Entering Grades in WebAdvisor

Once you complete the initial login steps and have your user ID and password, you can begin the Faculty Grading process.

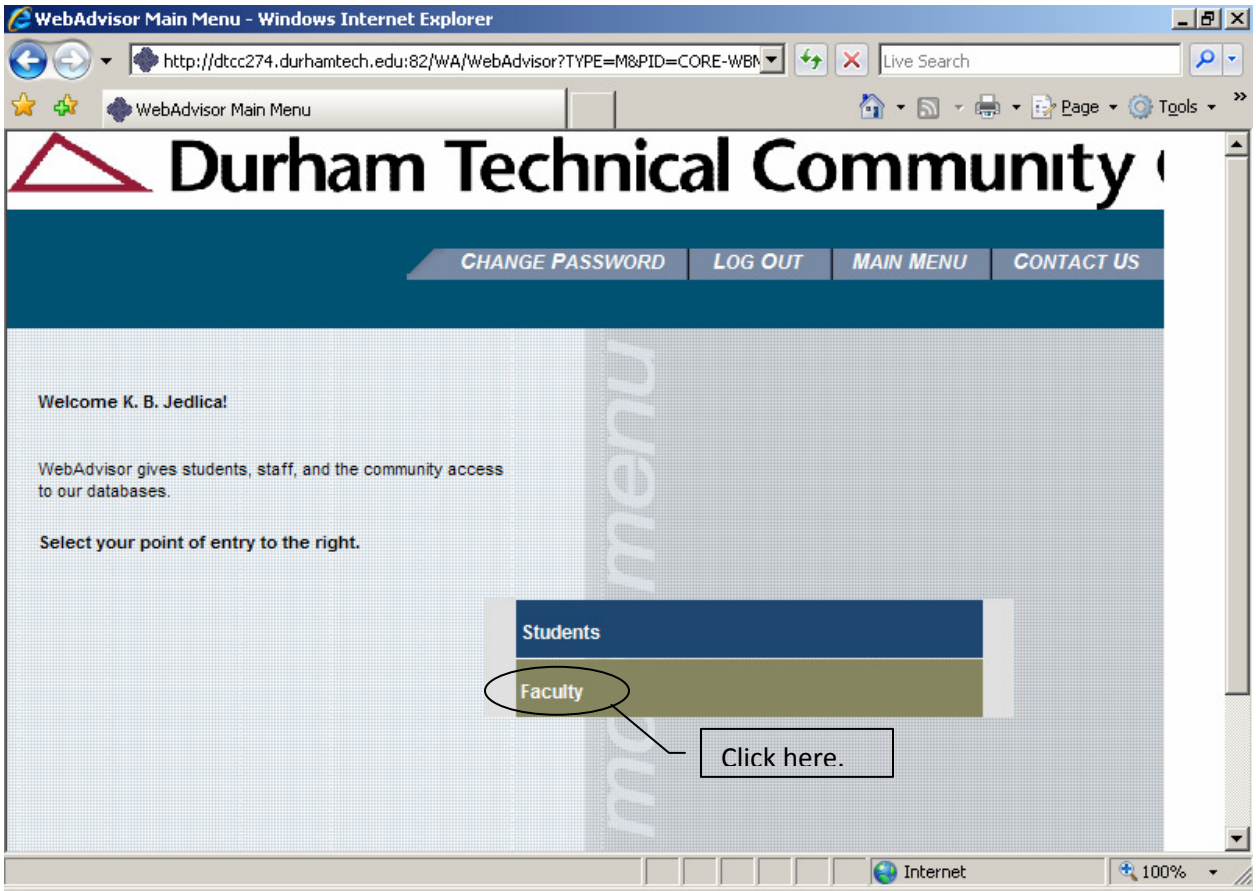
> If you just completed the initial login process and are still logged in, you can continue. You know you are logged in if your name is displayed in the 'Welcome' message on the left side of the screen. If it says 'Welcome Guest,' you will need to login first.

To log in to Web Advisor:

1. Open a web browser and go to this address: https://webadvisor.durhamtech.edu/WA/WebAdvisor
2. Click the **LOG IN** link.
3. Enter your user ID and password and click **SUBMIT**.

