

# WebAdvisor's Online Grade Submission

## 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 \* asterisk denotes a required field.
- **When entering incomplete grades, WebAdvisor requires that an Expire Date be entered.** The Expire Date is not used by the College, but must be entered in order to proceed within WebAdvisor. Enter a date several years in the future in the DD/MM/YY format.

For Example 12/31/20

## Log In to WebAdvisor

1. Log In to 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.

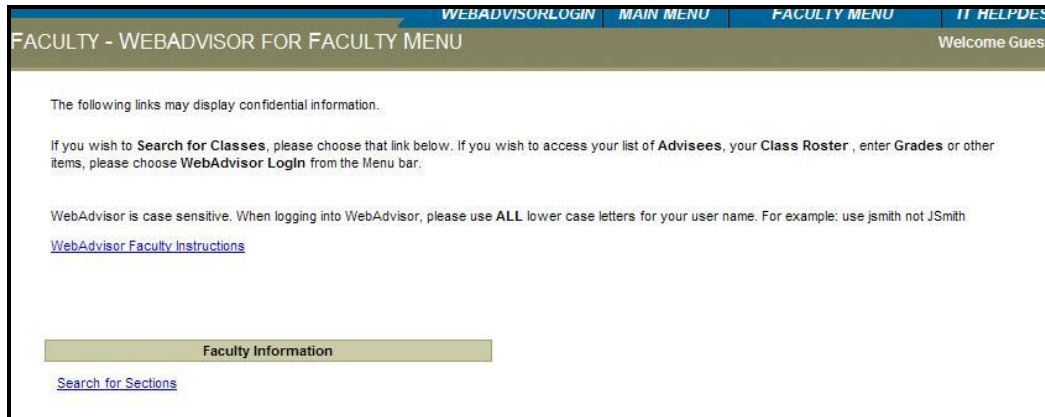
4. Click the link titled **Click Here for Faculty** (or Student) **menu**.

This will bring you to the WebAdvisor welcome screen.



## Log In to WebAdvisor

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

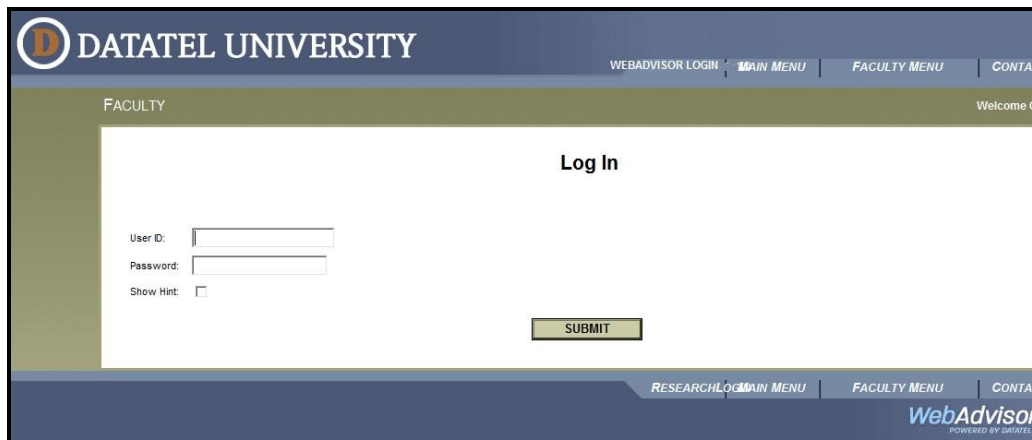


6. At the top of the screen, click **WEBADVISOR LOG IN**.

The WebAdvisor Log In screen displays.

**Note: WebAdvisor is case sensitive. When logging into WebAdvisor, please use ALL lower case letters for your user name.**

For Example: Use jsmith not JSmith



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

The FACULTY – WEBADVISOR FOR FACULTY MENU screen displays.

## Enter Failure Warnings or Final Grades

1. Under Faculty Information, on the lower portion of the screen, click either the **Enter Failure Warnings or Final Grading** link, depending on which activity you need to complete.

