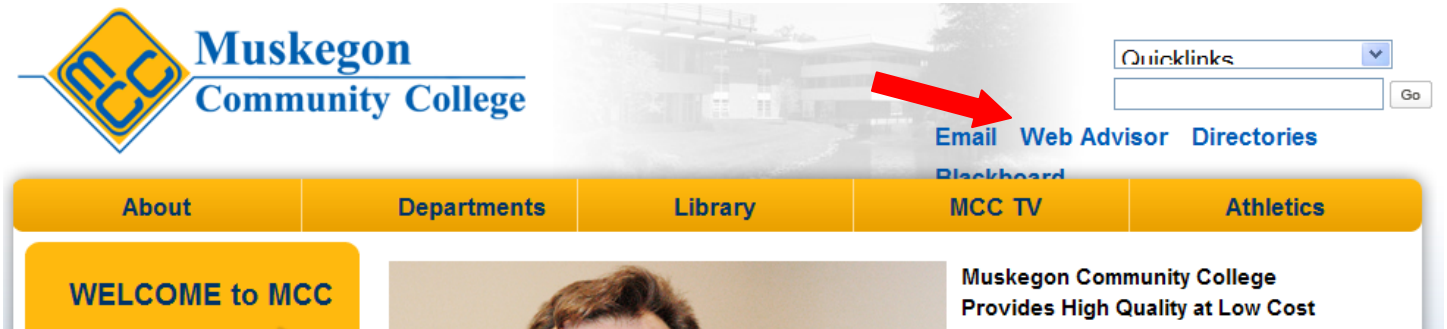


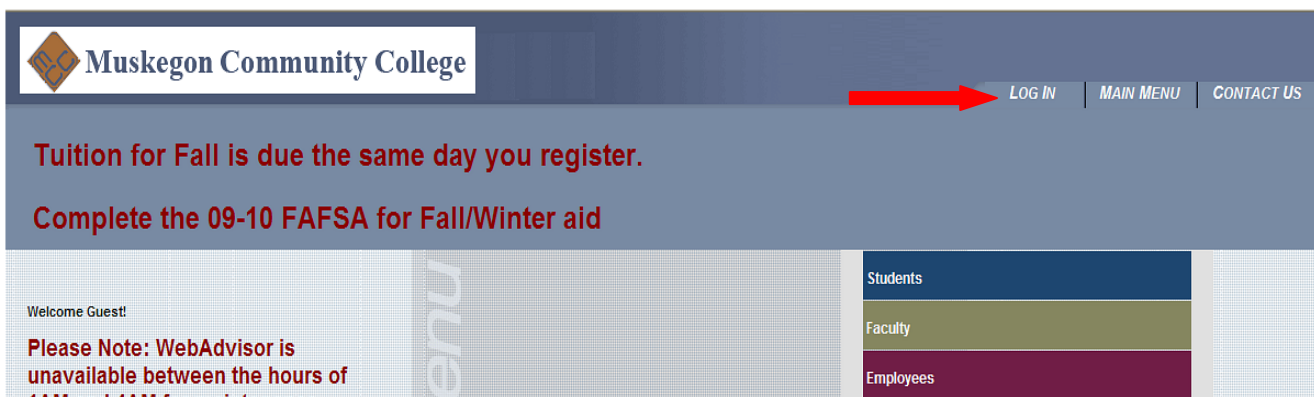
Instructions for Dropping Students in WebAdvisor

(Never Attended and Students Who Stopped Coming to Class)

Step 1: Click on WebAdvisor link <http://www.muskegoncc.edu/webadvisor> or Go to 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)

User ID:

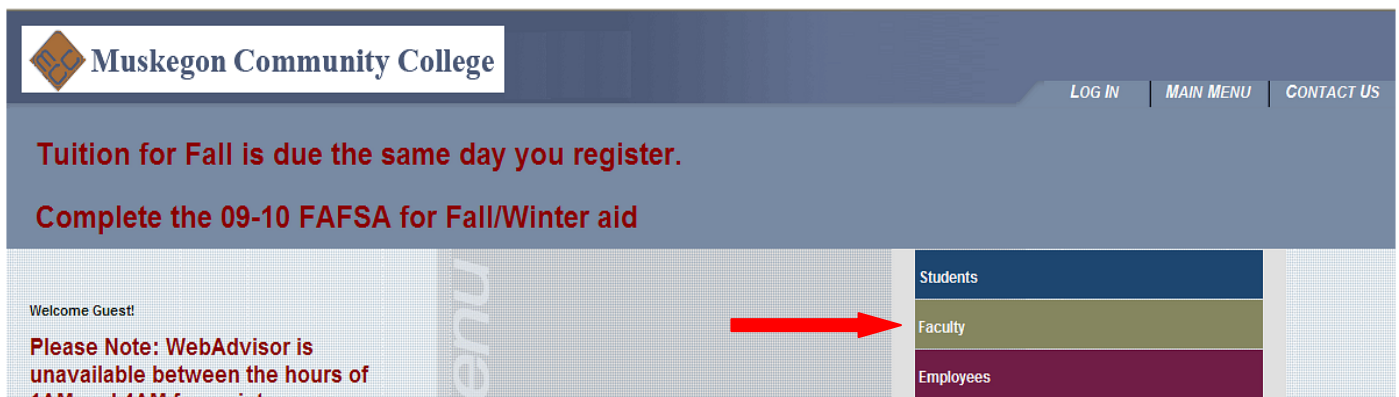
Password:

Show Hint:

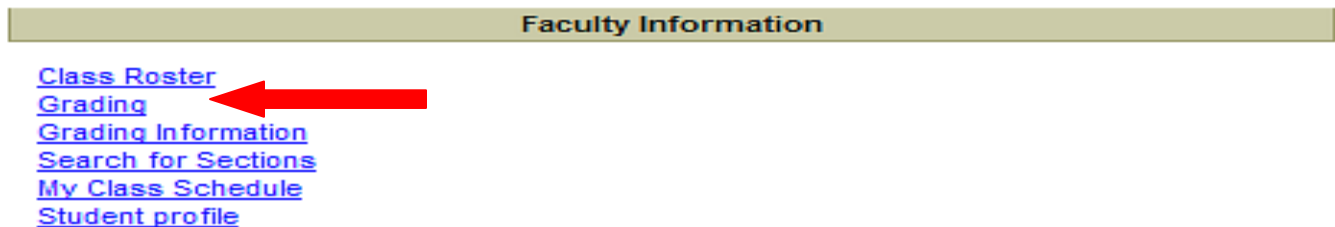
If you do not know your user id and or password, click on **What's My username and ID** at the bottom of the MAIN Menu of WebAdvisor



Step 4: Select the Faculty Button



Step 5: Under Faculty Information, click on Grading



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

The image shows a form for selecting a term or date range. At the top, it says "Select a term or date range to restrict your class list". Below this, there is a "Term" label and a dropdown menu currently showing "Fall 2009". To the right of the dropdown is a red arrow pointing to it. Below the dropdown are two input fields for "Start Date" and "End Date". At the bottom right of the form is a "SUBMIT" button.

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 Final ▼

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

SUBMIT

Step 8: To drop and student for Non Attendance or who Stopped Attending your course:

NEVER ATTENDED - If a student never attended your section, check the **NEVER ATTENDED** box and submit. (Do not enter a date) Never Attended students should be entered prior to the census date. A schedule of the semester census dates will be emailed to you by the Manager of Registration at the beginning of each semester. The Registration Office will generate the drop for you. Once the students have been dropped from your section, they will no longer appear on your Class Roster or Grading Roster

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
No Show, Brandon M.	0111283	A				<input checked="" type="checkbox"/>							SO	3.00		
Smart, Susie L.	0053699	A				<input type="checkbox"/>							SO	3.00		
Stopped Attending, Dawn M.	0107732	A				<input type="checkbox"/>							FR	3.00		

TO DROP A STUDENT WHO STOPPED ATTENDING- If you choose to drop a student for excessive absence or if they stopped attending, please enter the **Last Date of Attendance**. This can be done anytime during the semester but must be done by the Friday before Final Exam Week for a 15 week class or by one day prior to end date of early ending sections. You do not need to enter a W grade as the Registration office will generate the drop (W) for you. Once the students have been dropped from your section, they will no longer appear on your Class Roster or Grading Roster

Note: If a student stopped coming to class and you choose not to drop them, but choose to give an E, enter a grade of E at the end of the semester, and date student last attended. See Grading Instructions for more information.

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
No Show, Brandon M.	0111283	A				<input type="checkbox"/>							SO	3.00		
Smart, Susie L.	0053699	A				<input type="checkbox"/>							SO	3.00		
Stopped Attending, Dawn M.	0107732	A			9/23/09	<input type="checkbox"/>							FR	3.00		

SUBMIT

The following Confirmation Screen will appear:

Grading Confirmation Form

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

Instructor

Staff
 Jane D. Teacher

** 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
No Show, Brandon M.	0111283	A				Y							SO	3.00		
Stopped Attending, Dawn M.	0107732	A			09/23/09								FR	3.00		

If you have any questions, please call

Patti D'Avignon, Manager of Registration at 231-777-0240 or email patti.davignon@muskegoncc.edu