To begin entering grades:

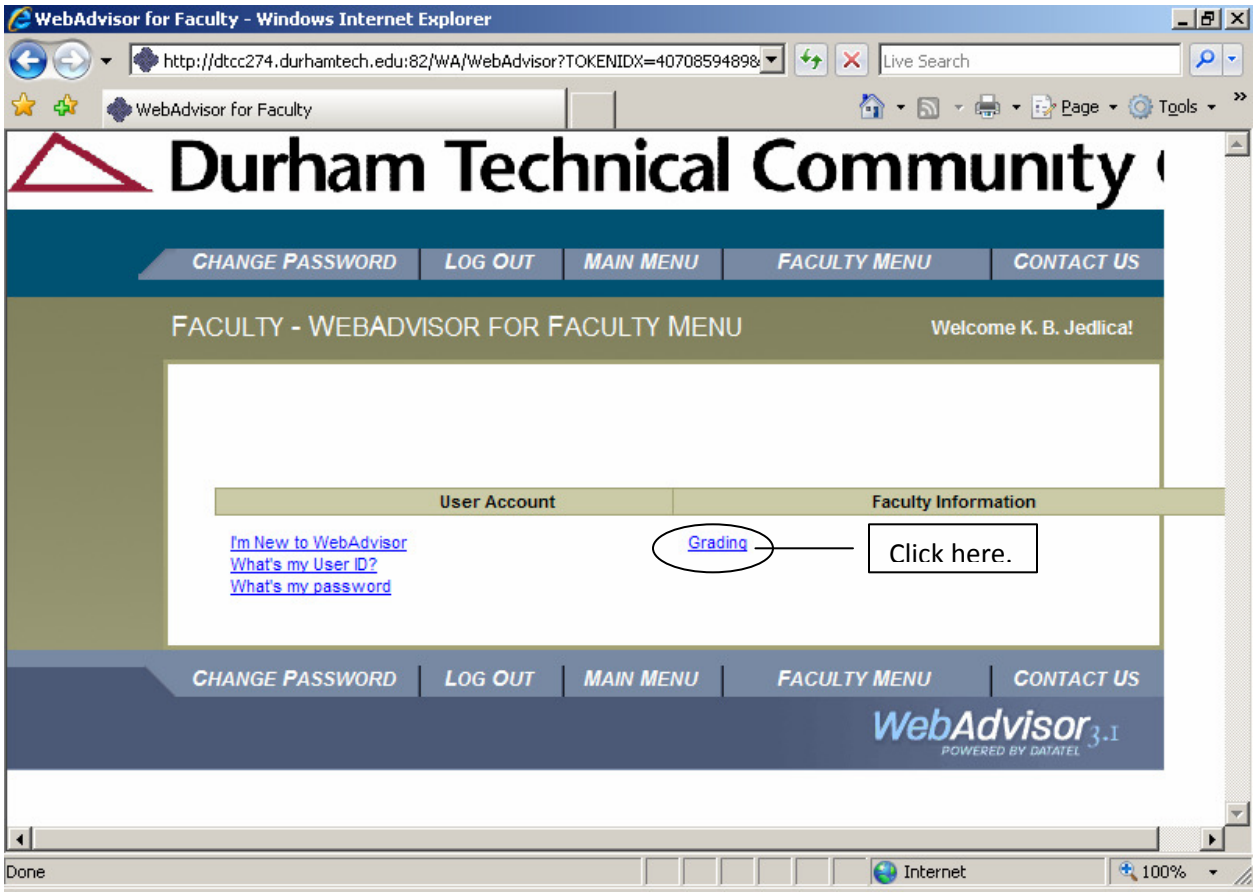
1. After logging in, click on the **Faculty** link.