**Faculty Information**

[Advisees \(GPA & Credits\)](#)  
[Grading](#)  
[Class Roster](#)  
[My Class Schedule](#)  
[My Advisees \(Transcripts, Schedules, Test Summary, Email & Degree Audit\)](#)  
[Advise a Student in Your Dept](#)  
[Email All My Advisees](#)  
[Attendance Tracking](#)  
[Search for Sections](#)  
[Final Grading](#)  
[Enter Failure Warnings](#)

The Enter Failure Warnings or Final Grading screen displays courses the faculty member is teaching.

**Note:** In the “live” WebAdvisor account, only courses for the current term will be available from the Term drop-down menu.

**Enter Failure Warnings**

Section Name and Title	Term	Start Date	End Date	Meeting Information	Location	Reg/Avail/Wait
<a href="#">HI-103-01 (032246) World Civilization I</a>	Fall Semester 2010	09/02/10	12/31/10	09/03/2010-12/31/2010 Lecture only Monday, Wednesday, Friday 08:30AM - 09:20AM, Sullivan Academic Center, Room 314		1 / 16 / 0
<a href="#">HI-103-05 (032250) World Civilization I</a>	Fall Semester 2010	09/02/10	12/31/10	09/02/2010-12/30/2010 Lecture only Tuesday, Thursday 08:30AM - 09:45AM, Sullivan Academic Center, Room 314		16 / 1 / 0
<a href="#">HI-103-E1 (032307) World Civilization I</a>	Fall Semester 2010	09/02/10	12/31/10	09/07/2010-12/28/2010 Lecture only Tuesday 06:00PM - 09:00PM, Sullivan Academic Center, Room 314		4 / 21 / 0
<a href="#">HI-261-01 (032298) Middle East History I</a>	Fall Semester 2010	09/02/10	12/31/10	09/03/2010-12/31/2010 Lecture only Monday, Wednesday, Friday 10:30AM - 11:20AM, Sullivan Academic Center, Room 314		18 / 12 / 0
<a href="#">HI-330-01 (032292) Politics of the Middle East I</a>	Fall Semester 2010	09/02/10	12/31/10	09/02/2010-12/30/2010 Lecture only Tuesday, Thursday 11:30AM - 12:45PM, Sullivan Academic Center, Room 314		9 / 6 / 0
<a href="#">PO-330-01 (032339) Politics of the Middle East I</a>	Fall Semester 2010	09/02/10	12/31/10	09/02/2010-12/30/2010 Lecture only Tuesday, Thursday 11:30AM - 12:45PM, Sullivan Academic Center, Room 314		1 / 14 / 0

OR: Select a term or date range to change your class list Term

CHANGE PASSWORD
RESEARCHLOGOUT MENU
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2. Click the **blue link** matching the **Course Section and Title** for the course in which failure warnings or final grading are going to be entered.

## Enter Failure Warnings screen displays.

The Failure Warning or Final Grading screen displays, allowing the faculty member to enter appropriate marks.

Student	ID	Status	Failure Warnings	Last Date of Attendance	Never Attended	Class	Credits	CEUs	Cross-Listed Section
Student 1	0123456	N			<input checked="" type="checkbox"/>	FR	3.00		
Student 2	0023345	N	Not Attending		<input type="checkbox"/>	FR	3.00		
Student 3	0987654	N			<input type="checkbox"/>	FR	3.00		
Student 4	0345612	N			<input type="checkbox"/>	FR	3.00		
Student 5	013579	N	Not Attending Non-Performance Withdrawn - Do Not Use		<input type="checkbox"/>	FR	3.00		
Student 6	054679	N			<input type="checkbox"/>	FR	3.00		
Student 7	0265879	N			<input type="checkbox"/>	FR	3.00		
Student 8	0785634	N			<input type="checkbox"/>	SO	3.00		
Student 9	0987654	N	Non-Performance		<input type="checkbox"/>	SO	3.00		
Student 10	0236789	N			<input type="checkbox"/>	FR	3.00		
Student 11	015975	N			<input type="checkbox"/>	FR	3.00		
Student 12	0847573	N			<input type="checkbox"/>	FR	3.00		
Student 13	0123987	N			<input type="checkbox"/>	SO	3.00		
Student 14	0436798	N			<input type="checkbox"/>	SO	3.00		
Student 15	135867	N			<input type="checkbox"/>	FR	3.00		
Student 16	013579	N			<input type="checkbox"/>	FR	3.00		

