WebAdvisor Grading Instructions

1. Go to www.ivcc.edu/webadvisor

2. Select WebAdvisor for Faculty (on the left).

3. You must then log-in. Sign in using your user id and password. Your user ID is your Knumber. Your password can be set up with the assistance of CETLA or the Computer Resource Center.
4. Choose the verifications and grading link from the list of options at the left under the heading Faculty Information.

5. 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.

6. Select Final Grading in the top box and select one class to grade. Hit submit (only once!)

7. 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   - You can NOT enter a grade of W. If a student has been withdrawn, they will have the W there. If they should have been withdrawn and are not, submit the withdrawal form to the Records Office with Dean’s signature.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 (12/18/07)

8. 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.

9. 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.

- Note: If you are putting in an incomplete and put the wrong date, you will not be able to change this on WebAdvisor. This must go through the Records Office as a grade change.

10. 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: 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. Updated 05/23/11