Faculty Grading Instructions with Screen Shots
WebAdvisor

1. Go to www.ivcc.edu/webadvisor
2. Select WebAdvisor for Faculty (on the left).
3. Select Grading.

4. You will be asked to log-in. Sign in using your user id and password. Your user ID is the first three letters of your last name and the last four numbers of your SS#. Your password can be set up with the assistance of CETLA or the Computer Resource Center.
5. You will be asked to select a term. Choose the current term using the drop down menu.
6. You will be given a list of all of your classes for the semester. If a class is missing, contact Records immediately. If a class you do not have to grade appears (such as a lab), do not do anything with it.

![Grading screenshot](image)

7. Select Final Grading in the top box and select one class to grade. Hit submit *only once!*

8. This will provide you with a list of your students.
   - **Remember, do not grade any student with a Dropped status.**
   - You can NOT enter a grade of W. If a student has been withdrawn, they will have the W there. If they should have been withdrawn and are not, submit the withdrawal form to the Records Office with Dean’s signature.
   - If the student has 0 for credits, they are an audit and must be graded AU.
   - If you are giving an incomplete, enter the grade of I and the date given to the dean from the Records Office in this format (05/21/06).
9. **Print this page using the print icon on the toolbar. Then, hit submit (only once!)**
If you hit submit and forget to print, go back to menu and select the class again. All of your grades will be there and you can print.

10. **At this time you need to look at the printout to be sure that the grades are correct.**
   - If the grades are correct, sign the bottom under the statement. Turn this in along with a copy of your gradebook.
   - If a grade is not correct, you can go back in through the main menu and make corrections. Print a new roster and submit. You can not delete a grade—only make changes.

11. **Go back to the main menu to grade your next class using the same procedures. When you are finished with all of your classes, be sure to log out.**

    **Note:** You have until 11:00 pm to make changes. After that time, you will have to submit any grade changes on paper through the Records Office.

    **Note:** The time-out for non-activity will be set to 30 minutes. You can submit to save grades if you need to leave and come back. If the information is not submitted, it will be lost if you time-out.

Draft 11/15/05