**SUBMIT**

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### Failure Warnings

Not Attending

Non-Performance

Withdrawn-Do Not Use – Only the Registrar’s Office can use this selection.

**Non Attending and Non-Performance Failure Warnings can be selected from the Grade drop-down menu.**

**The Withdrawn column has been removed.**

If a student has withdrawn from your class, “Withdrawn-Do Not Use” will appear in the Grade column. You cannot grade this student.

**If you have a question about the student’s status, contact the Registrar’s Office, Administration Building, Room107 or call 508 929-8035 or 8036.**

**If a student never has attended your class, you may check the Never Attended box or select Not Attending from the Failure Warnings drop-down menu.**

The last date of attendance can be entered in the MM/DD/YY format

**A Cross-Listed Section column has been added.**

Courses that are given two different class names (ID #s) and are taught in two different areas of study (For Example: Women’s Studies and Psychology) have the alternate class name listed in the Cross-Listed Section column.

3. Select the appropriate Failure Warning information using the **Grade drop-down menu** for any student needing a warning and click **Submit**.

## Enter Failure Warnings screen displays.

The Grading Confirmation Form displays.

FACULTY Welcome

### Grading Confirmation Form

You may print this page as your confirmation of grades entered.

Class Name  
Title  
Location  
Term 10/FA

Instructor  
Dr. J. Lancer

\*\* No changes were made on the grading form. Press the OK button to continue \*\*

OK

4. Print a copy of the Grading Confirmation Form page if you want a record. Then, click **OK**.

You will be returned to the Enter Failure Warnings screen where you can select another course and enter any necessary Failure Warnings.

## Final Grades

### Undergraduate

Valid grades for Undergraduate level courses are: **A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and E**. Enter **I** for Final Incomplete grades. An "Expire Date" is needed.

### Expire Date

An Expire date **ONLY IS REQUIRED FOR INCOMPLETE GRADES**.

In the Expire Date column, enter a **date that falls several years in the future**.

(For Example 12/31/20) in the **MM/DD/YY format**.

A date is required by WebAdvisor, but is not used by Colleague.

If a U (available for Graduate 900 level courses only) is entered, an error message will display.

### Graduate (900 level)

Valid grades for Graduate courses are: **A, A-, B+, B, B-, C+, C**.

Enter **I** for Final Incomplete grades, and **U** for Unsatisfactory.

If any other grade is entered for a Graduate course, an error message will display.

### Withdrawn

**The Withdrawn column has been removed.**

If a student has **"Withdrawn-Do Not Use"** in the **Grade column**, the **student has Withdrawn from your class**.

**You cannot grade this student. If you have a question about the student's status, contact the Registrar's Office (A107, 508 929-8035 or 8036).**

View sample final grade screen on the next page.

## Final Grades

Student	ID	Status	Grade	Expire Date	Last Date of Attendance	Never Attended	Midterm Grade	Class Level	Credits	CEUs	Cross-Listed Section
Student 1		N	I - Incomplete	12/31/20		<input type="checkbox"/>		JR	3.00		
Student 2		N	B			<input type="checkbox"/>		SR	3.00		
Student 3		N				<input type="checkbox"/>		Z1	3.00		
Student 4		N	A			<input type="checkbox"/>		SR	3.00		
Student 5		N	Withdrawn - Do Not Use			<input type="checkbox"/>		JR	3.00		

5. Click **Submit**.
6. Click the **Main Menu** tab to return to the WebAdvisor For Faculty screen.
7. Click **Logout** to log out of WebAdvisor.