

1. Log into STAR through the Portal
2. Click the Faculty & Advisors tab

The screenshot shows the STAR system interface. At the top left is the STAR logo. Below it is a navigation bar with three tabs: 'Main Menu', 'Personal Information', and 'Faculty & Advisors'. The 'Faculty & Advisors' tab is highlighted with a red box. In the top right corner, there are links for 'HELP' and 'EXIT'. Below the navigation bar is a 'Main Menu' section with a yellow horizontal line. The text below the line reads: 'Welcome, [user name] to the STAR Information System! Last web access on Feb 03, 2022 at 01:30 pm'. Below this are several menu items: 'Pay Academic Deposit', 'Schedule Builder', 'Personal Information' (with sub-links: '\* View and Update Addressses \* Phone Numbers \* Emergency Contact Information \* Create & Update Parents Email Addressses'), 'Faculty & Advisors' (with sub-links: 'Enter Grades & Registration Overrides \* View Class Lists \* View Student Information'), and 'Return to Homepage'. At the bottom, there is a 'RELEASE: 8.9' notice and a copyright notice: '© 2022 Elucian Company L.P. and its affiliates.'

3. Click Grade Entry

The screenshot shows the STAR system interface with the 'Faculty & Advisors' page. The navigation bar at the top has three tabs: 'Main Menu', 'Personal Information', and 'Faculty & Advisors'. The 'Faculty & Advisors' tab is highlighted with a blue background. In the top right corner, there are links for 'RETURN TO MENU', 'HELP', and 'EXIT'. Below the navigation bar is a 'Faculty & Advisors' section with a yellow horizontal line. Below the line is a list of menu items: 'Grade Entry' (highlighted with a red box), 'Grade Modification', 'Class List', 'Week at a Glance', 'Detail Schedule', 'Syllabus', 'Office Hours', 'Browse Classes', 'Registration Overrides', 'Search for a Student / View Student Profile', 'Student Week at a Glance', 'Student Registration History', 'Advisee Grade Summary', 'Course Program of Study (CPOS)', 'Schedule Builder Demonstration Mode' (with a note: 'Demonstration mode is a basic mode that does not use student data. This mode is best used for training new advisors or faculty members on the basic functionality of Schedule Builder. It may also be used in student demonstrations as it does not contain any student specific data.'), 'Schedule Builder Advisor Mode' (with a note: 'Advisor mode allows advisors to log in as their advisees. Advisors are able to search and find their students by ID number or First and Last Name. Any schedules created in Schedule Builder while logged in as an advisee will remain in the advisee's Schedule Builder so that they can utilize them for registration.'), 'Student ID Selection', and 'Student Academic Transcript'. At the bottom, there is a 'RELEASE: 8.9' notice and a copyright notice: '© 2022 Elucian Company L.P. and its affiliates.'

4. Click Midterm or Final Grades

West Virginia University

Faculty Grade Entry • Midterm Grades

Faculty Grade Entry

Midterm Grades Final Grades

My Courses

Grading Status	Subject	Course	Section	Title	Term	CRN
Not Started	MAE - Mechanical and Aerospace Engr	423	001	Heat Transfer	201401 - Spring 2014	10870
In Progress	MAE - Mechanical and Aerospace Engr	331	001	Fluid Mechanics	201201 - Spring 2012	10959
In Progress	MAE - Mechanical and Aerospace Engr	331	001	Fluid Mechanics	201001 - Spring 2010	11097
Not Started	MAE - Mechanical and Aerospace Engr	322	001	Thermal and Fluids Laboratory	200801 - Spring 2008	11251
Not Started	MAE - Mechanical and Aerospace Engr	322	002	Thermal and Fluids Laboratory	200801 - Spring 2008	11253
In Progress	MAE - Mechanical and Aerospace Engr	320	001	Thermodynamics	200701 - Spring 2007	11346
Not Started	MAE - Mechanical and Aerospace Engr	472	002	Engineering Systems Design	202201 - Spring 2022	12473
Not Started	MAE - Mechanical and Aerospace Engr	624	001	Convection Heat Transfer	202201 - Spring 2022	12600
Not Started	MAE - Mechanical and Aerospace Engr	371	002	MAE Design 2	202201 - Spring 2022	12724
Completed	MAE - Mechanical and Aerospace Engr	472	005	Engineering Systems Design	202101 - Spring 2021	12957