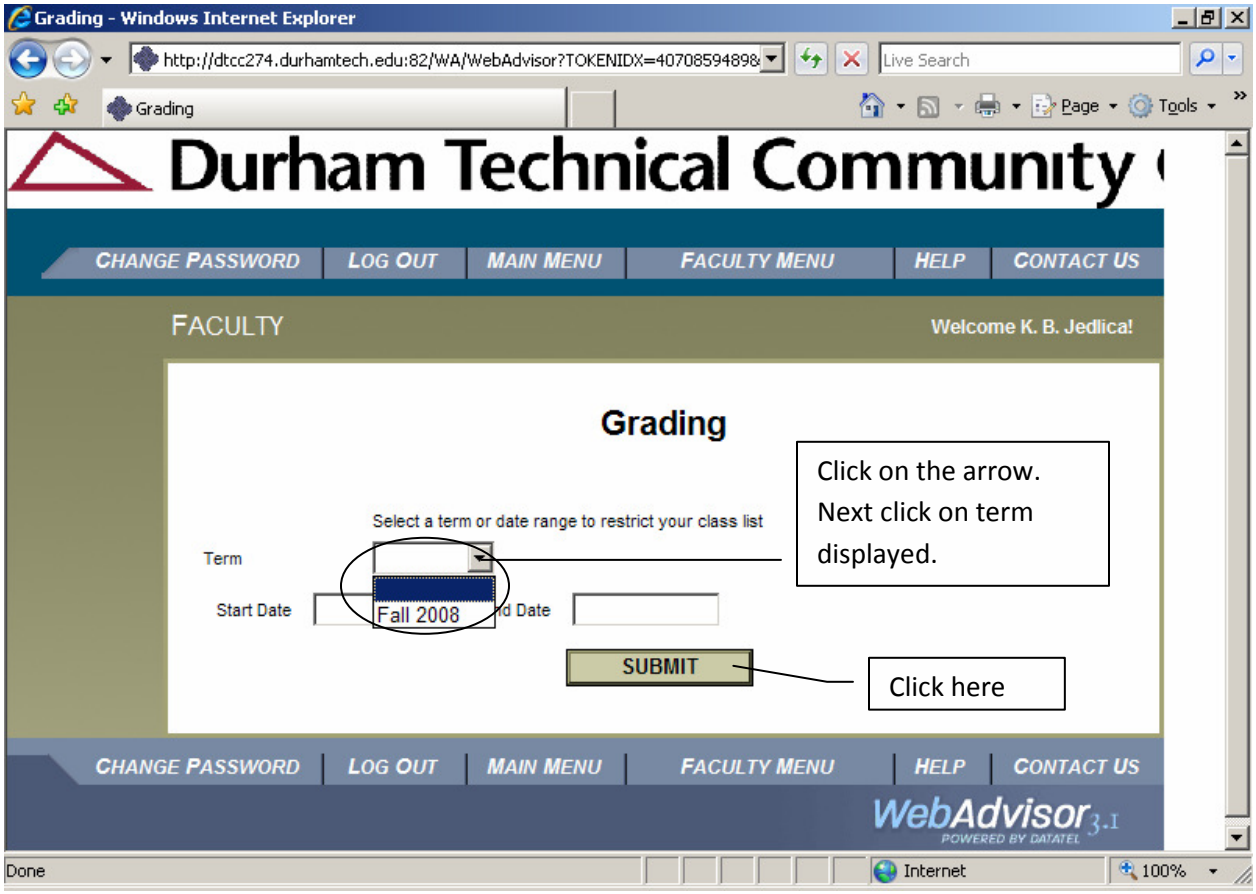
2. You should see a link for **Grading**.

If you don't see the 'Grading' link on the screen, first insure that you are logged in. (You are logged in if you see your name in the upper right area of the screen.) If you are logged in and do not see the 'Grading' link, please call the IT Help Desk at ext. 6111.

