

Final 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)

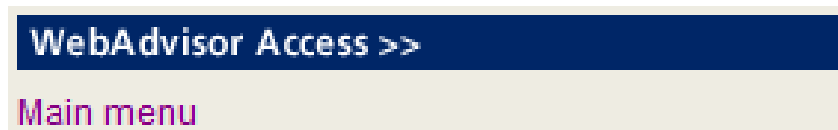
Revised June 19, 2007

Warning:

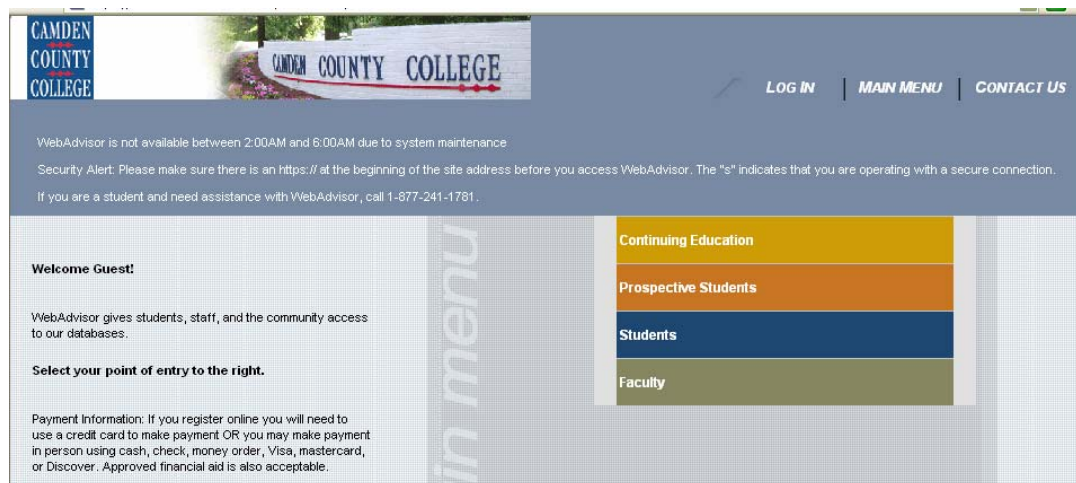
- WebAdvisor will timeout and automatically log you out of the system after 30 minutes of inactivity. Activity requires that you interact with Colleague, the College’s student information system. So, you must “Submit” within the 30 minute period. If you have a long class roster you should submit your 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.

Access the College home page at
<http://www.camdencc.edu>

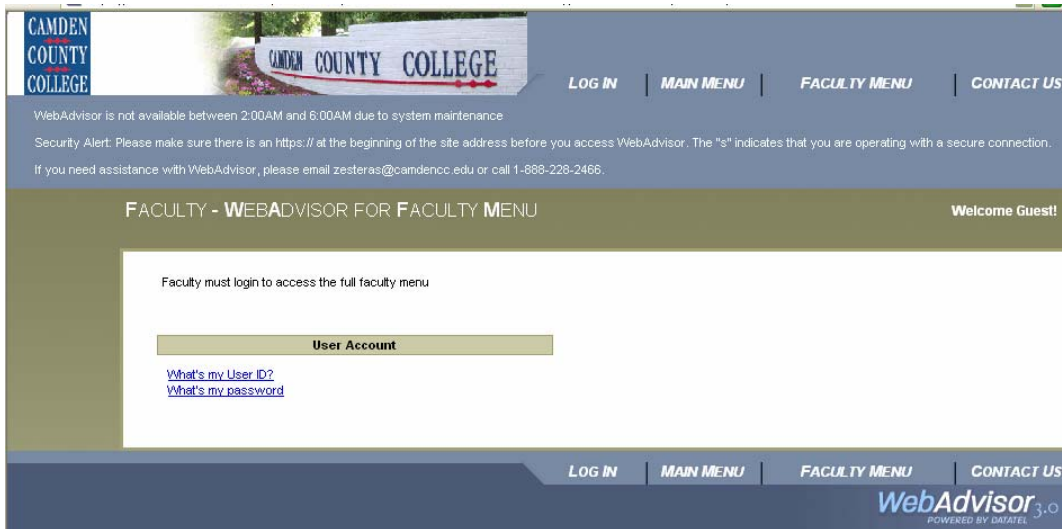
Go to the **WebAdvisor Access** >> link and select **Main Menu**.



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.

Term

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;"> Final </div>										
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Class Name and	nd Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term	
		PSY-105-51 Child Psychology	07/17/07	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.
 - **DO NOT** enter a grade for students with a **Dropped** status.
 - If you enter an **"I"** (Incomplete) grade for a student, you must enter an expiration date in the *Expire Date* column. See email for date information.
 - **NA** grades must have a last date of attendance entered in the *Last Attended* column. This must be entered using *mmddyy* format.

Notes:

- **NA** grades must always be entered for both Midterm and Final grade reporting.
- 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.**

- 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), and the student's final grade to zesteras@camdencc.edu.

Final Grading

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

Instructors
 Ms. Jacqueline Baldwin

Student	ID	Grade	Expire Date	Intr	Intr	Intr	Intr	Intr	Intr	Class Level	Status	Credits	CEUs	Last Attended
				Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6					

(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

Student	ID	Grade	Expire Date	Intr	Intr	Intr	Intr	Intr	Intr	Class Level	Status	Credits	CEUs	Last Attended
				Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6					

(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 2 copies, a copy for your records and a copy to submit to the Dean's office at the time you pickup your final paycheck.
- **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.

Acceptable Final Grades

Below are the grades which may be entered for students. No other grades are acceptable.

A	
B	
C	
D	"D" is <i>NOT</i> an <i>ACCEPTABLE</i> grade for remedial reading and writing courses. Faculty who teach academic skills courses will receive further instructions concerning the appropriate letter grades available for these courses.
F	
I	A final grade of "I" requires that you enter an "expire date." An "I" will become an "F" after this expiration date. If an "expire date" is not entered, the grading roster will not be processed successfully and an error message will appear at the top of the page. College policy indicates that an incomplete should be completed by the end of the following semester.
MP	Making Progress (for Remedial Reading, Writing, and Math Review)
RV	Math Review recommended (remedial math courses)
NA (not attending)	If you enter a grade of NA , you must enter a last date of attendance in the <i>Last Attended</i> column.
	Note: <i>NA grades must be posted as final grades, even if they were previously entered as attendance grades.</i>
W	According to College policy, there is a deadline for official withdrawals. A grade of " W " can only be assigned if a student has submitted a Withdrawal Form and it has been processed. If a Withdrawal Form has been processed, Withdrawn will appear in the <i>Status</i> column. A final grade of " W " will already be printed in the <i>Grade</i> column.
AU	An AU grade can only be assigned for students who completed the appropriate paperwork for auditing a course by the official deadline. If this paperwork was processed, all zeros (0.00) will appear in the <i>Credits</i> column. You must post a grade of AU for students who are officially auditing the course.
	Note: <i>Grades of "AU" or "W" may only be assigned when students have officially processed the appropriate paperwork.</i> (See more detail above.)