

The logo for WebAdvisor, featuring the word "WEBADVISOR" in yellow capital letters inside a blue rounded rectangle with a white border.

Contra Costa Community College District

LOG IN

Faculty Grading Instructions for WebAdvisor

IMPORTANT NOTE: Effective April 28, 2008, when you assign a final grade of “Incomplete” on WebAdvisor, you will choose among five alternatives: IB, IC, ID, IF, or IN. By doing so, you will be indicating the default grade (B, C, D, F, or NC) that will be posted one year later if the specified make-up work is not completed. You must still submit a signed Record of Incomplete form to the Office of Admissions & Records for each Incomplete grade you assign, indicating the specific work that remains to be completed.

Faculty Grading Help



- Click the **HELP** button for additional information from any page.
- If you have questions, contact your campus Admissions and Records office.

Grading Link

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FACULTY - WEBADVISOR FOR FACULTY MENU Welcome Danie

User Account

- [What's my User ID?](#)
- [What's my password](#)
- [Change Password](#)
- [Address Change](#)

Employment Profile

- [Position Summary](#)
- [Leave Plan Summary](#)
- [My Stipends](#)

Faculty Information

- [My Advisees](#)
- [Advisees](#)
- [Class Roster](#)
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- [Search for Sections](#)
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Automated Communication for Educational Success

- [ACES for Instructors](#)

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WebAdvisor 3.0
POWERED BY DATEL

- From the WebAdvisor for faculty menu click on the Grading link (under Faculty Information).

Select the Grading Term

The screenshot shows the WebAdvisor interface for the Contra Costa Community College District. At the top, there is a navigation bar with the following links: CHANGE PASSWORD, LOG OUT, MAIN MENU, FACULTY MENU, HELP, and CONTACT U. Below this, the word "FACULTY" is displayed on the left, and "Welcome Danie" is on the right. The main content area is titled "Grading" and contains a form with the following elements:

- A heading: "Select a term or date range to restrict your class list"
- A "Term" dropdown menu with "Spring 2006" selected.
- Two input fields for "Start Date" and "End Date".
- A "SUBMIT" button.

At the bottom of the page, there is another navigation bar with the same links as the top, and the "WebAdvisor 3.0" logo with "POWERED BY DATATEL" below it.

- Select the appropriate term from the drop down box.
- Click **SUBMIT**.

Choose the Section to Grade

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FACULTY Welcome Danie

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 checked="" type="checkbox"/>	ARCH121-2956 Architectural Design I	01/17/06	05/26/06	DET	108	02:00PM - 03:00PM	TTH	DVC	2006SP
<input type="checkbox"/>	ARCH130-2949 Architectural Graphics I	01/17/06	05/26/06	DET	112	08:00AM - 09:00AM	TTH	DVC	2006SP
<input type="checkbox"/>	ARCH130-2951 Architectural Graphics I	01/17/06	05/26/06	DET	112	08:00AM - 09:00AM	TTH	DVC	2006SP
<input type="checkbox"/>	ARCH150D-8361 Digital Tools for Architects	01/17/06	05/26/06	DET	127	07:00PM - 08:30PM	TTH	DVC	2006SP
<input type="checkbox"/>	ARCH160-1338 History of American Architect	01/17/06	05/26/06	DET	112	11:00AM - 12:15PM	TTH	DVC	2006SP

SUBMIT

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- Select Final as the grading option.
- Select the section that you wish to grade by clicking in the Choose One box, next to the class (you may select only one class at a time).
- Click SUBMIT.

Entering Grades

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CHANGE PASSWORD | LOG OUT | MAIN MENU | FACULTY MENU | HELP | CONTACT U

FACULTY Welcome Danie

Final Grading

Class Name ARCH1-121-2956
Title Architectural Design I
Location Diablo Valley College
Term Spring 2006

Instructors
 Mr. Daniel R. Abbott

Student ID	Grade	Expire Date	Inter Gr 1	Inter Gr 2	Inter Gr 3	Inter Gr 4	Inter Gr 5	Inter Gr 6	Class Level	Status	Credits	CEUs
Student, Susie 1097490	A								FR	New	3.00	
Transfer, Tom 1097491	I	05/26/07							FR	New	3.00	

SUBMIT

- Enter a grade for each student (you can do some and then finish later, just make sure that you click **SUBMIT**).
- Enter the Expire Date (one year from the end of the term) for all incomplete grades only. See page 1 for more information on incomplete grades.
- W grades (drops) are not allowed.
- **Click SUBMIT**

Confirmation Page

The screenshot shows a web advisor interface for Contra Costa Community College District. The top navigation bar includes links for 'CHANGE PASSWORD', 'LOG OUT', 'MAIN MENU', 'FACULTY MENU', 'HELP', and 'CONTACT US'. The user is logged in as 'Daniel', and the page title is 'FACULTY'. The main content area displays a confirmation message: 'Your grades have been submitted.' Below this, the following details are listed: Class Name: ARCH1-121-2956, Title: Architectural Design I, Location: Diablo Valley College, and Term: Spring 2006. The instructor is identified as Mr. Daniel R. Abbott. An 'OK' button is positioned at the bottom of the confirmation area. The bottom navigation bar is identical to the top one.

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FACULTY Welcome Daniel

Your grades have been submitted.

Class Name ARCH1-121-2956
Title Architectural Design I
Location Diablo Valley College
Term Spring 2006

Instructors
Mr. Daniel R. Abbott

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- This page confirms that grades have been submitted for the section.
- Click on the OK button to return to the main faculty menu.

Additional Grading Information

- You may go back into a previously graded section to verify/view/print grades, as needed.
- **Important: The grading process is not complete until the **SUBMIT** button has been clicked.**