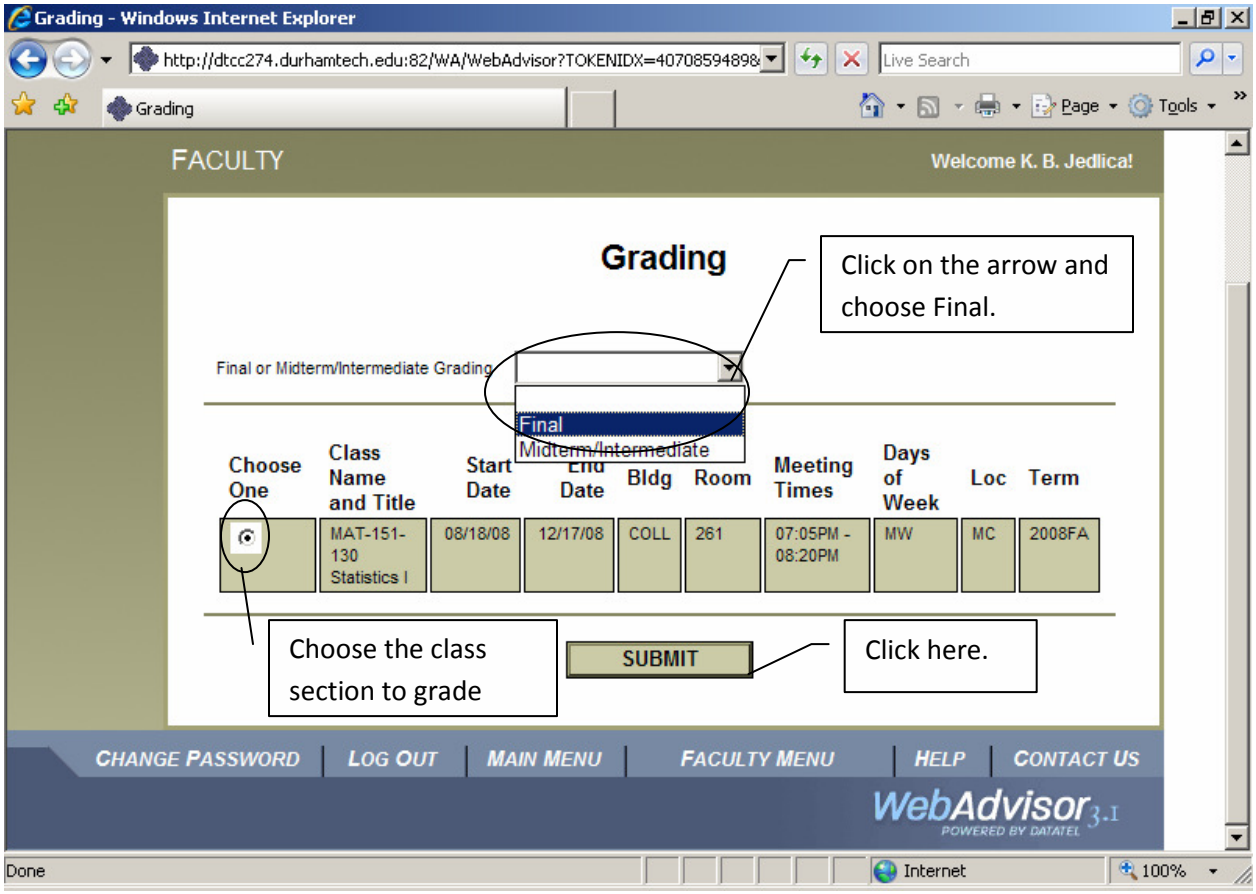
Click on the **Grading** link to begin the process.



3. Select the term from the **Term** pull down and click the **SUBMIT** button to continue.



4. Select **Final** from the 'Final or Midterm/Intermediate Grading' pull down menu. Click on the radio button for the course that you wish to grade and the click the **SUBMIT** button to continue.

