

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.

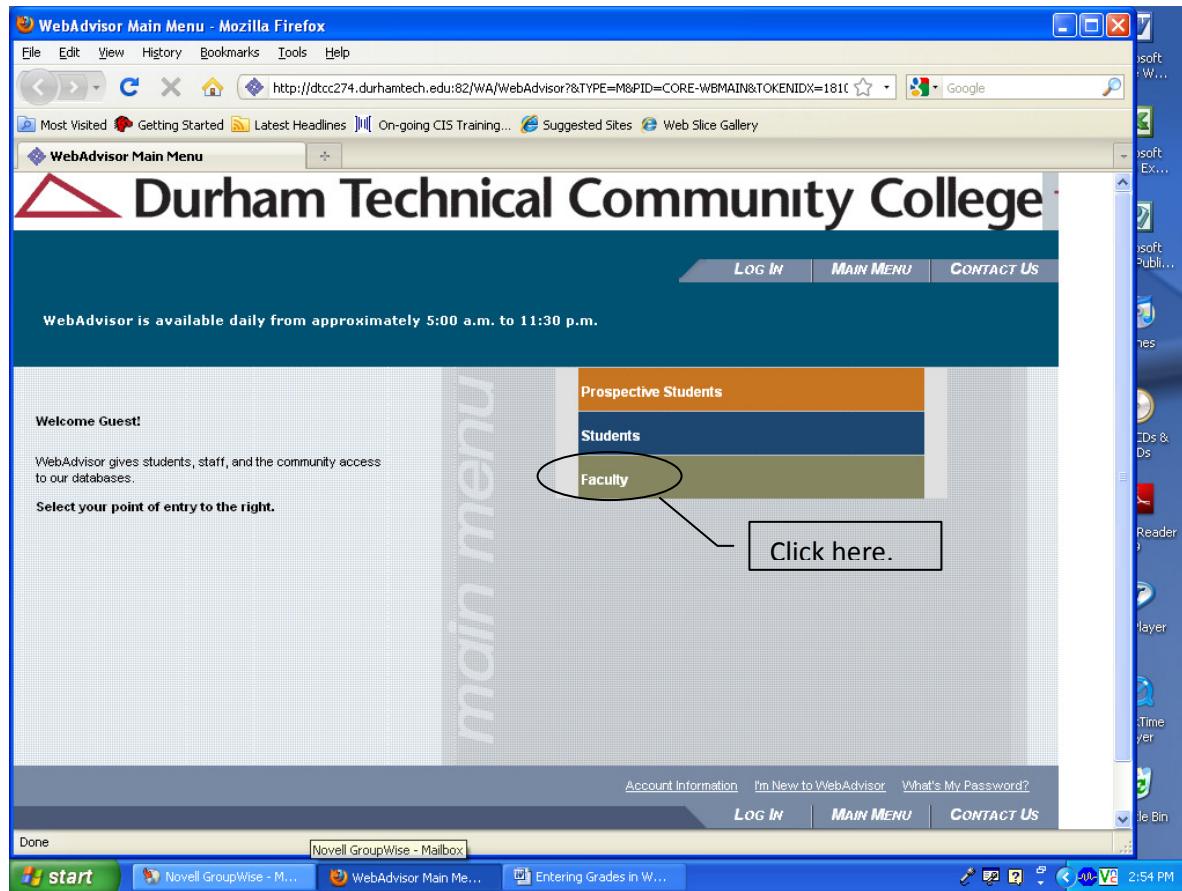
If you just completed the initial login process and are still logged in, you can continue. You know you are logged in if your name is displayed in the 'Welcome' message on the left side of the screen. If it says 'Welcome Guest,' you will need to log in first.

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:

