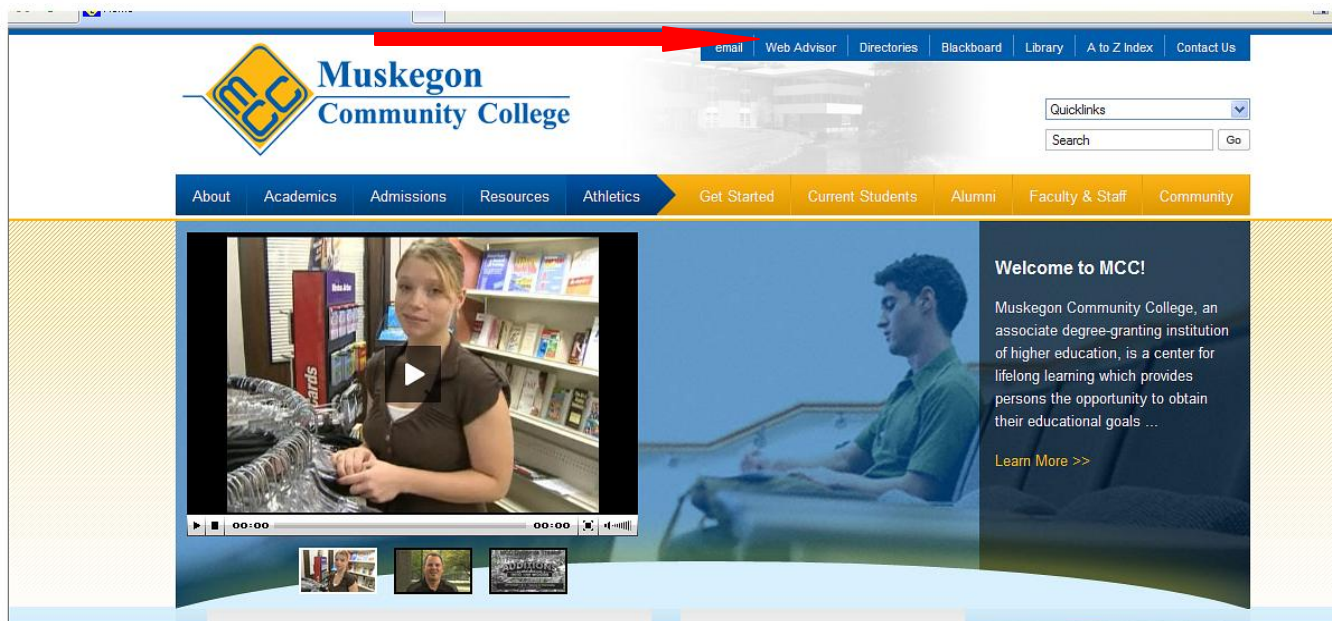
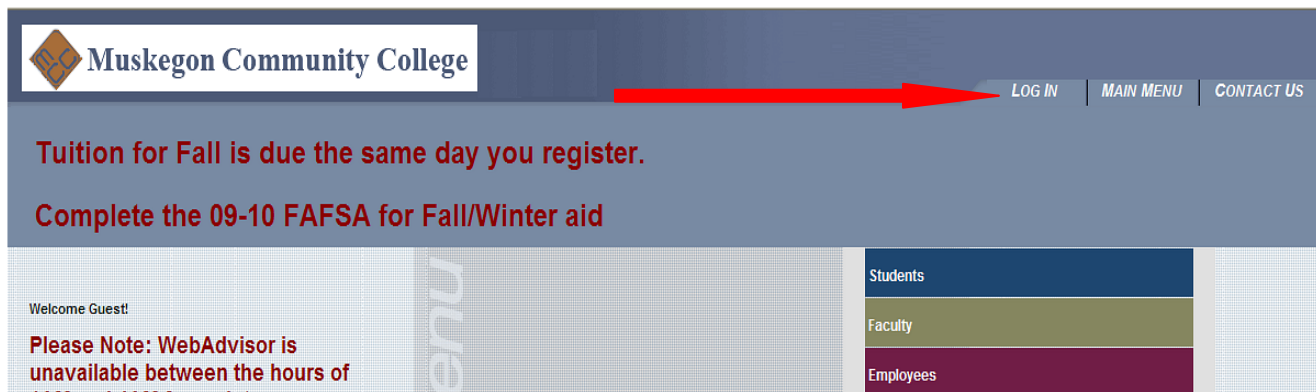


