

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.

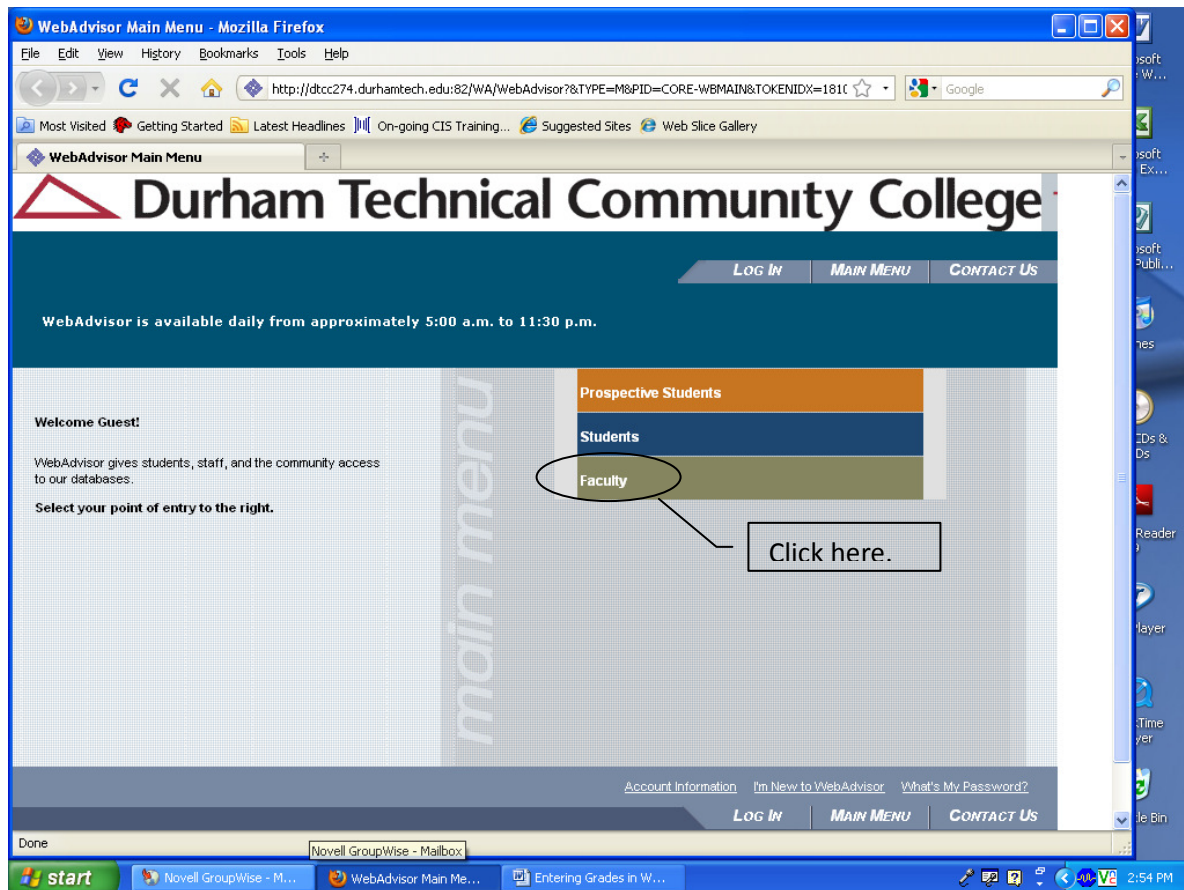
If you just completed the initial login process and are still logged in, you can continue. You know you are logged in if your name is displayed in the 'Welcome' message on the left side of the screen. If it says 'Welcome Guest,' you will need to log in first.

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**.
4. If you are unable to log in to Web Advisor, please contact the Helpdesk at 919-536-7200, ext. 6111 or at helpdesk@durhamtech.edu

To begin entering grades:

