

WebAdvisor - Attendance Tracking

IMPORTANT

- Users will be logged out of WebAdvisor after 30 minutes of inactivity. Have all materials ready prior to logging into the system.
- A Red * asterick denotes a required field.
- Datatel (The company that makes Colleague/WebAdvisor) tracks three kinds of absences—Unexcused, Excused, or Late Arrivals. The default “blank” selection in the drop-down menu signifies that the student is in attendance. It also is possible to choose “Present” from the drop-down menu.

Log Into WebAdvisor

1. Log into the WSC Community System by going to <http://community.worcester.edu>.
2. Under Login Here, enter your **WSC Username** and **Password** and press **<Enter>**.
3. When the Security Alert displays, click **<Enter>**

The Fac/Staff WebAdvisor module should appear on the Community System screen.

4. Click the link titled **Click Here for Faculty menu**.

This will bring you to the WebAdvisor welcome screen.

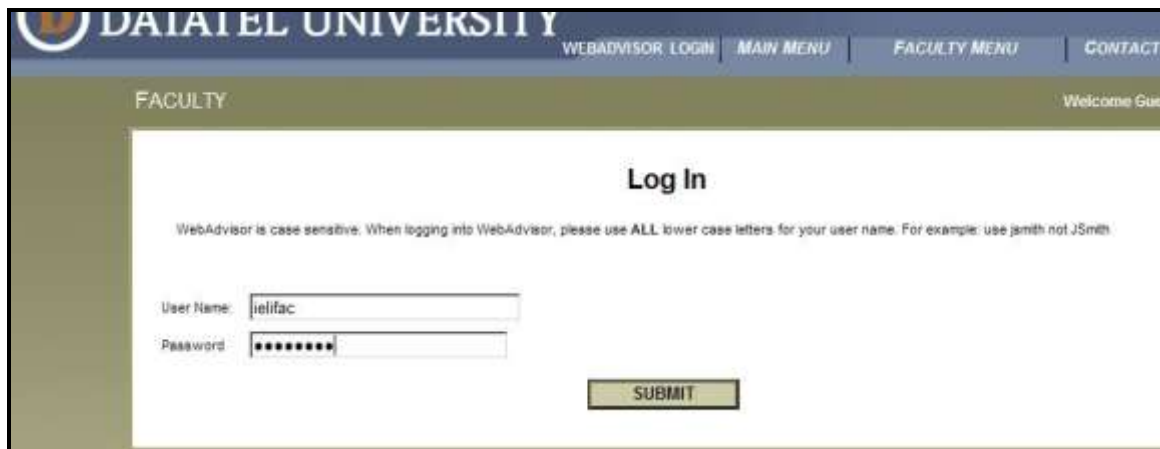


5. Click **Faculty** to access the **Faculty-WebAdvisor for Faculty menu screen**.



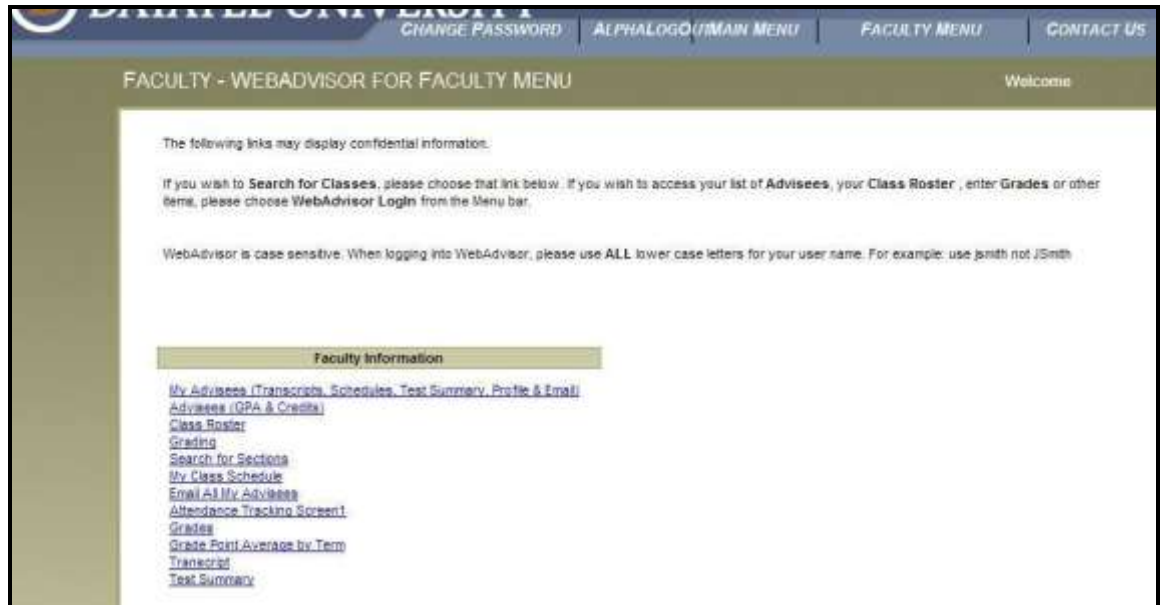
6. At the top of the screen, click **WEBADVISOR LOG IN**.