# Grading Instructions for WebAdvisor

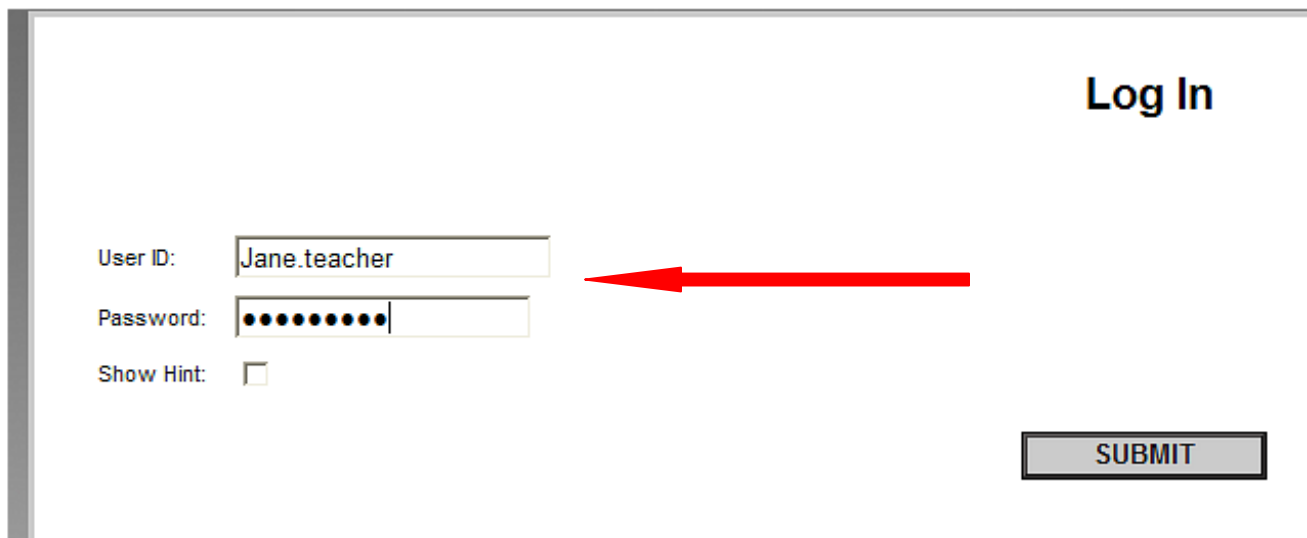
**Step 1:** Click on WebAdvisor link <http://www.muskegoncc.edu/webadvisor> or Go to [www.muskegoncc.edu](http://www.muskegoncc.edu), click on WebAdvisor



**Step 2:** Go to the LOG IN



**Step 3:** Enter your user ID and Password. (The Same as your Network ID and Password)



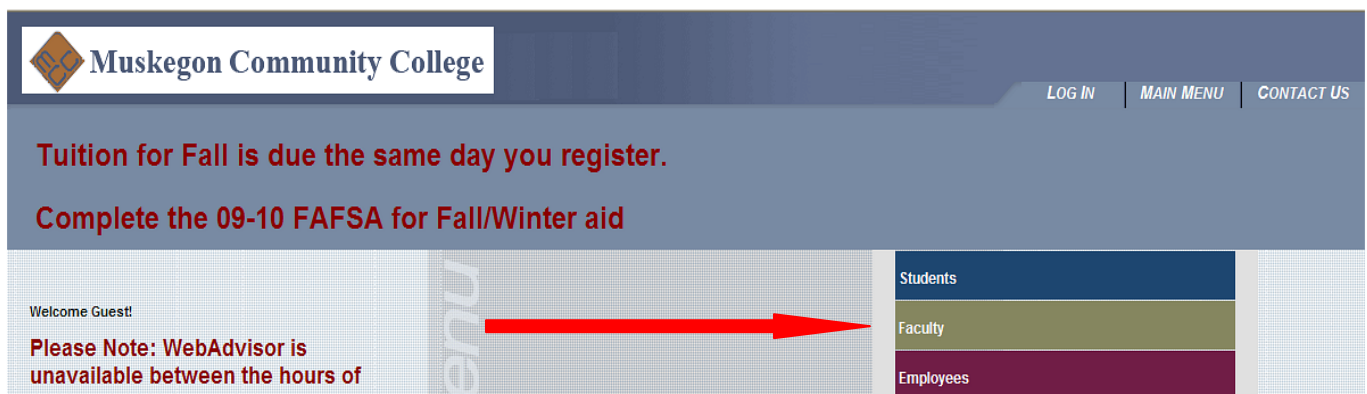
The image shows a 'Log In' form on a web page. The title 'Log In' is in the top right. The form has three fields: 'User ID:' with the text 'Jane.teacher', 'Password:' with ten black dots, and 'Show Hint:' with an unchecked checkbox. A red arrow points to the User ID field. A 'SUBMIT' button is located at the bottom right of the form area.

If you do not know your user id and or password, click on **What's My username and ID** at the bottom of the MAIN Menu of WebAdvisor



This is a navigation bar for WebAdvisor. It contains several links: 'MCC Bookstore', 'Getting Started with WebAdvisor', 'What's my Username and ID', 'What's my Password', and 'Check My Credits'. Below these are three buttons: 'LOG IN', 'MAIN MENU', and 'CONTACT US'. The 'WebAdvisor 3.1' logo is on the right, with 'POWERED BY DATATEL' underneath.

**Step 4:** Select the Faculty Button



The image shows the Muskegon Community College WebAdvisor interface. At the top left is the college logo and name. On the top right are 'LOG IN', 'MAIN MENU', and 'CONTACT US' buttons. A blue banner contains the text: 'Tuition for Fall is due the same day you register.' and 'Complete the 09-10 FAFSA for Fall/Winter aid'. Below this is a navigation menu with three options: 'Students' (blue), 'Faculty' (green), and 'Employees' (purple). A red arrow points to the 'Faculty' button. On the left side, there is a 'Welcome Guest!' message and a 'Please Note: WebAdvisor is unavailable between the hours of' message.