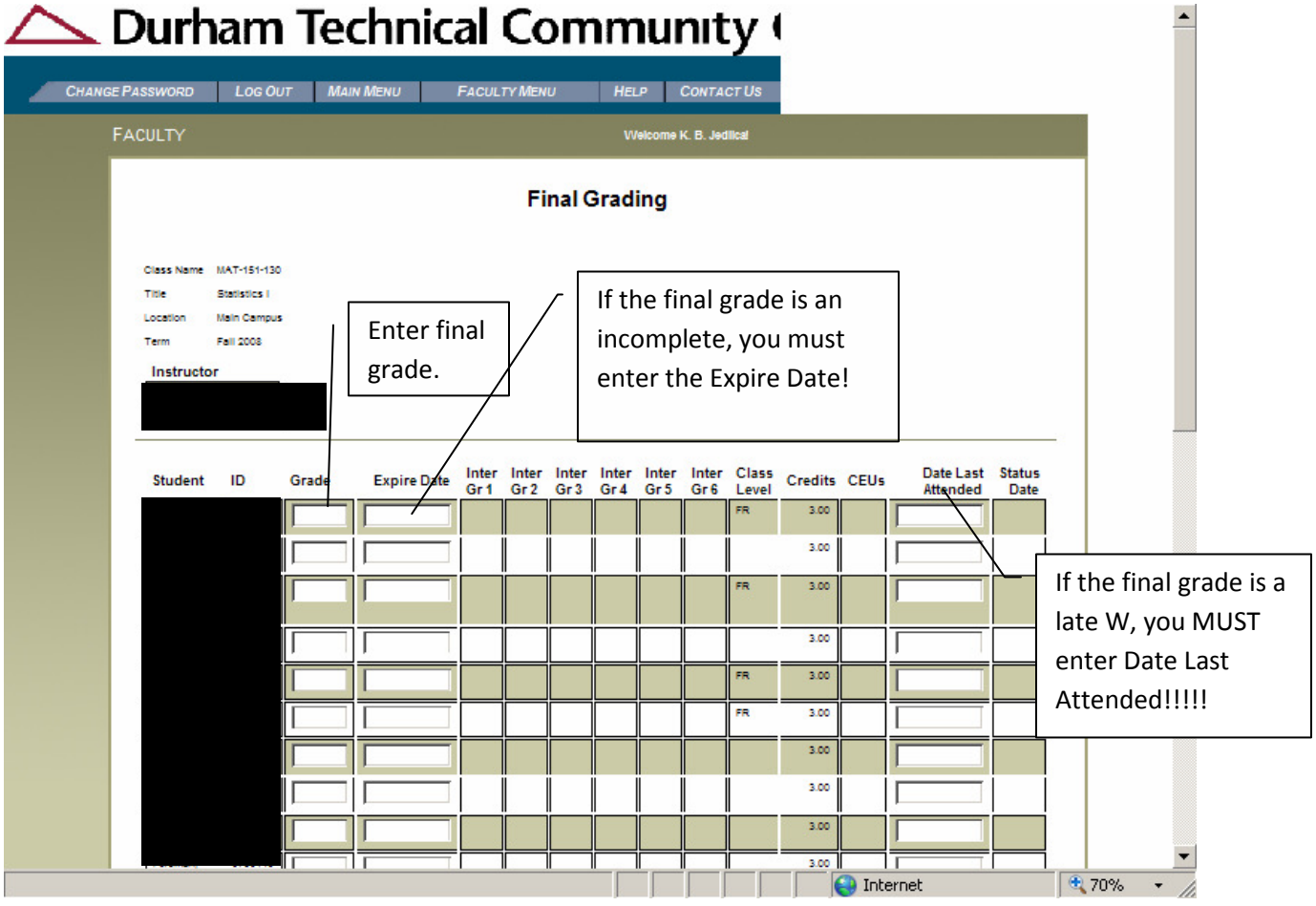


5. Enter your grades on the 'Final Grading' screen, as shown below. You can navigate this screen using your mouse or the TAB key.

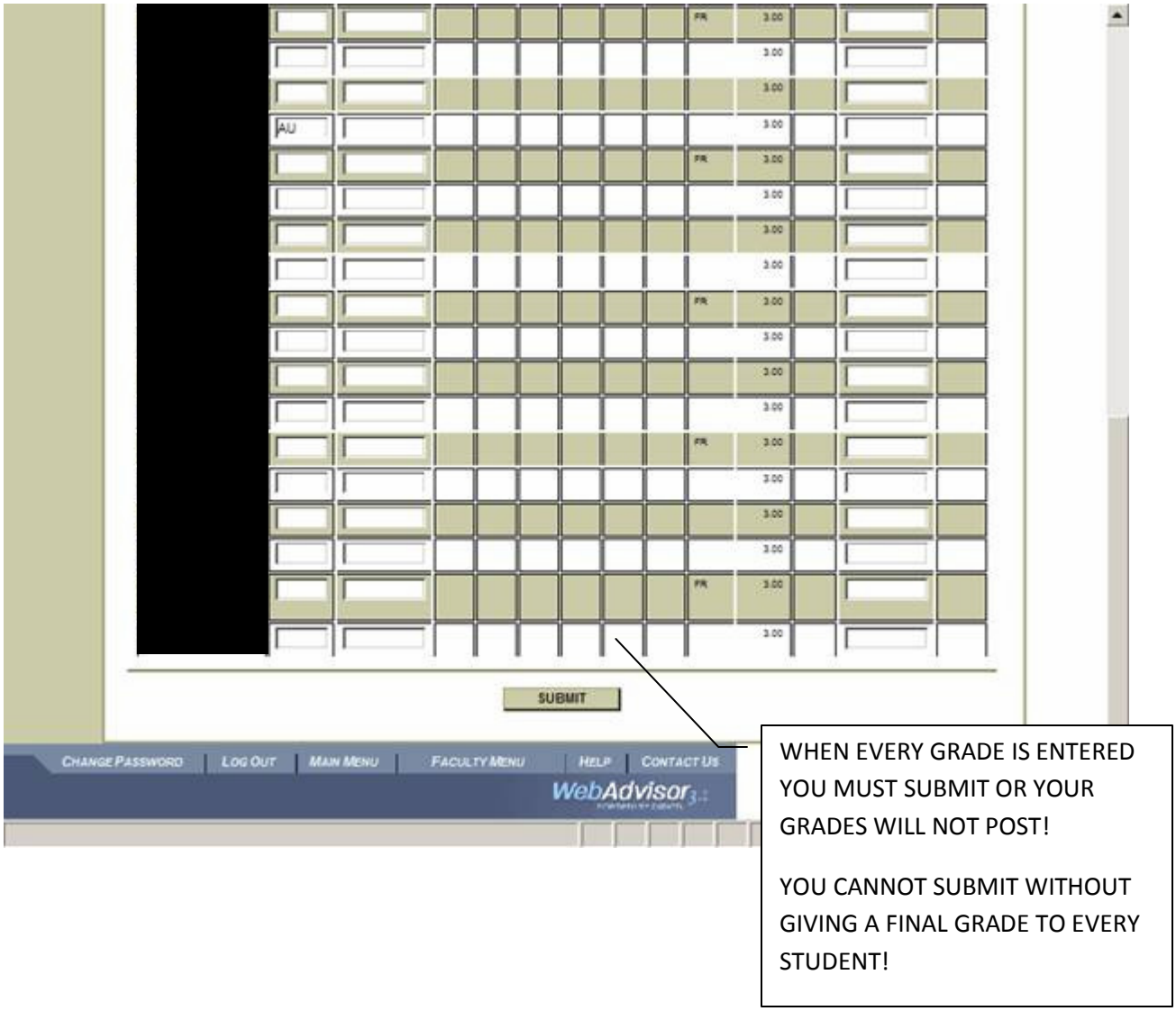
Do NOT press the ENTER key until you have entered all of your grades and are ready to submit!