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5. Click the Search bar

West Virginia University

Faculty Grade Entry • Midterm Grades

Faculty Grade Entry

Midterm Grades Final Grades

My Courses

Grading Status	Subject	Course	Section	Title	Term	CRN
Not Started	MAE - Mechanical and Aerospace Engr	423	001	Heat Transfer	201401 - Spring 2014	10870
In Progress	MAE - Mechanical and Aerospace Engr	331	001	Fluid Mechanics	201201 - Spring 2012	10959
In Progress	MAE - Mechanical and Aerospace Engr	331	001	Fluid Mechanics	201001 - Spring 2010	11097
Not Started	MAE - Mechanical and Aerospace Engr	322	001	Thermal and Fluids Laboratory	200801 - Spring 2008	11251
Not Started	MAE - Mechanical and Aerospace Engr	322	002	Thermal and Fluids Laboratory	200801 - Spring 2008	11253
In Progress	MAE - Mechanical and Aerospace Engr	320	001	Thermodynamics	200701 - Spring 2007	11346
Not Started	MAE - Mechanical and Aerospace Engr	472	002	Engineering Systems Design	202201 - Spring 2022	12473
Not Started	MAE - Mechanical and Aerospace Engr	624	001	Convection Heat Transfer	202201 - Spring 2022	12600
Not Started	MAE - Mechanical and Aerospace Engr	371	002	MAE Design 2	202201 - Spring 2022	12724
Completed	MAE - Mechanical and Aerospace Engr	472	005	Engineering Systems Design	202101 - Spring 2021	12957

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7. Enter the term you are searching for.

West Virginia University

Faculty Grade Entry • Midterm Grades

Faculty Grade Entry

Midterm Grades Final Grades

My Courses spring 2022

Grading Status	Subject	Course	Section	Title	Term	CRN
Not Started	MAE - Mechanical and Aerospace Engr	472	002	Engineering Systems Design	202201 - Spring 2022	12473
Not Started	MAE - Mechanical and Aerospace Engr	624	001	Convection Heat Transfer	202201 - Spring 2022	12600
Not Started	MAE - Mechanical and Aerospace Engr	371	002	MAE Design 2	202201 - Spring 2022	12724

Records Found: 3

8. Click the specific CRN

West Virginia University

Faculty Grade Entry • Midterm Grades

Faculty Grade Entry

Midterm Grades Final Grades

My Courses spring 2022

Grading Status	Subject	Course	Section	Title	Term	CRN
Not Started	MAE - Mechanical and Aerospace Engr	472	002	Engineering Systems Design	202201 - Spring 2022	12473
Not Started	MAE - Mechanical and Aerospace Engr	624	001	Convection Heat Transfer	202201 - Spring 2022	12600
Not Started	MAE - Mechanical and Aerospace Engr	371	002	MAE Design 2	202201 - Spring 2022	12724

Records Found: 3

Enter Grades Search

Full Name	ID	Midterm Grade	Last Attend Date	Hours Attended
		<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>

Records Found: 8

Save Reset

9. Click the Grade dropdown to enter the grade

West Virginia University

Faculty Grade Entry • Midterm Grades

Faculty Grade Entry

Midterm Grades Final Grades

My Courses

spring 2022

Grading Status	Subject	Course	Section	Title	Term	CRN
Not Started	MAE - Mechanical and Aerospace Engr	472	002	Engineering Systems Design	202201 - Spring 2022	12473
Not Started	MAE - Mechanical and Aerospace Engr	624	001	Convection Heat Transfer	202201 - Spring 2022	12600
Not Started	MAE - Mechanical and Aerospace Engr	371	002	MAE Design 2	202201 - Spring 2022	12724

Records Found: 3

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Enter Grades

search

Full Name	ID	Midterm Grade	Last Attend Date	Hours Attended
		<input type="text" value="A"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>

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Save Reset

10. Click Save

West Virginia University

Faculty Grade Entry • Midterm Grades

Faculty Grade Entry

Midterm Grades Final Grades

My Courses

spring 2022

Grading Status	Subject	Course	Section	Title	Term	CRN
Not Started	MAE - Mechanical and Aerospace Engr	472	002	Engineering Systems Design	202201 - Spring 2022	12473
Not Started	MAE - Mechanical and Aerospace Engr	624	001	Convection Heat Transfer	202201 - Spring 2022	12600
Not Started	MAE - Mechanical and Aerospace Engr	371	002	MAE Design 2	202201 - Spring 2022	12724

Records Found: 3

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Enter Grades

search

Full Name	ID	Midterm Grade	Last Attend Date	Hours Attended
		<input type="text" value="A"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>

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Save Reset

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