading click on Final Grade.
GRADING INFORMATION

ENG-104-1: Modern Grammar & Advanced Comp

Spring Semester 2022
Main Campus

MWF 9:15 AM - 10:20 AM
1/10/2022 - 5/5/2022
Reynolds Hall, 109 Lecture

Seats Available 0 of 20
Deadline Dates
Waitlisted 0

Roster  Grading  Permissions  Waitlist

<table>
<thead>
<tr>
<th>Overview</th>
<th>Final Grade</th>
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<tbody>
<tr>
<td>Student Name</td>
<td>Student ID</td>
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For each student listed use the drop down menu to select a final grade.
For an Incomplete you will need to select an I grade and input an Expiration Date.
Incompletes give 6 additional weeks from the end of the term to complete missing work. See the grading instructions from the Student Records Office for the specific date for the current term.
There is no submit button for grades. Grades are recorded as you enter them and you can make changes any time in the grading window.