

# Attendance Grading



Conduct your College business from anywhere.  
NO LINES; NO WAITING; NO HASSLE!



If you encounter any problems using WebAdvisor,  
please contact Zaida Esteras at 856-227.7200 ext. 4230.

(This brochure does not apply to Continuing Education Courses)

Revised: August 8, 2007

**Warning:**

- WebAdvisor will timeout and automatically log you out of the system after 30 minutes of inactivity. Activity requires that you interact with Colleague, the College's student information system. So, you must "Submit" within the 30 minute period. If you have a long class roster you should submit your grades periodically and re-select the roster until you have completed posting all the grades for the entire roster.
- Do not click more than once.

### ***Reporting Attendance Via WebAdvisor***

Beginning with the Spring 2007 semester, attendance reports are needed for **ALL** students, including those students whose attendance is satisfactory. A grade of "**SA**" is the indicator that a student's attendance is **satisfactory**. Grades of "XA" or "NA" are the indicators of negative attendance. "NA" grades require a last date of attendance. Attendance grades are posted as MIDTERM grades on the Internet using WebAdvisor.

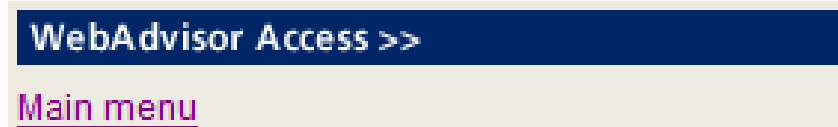
There are **three** possible grades that you may report at this time – **SA, NA, or XA**. It is especially important for you to post **XA** grades for students who have never attended a class session. Please keep in mind that "midterm" **attendance grades** are not a report of academic progress. They are used to reflect **attendance** only.

- **XA** – The student did not attend **any** class sessions. This also will become the student's final grade.
- **NA** – The student attended at least one class session, but is **no longer** attending the class or **has exceeded the written attendance policy**. This grade must include **a last date of attendance**. Enter the **last date of attendance** in the column designated "*Last Attended*" which is the last column to the right.
- **SA** – The student is attending satisfactorily.

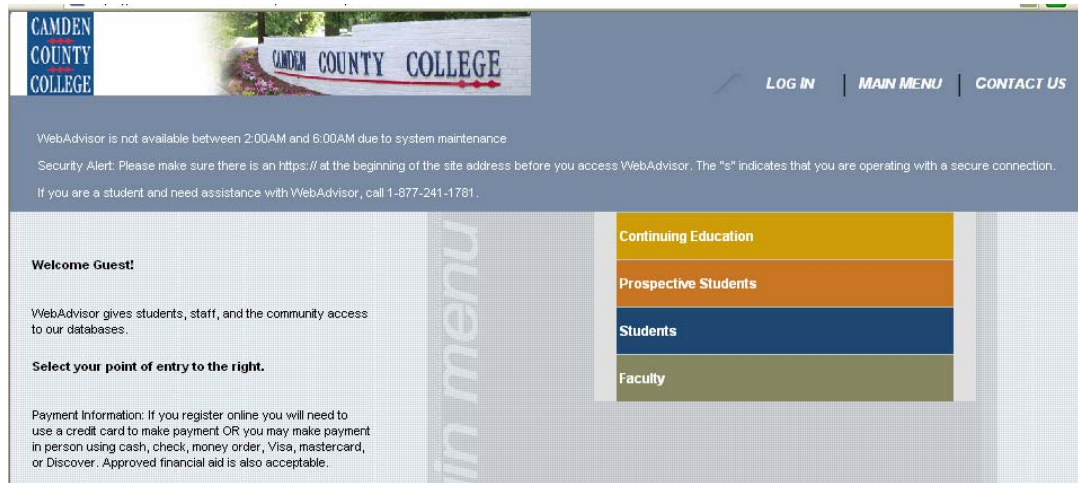
Access the College home page at

<http://www.camdencc.edu>

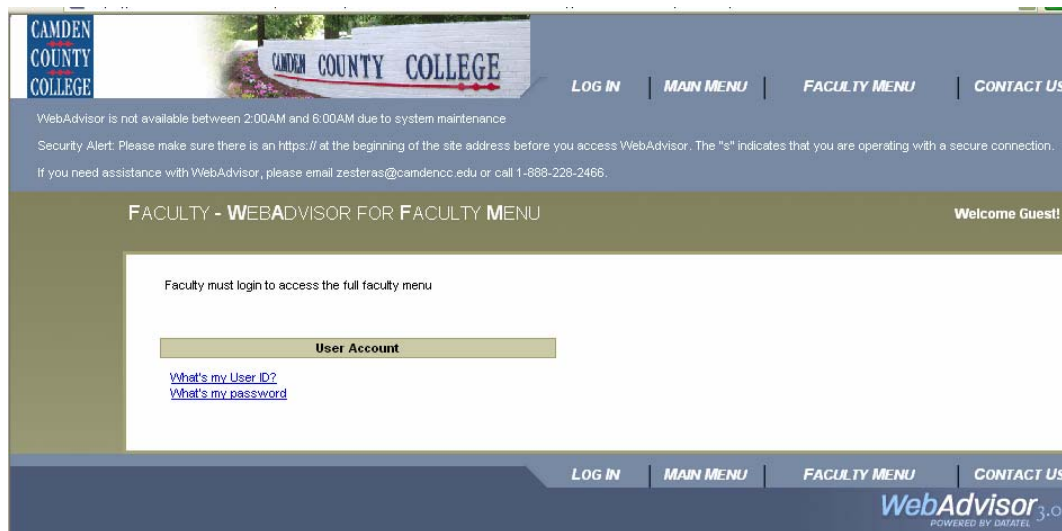
Go to the **WebAdvisor Access** >> link and select **Main Menu**.