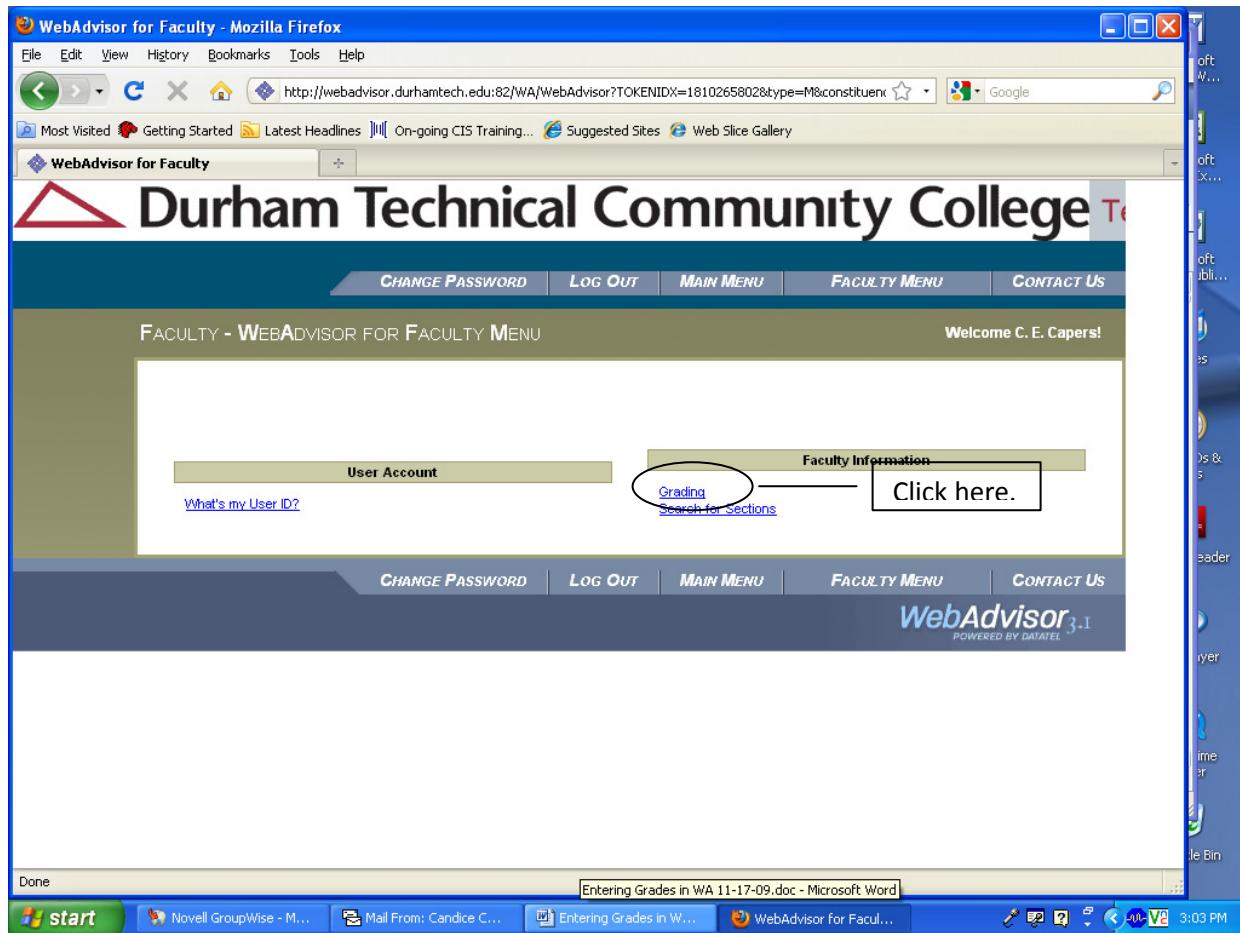
1. After logging in, click on the **Faculty** link.



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.

Grading - Windows Internet Explorer

http://dtcc274.durhamtech.edu:82/WA/WebAdvisor?TOKENIDX=4070859489&...

Grading

Durham Technical Community

CHANGE PASSWORD LOG OUT MAIN MENU FACULTY MENU HELP CONTACT US

FACULTY Welcome K. B. Jedlica!

Grading

Select a term or date range to restrict your class list

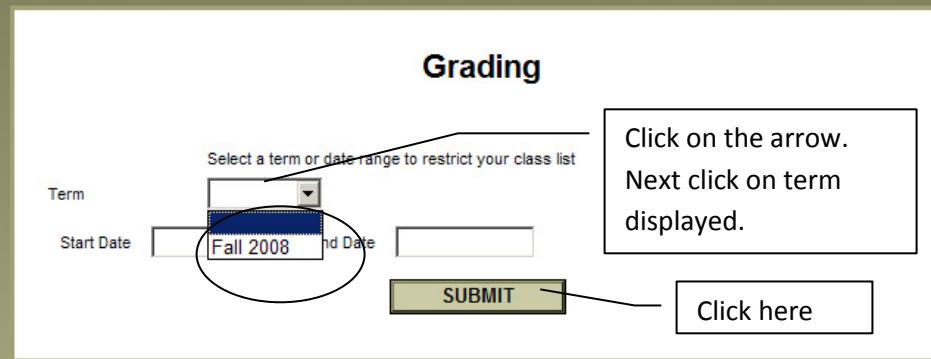
Term:

Start Date:

CHANGE PASSWORD LOG OUT MAIN MENU FACULTY MENU HELP CONTACT US

WebAdvisor 3.1
POWERED BY DATATEL

Done 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.

Grading

Final or Midterm/Intermediate Grading

Choose One Class Name and Title Start Date End Date Bldg Room Meeting Times Days of Week Loc Term

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

Click on the arrow and choose Final.

SUBMIT

Click here.

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

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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!!!


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

FACULTY | Welcome K. B. Jedical

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
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	FR	3.00	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	3.00	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	FR	3.00	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	3.00	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	FR	3.00	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	3.00	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	3.00	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	3.00	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	3.00	[REDACTED]	[REDACTED]	[REDACTED]

Internet 70%

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!

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!