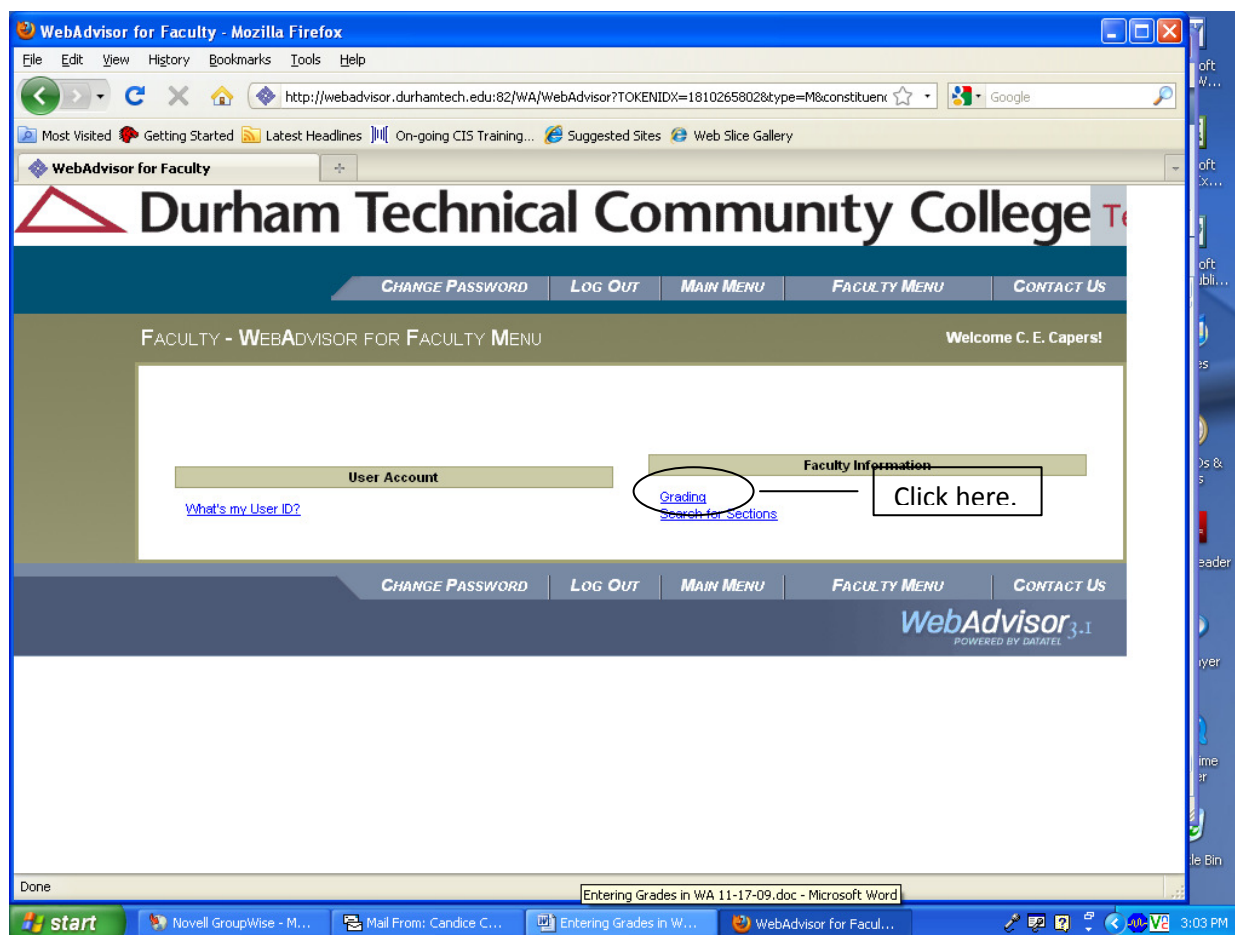
1. After logging in, click on the **Faculty** link.



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 features the Durham Technical Community College logo and 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 following elements:

- A "Term" pull-down menu with a dropdown arrow. A box around the selected term "Fall 2008" has an annotation: "Click on the arrow. Next click on term displayed."
- A "Start Date" text input field.
- An "End Date" text input field.
- A "SUBMIT" button. A box around the button has an annotation: "Click here".

At the bottom of the page, there is a footer with the same navigation links as the header and the "WebAdvisor 3.1" logo, which is "POWERED BY DATATEL". The browser's status bar at the bottom shows "Done", "Internet", and a zoom level of "100%".

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.

The screenshot shows the 'Grading' page in a Windows Internet Explorer browser. The page title is 'FACULTY' and it says 'Welcome K. B. Jedlica!'. The main heading is 'Grading'. Below this, there is a section titled 'Final or Midterm/Intermediate Grading' with a pull-down menu. The menu is open, showing 'Final' and 'Midterm/Intermediate'. A callout box points to the 'Final' option with the text 'Click on the arrow and choose Final.' Below the menu is a table with columns: 'Choose One', 'Class Name and Title', 'Start Date', 'End Date', 'Bldg', 'Room', 'Meeting Times', 'Days of Week', 'Loc', and 'Term'. The first row of the table contains: a radio button, 'MAT-151-130 Statistics I', '08/18/08', '12/17/08', 'COLL', '261', '07:05PM - 08:20PM', 'MW', 'MC', and '2008FA'. A callout box points to the radio button with the text 'Choose the class section to grade'. Below the table is a 'SUBMIT' button. A callout box points to the button with the text 'Click here.' At the bottom of the page, there are links: 'CHANGE PASSWORD', 'LOG OUT', 'MAIN MENU', 'FACULTY MENU', 'HELP', and 'CONTACT US'. The 'WebAdvisor 3.1' logo is also present, with 'POWERED BY DATAIEL' underneath it. The browser's status bar at the bottom shows 'Done' and 'Internet'.

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

SUBMIT

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, **Do Not Enter!** You must submit a Drop/Withdrawal form for the grade. This step is critical for FTE and audit purposes!!!

Durham Technical Community College

CHANGE PASSWORD LOG OUT MAIN MENU FACULTY MENU HELP CONTACT US

FACULTY Welcome K. B. Jedlial

Final Grading

Class Name: MAT-151-130
Title: Statistics I
Location: Main Campus
Term: Fall 2008
Instructor: [Redacted]

Enter final grade.

Student ID	Grade	Expire Date	Inter Gr 1	Inter Gr 2	Inter Gr 3	Inter Gr 4	Inter Gr 5	Inter Gr 6	Class Level	Credits	CEUs	Date Last Attended	Status Date
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[Redacted]	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								

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

The screenshot displays the WebAdvisor 3.0 grading interface. It features a large grid for entering grades. The grid has columns for course ID, section, student ID, and grade. A 'SUBMIT' button is located at the bottom of the grid. A callout box points to the button with the text: "WHEN EVERY GRADE IS ENTERED YOU MUST SUBMIT OR YOUR GRADES WILL NOT POST!". The interface also includes a navigation bar with links for CHANGE PASSWORD, LOG OUT, MAIN MENU, FACULTY MENU, HELP, and CONTACT US. The WebAdvisor 3.0 logo is visible in the bottom right corner.

6. When you are finished submitting your grades, click **LOG OUT** and then **exit your web browser**.

7. **FINAL STEP:** Logout of WebAdvisor completely when you are finishing grading your courses!