From the Main Menu, Select **Faculty** to access the Faculty Menu



The faculty menu will be limited to “What’s my User ID?” and “What’s my password” until you log in.



**You must log in to access the full faculty menu.** Click LOG IN located at the top or bottom right hand corner.

- Your WebAdvisor ID is the first initial of your first name and the first initial of your last name, followed by your seven-digit Colleague number. This number appears on your class lists. Your ID never changes. This number is **not** the same as your employee ID number used by the Payroll and Human Resources Offices.

For example, if your name is Jane Doe and your Colleague ID# is 0000001 the login is jd0000001.

If you cannot remember your ID number, you may use the *What's My ID* feature to obtain your ID.

- Your password is initially set to the last six-digits of your **social security number**. (Note: If you were a CCC student before becoming a faculty member, your initial password may be your six digit birth date.)
- Click the **SUBMIT** button to continue.
- If you are logging in for the first time, you will immediately be prompted to change your password to one that contains **6-9 characters, both letters and numbers, and is case sensitive. We recommend that all characters are in lower case.** For example, march1z2.
- Below are the steps for changing your password.

- Type your WebAdvisor ID in the *User ID* field.
- Type in your last six digits of your SSN in the *Old Password* field or your last password.
- Type your new password in the *New Password* field.
- Confirm your password by retyping it in the *Confirm New Password* field.
- In the *My password hint* field, enter a hint which will help you remember your password in the future. You can only enter a hint at the time you change your password. Entering a relevant “hint” is very important. The majority of problems experienced by faculty are a result of incorrect passwords.

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- After successfully logging in WebAdvisor you will have access to the full Faculty Menu.
- Click on **Faculty**.



- Click Grading
- Use the drop-down menu to select either a *Term* **OR** enter a *Start Date* and *End Date* for the session/timeframe for which you are entering grades. (**Note: DO NOT** use both the *Term* and the *Start* and *End* dates.)

**Option 1:** Choose a term. The academic year is divided between three semesters: Summer, Fall, and Spring. Each semester is divided into many sessions/terms. A listing of available sessions is found in the Term drop down menu.

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Term

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**Option 2:** Enter the starting and ending dates. Entering a start date of 08/27/07 and an end date of 12/19/07 will show all sections that start **ON** or **AFTER** 08/27/07 and that end **ON** or **BEFORE** 12/19/07.

Starting On/After Date	08/27/07	Ending By Date	12/19/07
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- Click **Submit**.
- At the *Final or Midterm/Intermediate Grading* field, use the drop-down arrow to select whether you are entering midterm grades (attendance reporting only) or final grades. **This is a required field.**
- Check the appropriate box in the *Choose One* column to select the course for which you are entering grades. Only one course may be selected at a time.

Final or Midterm/Intermediate Grading										
<div style="border: 1px solid black; padding: 2px;"> <span>Final</span> </div>										
<input checked="" type="checkbox"/>	PSY-105-51 Child Psychology	07/17/07	05/08/07	VWL	203	05:20PM - 07:50PM	W	BLK	07/SP15	

- In the *Grade* column, enter the appropriate grade for each student with a status of **Registered** or **Added**. Use the **Tab** key or click with your mouse to go to the next student. Enter a SA, XA, or NA in the *GRI* column of the midterm grading window. Do not enter an **SA**, **XA**, or **NA** grade if **Dropped** or **Withdrawn** is already indicated in the Stat column.

**Notes:**

- **NA** grades must have a last date of attendance entered in the *Last Attended* column. This must be entered using *mmddy* format.
- If a student's name is missing from your WebAdvisor roster, please direct the student to go immediately to the Office of Records and Registration. Email the student's name, Colleague ID or Social Security Number, your course number (including the section number and session) to [zesteras@camdencc.edu](mailto:zesteras@camdencc.edu). Beginning with the Spring 2007 semester, **when "XA" is posted by faculty as an attendance grade, it also will become the student's final grade. However, an "XA" grade will no longer be a valid final grade when it was not previously reported as an attendance grade.**

**Final Grading**

Class Name PSY-105-51  
 Title Child Psychology  
 Location Blackwood Campus  
 Term Spring 2007 15-Wk Session

**Instructors**  
 Ms. Jacqueline Baldwin

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Student	ID	Grade	Expire Date	Intr Gr 1	Intr Gr 2	Intr Gr 3	Intr Gr 4	Intr Gr 5	Intr Gr 6	Class Level	Status	Credits	CEUs	Last Attended
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(Please Note: You will be able to see your students listed on this form.)

- Click Submit. You will receive the following confirmation page.

**Final Grading Confirmation**

Class Name PSY-105-51  
 Title Child Psychology  
 Location Blackwood Campus  
 Term Spring 2007 15-Wk Session

**Instructors**  
 Ms. Jacqueline Baldwin

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Student	ID	Grade	Expire Date	Intr Gr 1	Intr Gr 2	Intr Gr 3	Intr Gr 4	Intr Gr 5	Intr Gr 6	Class Level	Status	Credits	CEUs	Last Attended
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(Please Note: You will be able to see your students listed on this form.)

- You want to print this page for your records. Click **File/Print** to print a copy. Click Preferences and change the orientation to landscape. You should print a copy.
- **None** of the grades are submitted successfully if there is an error. You must correct the error(s) and **resubmit**.
- Repeat the steps for any additional courses you are teaching.

Click **Log Out** when you are finished posting all of your grades.