The WebAdvisor Log In screen displays.



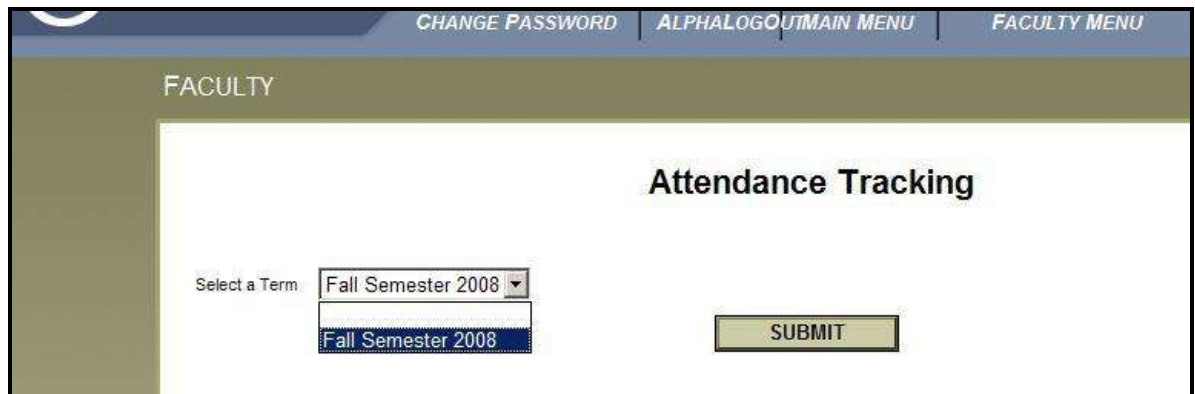
7. Enter your **WSC Username** and **Password** and click **Submit**.

The WebAdvisor for Faculty Menu screen displays.



Attendance Tracking

1. Click **Attendance Tracking**, under Faculty Information.
2. Select the desired semester from the **Term** drop-down list.



3. Click **Submit**.

The Attendance Tracking screen lists courses in which the faculty member is the instructor.

FACULTY Welcome

Attendance Tracking

Choose One	Course Name and Title	Term	Bldg	Room	Meeting Times	Days of Week
<input type="radio"/>	BA 312 03 Operations Management I	08/FA	S	205	01:30PM - 04:00PM	W
<input type="radio"/>	BA 316 01 Financial Management	08/FA	S	109	09:30AM - 10:20AM	MWF
<input type="radio"/>	BA 316 02 Financial Management	08/FA	S	109	10:30AM - 11:20AM	MWF
<input type="radio"/>	BA 316 E1 Financial Management	08/FA	S	106	06:00PM - 09:00PM	T

4. Under **Choose One**, click the **circle** (radio button) beside the desired course for which you want to enter grades. Then, click **Submit**.

The Attendance Tracking screen displays student information and attendance options.

FACULTY

Attendance Tracking

* = Required

Course Name and Title

Instructors

Attendance Date - Use MM/DD/YY as the format*

Student	ID	Attendance Type	E-mail address	Number of Unexcused Absences	Number of Excused Absences	Number of Late Arrivals
student1	0123456	<input type="text"/>	student1@worchester.edu	0	0	0
student2	0257811	Present	student2@worchester.edu	0	0	0
student3	0978224	Absent, no excuse	student3@worchester.edu	0	0	0
student4	0787810	Absent, excused	student4@worchester.edu	0	0	0

5. Beside **Attendance Date**, enter the date in the **MM/DD/YY** FORMAT.

6. Under **Attendance Type**, use the drop-down box to select the appropriate type of **absence** for each student.

A “blank” (white) selection indicates the student was present. If you choose “Present” from the drop-down menu, it will have the same effect.

Databel/Colleage/WebAdvisor only records the Absent, no excuse, Absent, excused, or Late absences.

7. When finished, click **Submit**.
8. Click **Menu** to return to the WebAdvisor For Faculty screen.

Roberta Sibulkin, Staff Associate
Technical Training & Support
Worcester State College

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