

ILLINOIS VALLEY COMMUNITY COLLEGE

Center for Excellence in Teaching, Learning, and Assessment (CETLA)

WebAdvisor for Faculty: Rosters, Email, Attendance, Grades

Login to WebAdvisor

1. Go to www.ivcc.edu/webadvisor
2. Enter your K-NUMBER (ALL CAPS)
3. Enter your password

Questions regarding your K-Number and password, contact CETLA staff, 815-224-0530

Class Rosters

1. Select the green Faculty tab
2. Select Class Roster under Faculty Information
3. Select Course Number/Course Name under Section Name and Title
4. To print, use the printer button at the top of the browser or the File - Print option from the menus
5. To view student profile information, click the student name link
6. To view students who have withdrawn check the box in the lower left hand corner labeled show withdrawn/ dropped students

Sending Emails to Students

1. Select Send Email to Students
2. Select an option to email all of students or selected students
3. Enter a subject and message. Messages must be short and attachments are not allowed. You will be sent a copy of the message.

Attendance Verification in WebAdvisor

1. Select the green Faculty tab
2. Select Grading and Verification from the Faculty menu
3. Select the term
4. Submit
5. Select the 10th Day Attendance or Midterm option and the class you are going to verify; the Attendance Verified column should read "No"
6. Enter Y or N in the attendance column for each student. If a student has never attended class, check the never attended box as well.
7. If entering N for Not Attending, a last date of attendance must be entered or the never attended check box must be checked.
8. Check the verification check box

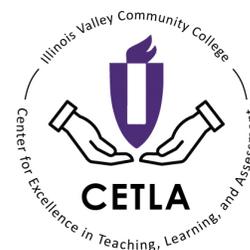
WebAdvisor Final Grading Instructions

1. Select the green Faculty tab
2. Select Grading and Verification from the Faculty menu
3. Select the term
4. Select Final Grading
5. Select one class to grade
6. Submit

If a class is missing, contact Records immediately. If a class you do not have to grade appears (such as a lab), no grades are required.

REMINDER: All faculty must send a copy of the full gradebook to the Records office at the end of the semester. The Records office retains gradebooks for Illinois Community College Board (ICCB) auditing. Email gradebook files to the Records director. Be sure to name the file to identify the semester, course, section number, and the name of the instructor. Look for an email reminder about submitting gradebooks at the end of each semester

If you have problems with logging in to or using WebAdvisor as a faculty member, contact someone in CETLA, 815-224-0530. If you have questions about the accuracy of your rosters, attendance, or final grades, contact Tom Quigley at ext. 437



CETLA

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CETLA is a comprehensive one-stop support shop for all IVCC faculty. CETLA is located in room 321 in the E building. The space offers all faculty access to a copier, printer, computers, and the CETLA staff who can assist with any instructional need. CETLA is staffed Monday through Friday and faculty are welcome to access CETLA if staff are not present; use your IVCC ID to unlock the door.