'I' GRADES: Students receiving an 'I' grade must complete the course work during the next semester or the grade changes to an 'F' grade. If a student has an 'I' grade, you must enter an 'Expire Date' along with the grade. The expired date is the last day for the subsequent semester. **For a Fall 2008 'I ' grade, the Expire Date is 05/12/09.**

'W' GRADES: If the student has a 'W' grade, you must enter the last day attended along with the grade. This step is critical for FTE and audit purposes!!!



6. Once you are done, click the **SUBMIT** button and your grading entries will be saved.



WHEN EVERY GRADE IS ENTERED YOU MUST SUBMIT OR YOUR GRADES WILL NOT POST!

YOU CANNOT SUBMIT WITHOUT GIVING A FINAL GRADE TO EVERY STUDENT!

7. **IMPORTANT: Complete your final (paper) grade roster as usual, and turn it in to Student Records in room 1202.** Please write "**WEB**" on the top of your paper grade roster and submit it to KAY JEDLICA (rather than to Zenobia Ellis). This will help us differentiate your roster from those of adjunct faculty.

8. **Final Step: Logout of WebAdvisor completely when you are finishing grading your courses!**

Frequently Asked Questions

1. What if I gave a student the wrong grade, and have already completed submitting my grades on WebAdvisor?

   You need to submit a Change of Grade Form to the Student Records Office, so we can make the necessary correction.

2. I have a student on my paper roster that is not listed on grading screen in WebAdvisor?

   Complete the "Blue Form" available in the Registration Office. They will verify student payment and make the appropriate adjustments.

3. A student transferred into my class from another section, and does not appear on WebAdvisor. What should I do?

   This situation also requires that you complete the "Blue Form" in the Registration Office for corrections to be made in Colleague.

4. Students who have already officially "Withdrawn" from my class don't appear on the grading screen in WebAdvisor.

   Official withdrawals have already been entered and verified in Colleague by the Records Office. These students will not appear on your grading screen.

5. I need to enter a "W" for a student who is a late Withdrawal. What do I do?

   IMPORTANT: Enter the "W" in the grade block. Do not forget to enter the Last Date of Attendance in the appropriate block. **YOU ALSO NEED TO COMPLETE A WITHDRAWAL FORM! Financial Aid and Veterans Affairs must have this critical information.**

6. What if I didn't enter my grades prior to the published deadline?

   WebAdvisor cannot be accessed after the deadline to enter grades. You need to bring your paper roster to Student Records for grade entry. Dr. Valarie Evans will be notified.

7. I forgot my password?

   You can use the password hint or you can reset your password. Use the "What's My Password" link to go the screen that has a "Reset My Password" link. Follow the instructions.