

## Entering Grades in WebAdvisor

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

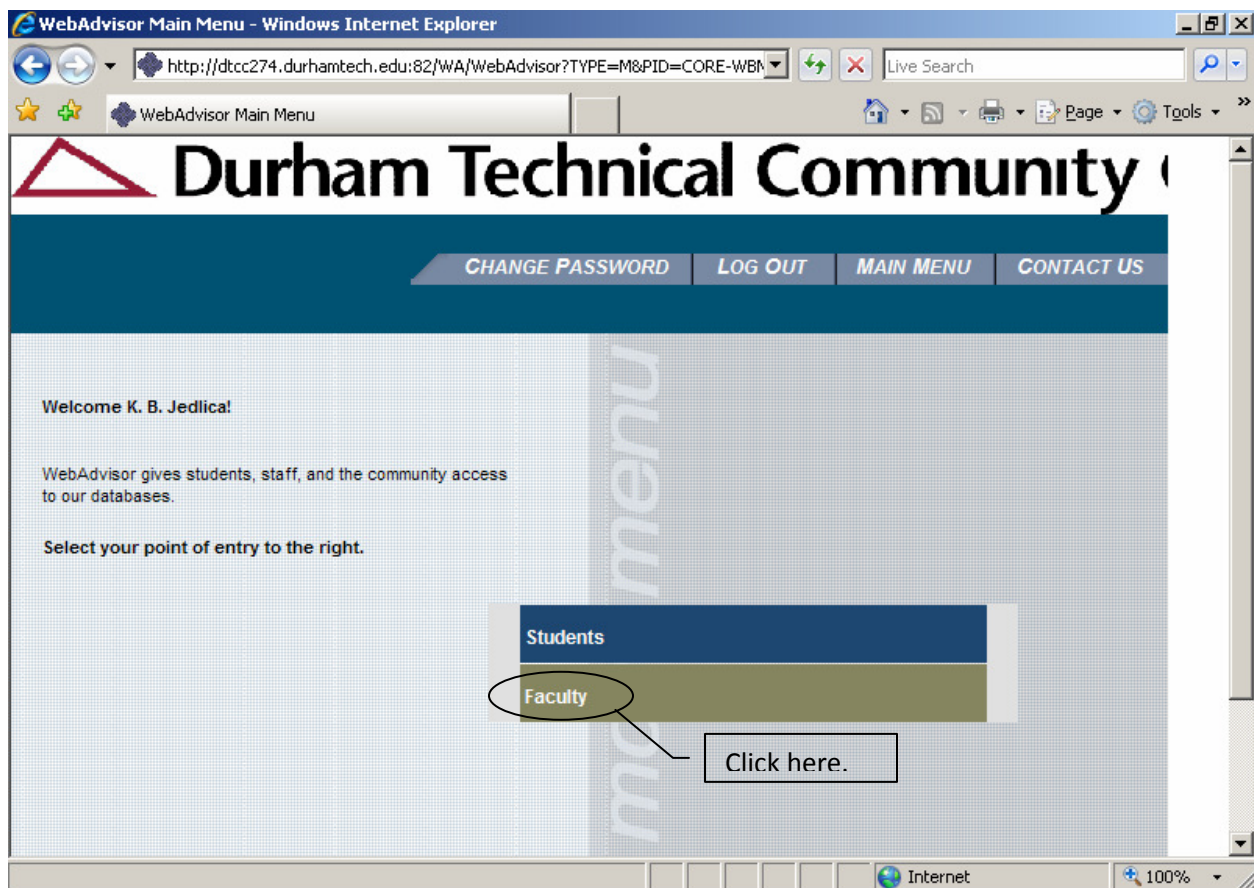
If you just completed the initial login process and are still logged in, you can continue. You know you are logged in if your name is displayed in the 'Welcome' message on the left side of the screen. If it says 'Welcome Guest,' you will need to login first.

