Final Grade Submission

Final grade submission deadlines are available on Rush University’s academic calendar.

**IMPORTANT:** Rush University is in process of upgrading Web Advisor, the platform that faculty have used for entering grades for the last several years. Web Advisor will be fully retired by the end of the 2021-22 academic year. We are upgrading our system to Self-Service, which is fully integrated with Colleague and provides a better user experience.

Beginning with grade entry for Fall 2021 term, faculty have the option of entering grades in the new platform, Self-Service. If faculty encounter any technical issues entering grades in the new system, they can continue to use Web Advisor for grade entry for Fall 2021.

Instructions for entering grades in both systems are provided below.

**Grade Entry in Self-Service**

1. Log into the Rush University Portal at rush.sharepoint.com/sites/university.

2. Select “Self Service” from the menu at the top of the main page.

3. Click the house icon in the upper-left corner of the screen that loads.

4. Click the “Faculty” button.

Here you can view your active classes and submit grades and waivers for students.
5. Click the name of the course you need to submit grades for.

<table>
<thead>
<tr>
<th>Fall 2021</th>
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<tbody>
<tr>
<td>Section</td>
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<tr>
<td>NSG-501-OS-1: Role of Professional Nurse</td>
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6. Select the “Grading” tab.

7. Select “Final Grade.”

8. Select the appropriate grade from the dropdown next to each student.

9. There is no submit button. Your grades will save after you enter them and tab off of the form.
Grade Entry in Web Advisor

1. Log into the Rush University Portal at rush.sharepoint.com/sites/university.

2. Select “For Faculty” on the main page and then select “Faculty and Staff Apps” under Quick Links.

3. Select the URL for “Web Advisor.”

   Web Advisor

   URL

   https://ruconnectedwa.learning.rush.edu/WAPROD/WebAdvisor

4. Click the link to “Log In.” You must log in to Web Advisor before the system will know who you are.

5. After logging in, select “Faculty.”
6. Select “Grading” under “Faculty Information.”

7. Select the term for which you need to enter grades. ("Fall 2021" for CHS, CON and GC or “Fall 2021 - Rush Medical College” for RMC)

8. Select “Final” (in the “Final or Midterm/Intermediate Grading” dropdown) and choose the course to be graded. Then click “Submit.”

9. Enter the final grades of your students.

10. When you have finished entering all final grades, select “Submit.”