**Step 5:** Under Faculty Information, click on Grading

**Faculty Information**

[Class Roster](#)  
[Grading](#) ←  
[Grading Information](#)  
[Search for Sections](#)  
[My Class Schedule](#)  
[Student profile](#)

**Step 6:** Click drop down menu and choose term and then submit

Select a term or date range to restrict your class list

Term  ↓ ←

Start Date  End Date

**Step 7:** Click on the drop down menu and choose Final Grading and then pick the section in which you will be posting grades and Submit


### Grading


Final or Midterm/Intermediate Grading  ↓ ←

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input type="radio"/>	AH-101-F01 Medical Terminology	08/01/09	08/19/09	MAIN	233	01:25PM - 04:25PM	TH		2009FA
<input type="radio"/>	ANTH-103-F04 Cult Diversity in Cont. Soc.	08/01/09	08/31/09						2009FA
<input checked="" type="radio"/>	BCOM-102-F03 Adv. Business & Tech Communi	08/01/09	12/17/09						2009FA
<input type="radio"/>	BUS-101-F70 Principles of Accounting I	08/01/09	08/30/09						2009FA
<input type="radio"/>	COM-101-F01 Oral Communications	08/01/09	08/30/09	MAIN	150	08:30AM - 09:25AM	TTH		2009FA


**Step 8: Enter Grades and submit**

These grades are acceptable to enter into the grade column:

 **A, A-, B+, B, B-, C+, C, C-, D+, D, D-**,

 **E: When you enter an E grade, you must enter the last date of attendance.**

**AU:** When a student is auditing your course, you must give an AU grade.

 **I:** Incomplete – MUST have an expiration date (01/30/2010) Although shorter time periods may be assigned, Incomplete grades must be completed within one year of the official occurrence of the grade.

**P/NP** – For Zero credit hour biology labs such as BIOL 103A, BIOL 104A, BIOL 105C, BIOL 106A and Internships such as BUS 290CI, ED 290CI and TECH 290CI

**NOTE: A+ is not a valid grade**

Student	ID	Status	Grade	Expire Date	Last Date of Attendance	Never Attended	Inter Gr 1	Inter Gr 2	Inter Gr 3	Inter Gr 4	Inter Gr 5	Inter Gr 6	Class	Credits	CEUS	Cross-Listed Section
Jovi, Jon Bon	0000350	A	<input type="text" value="A"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>							SO	3.00		
Manilow, Barry	0103605	A	<input type="text" value="E"/>	<input type="text"/>	9/4/09	<input type="checkbox"/>							SO	3.00		
Number 1 Student, Christine M.	0001170	A	<input type="text" value="I"/>	12/1/2010	<input type="text"/>	<input type="checkbox"/>							FR	3.00		

**SUBMIT**

The following Confirmation Screen will appear

**FACULTY** Welcome Jean!

### Grading Confirmation Form

Class Name BCOM-102-F03  
 Title Adv. Business & Tech Communi  
 Location  
 Term Fall 2009

**Instructor**

\*\* Your changes have been saved. Modified records are shown below \*\*

Student	ID	Status	Final Grade	Expire Date	Last Date of Attendance	Never Attended	Inter Gr 1	Inter Gr 2	Inter Gr 3	Inter Gr 4	Inter Gr 5	Inter Gr 6	Class	Credits	CEUS	Cross-Listed Section
Jovi, Jon Bon	0000350	A	E		09/01/09								SO	3.00		
Manilow, Barry	0103605	A	E		12/17/09								SO	3.00		
Number 1 Student, Christine M.	0001170	A	I	12/01/2010									FR	3.00		

### Helpful Hints:

- Once you have entered all of the grades and clicked submit, go back into the class to make sure they have been submitted.
- If using a "+" or a "-" do not put a space in between the letter grade and the symbol.
- If you give an "I", you must include an expiration date. Once that date has passed the grade will become an "E". In order to change the "I" or the "E" grade, you will need to complete, sign and submit a grade change form to Room 100J or the Welcome Center (Student Assistance Counter).
- If any grade codes are entered incorrectly, you will get an error message on the specific grade. All errors must be fixed or cleared before clicking the submit button.
- To change a student's grade from Audit to Credit, please complete a Grade Change Form and submit it to Room 100J or the Welcome Center (Student Assistance Counter).

**If you have any questions, please call**

**Jean Roberts, Dean of Academic Services and Registrar at 231-777-0519 or email [jean.roberts@muskegoncc.edu](mailto:jean.roberts@muskegoncc.edu)  
Donna Warner, Records Technician at 231-777-0310 or email [donna.warner@muskegoncc.edu](mailto:donna.warner@muskegoncc.edu)  
Don Bogema, LIFT Institute at 777-0264 or email at [don.bogema@muskegoncc.edu](mailto:don.bogema@muskegoncc.edu).**