### 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:

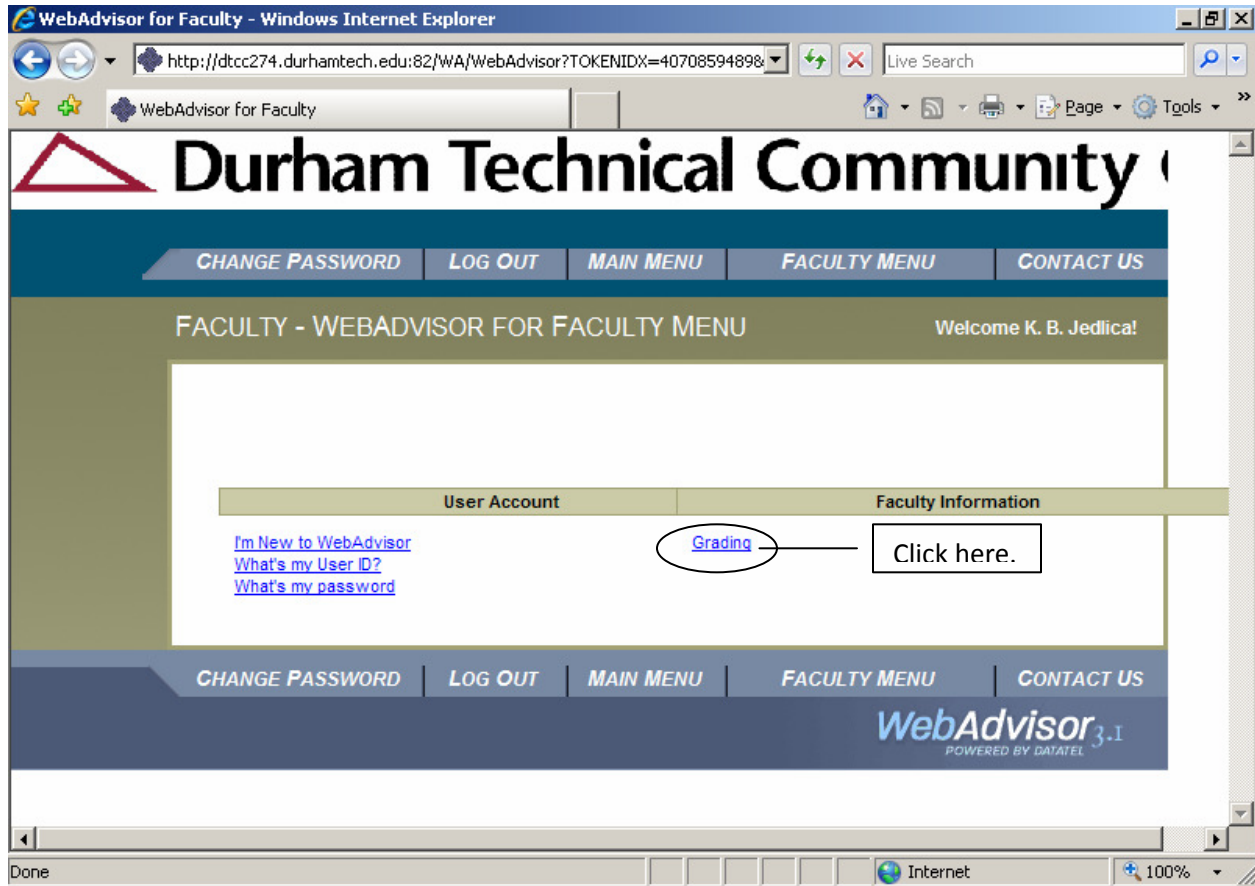
1. After logging in, click on the **Faculty** link.



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.

The screenshot shows a web browser window titled "Grading - Windows Internet Explorer". The address bar displays the URL: <http://dtcc274.durhamtech.edu:82/WA/WebAdvisor?TOKENIDX=40708594898>. The page header for Durham Technical Community College includes navigation links: CHANGE PASSWORD, LOG OUT, MAIN MENU, FACULTY MENU, HELP, and CONTACT US. Below the header, the page is titled "FACULTY" and displays a welcome message: "Welcome K. B. Jedlica!". The main content area is titled "Grading" and contains a form with the instruction "Select a term or date range to restrict your class list". The form includes a "Term" dropdown menu with "Fall 2008" selected, a "Start Date" field, and an "End Date" field. A "SUBMIT" button is located below the form. Two callout boxes provide instructions: one points to the dropdown arrow with the text "Click on the arrow. Next click on term displayed.", and another points to the "SUBMIT" button with the text "Click here". The footer of the page includes the "WebAdvisor 3.1" logo and the text "POWERED BY DATATEL". The browser status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

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.

Grading - Windows Internet Explorer

http://dtcc274.durhamtech.edu:82/WA/WebAdvisor?TOKENID=4070859489& Live Search

Grading

WELCOME K. B. JEDLICA!

### Grading

Final or Midterm/Intermediate Grading

Click on the arrow and choose Final.

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input type="radio"/>	MAT-151-130 Statistics I	08/18/08	12/17/08	COLL	261	07:05PM - 08:20PM	MW	MC	2008FA

Choose the class section to grade

SUBMIT

Click here.

CHANGE PASSWORD | LOG OUT | MAIN MENU | FACULTY MENU | HELP | CONTACT US

WebAdvisor 3.1  
POWERED BY DATATEL

Done Internet 100%

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

**'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!!!

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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.

