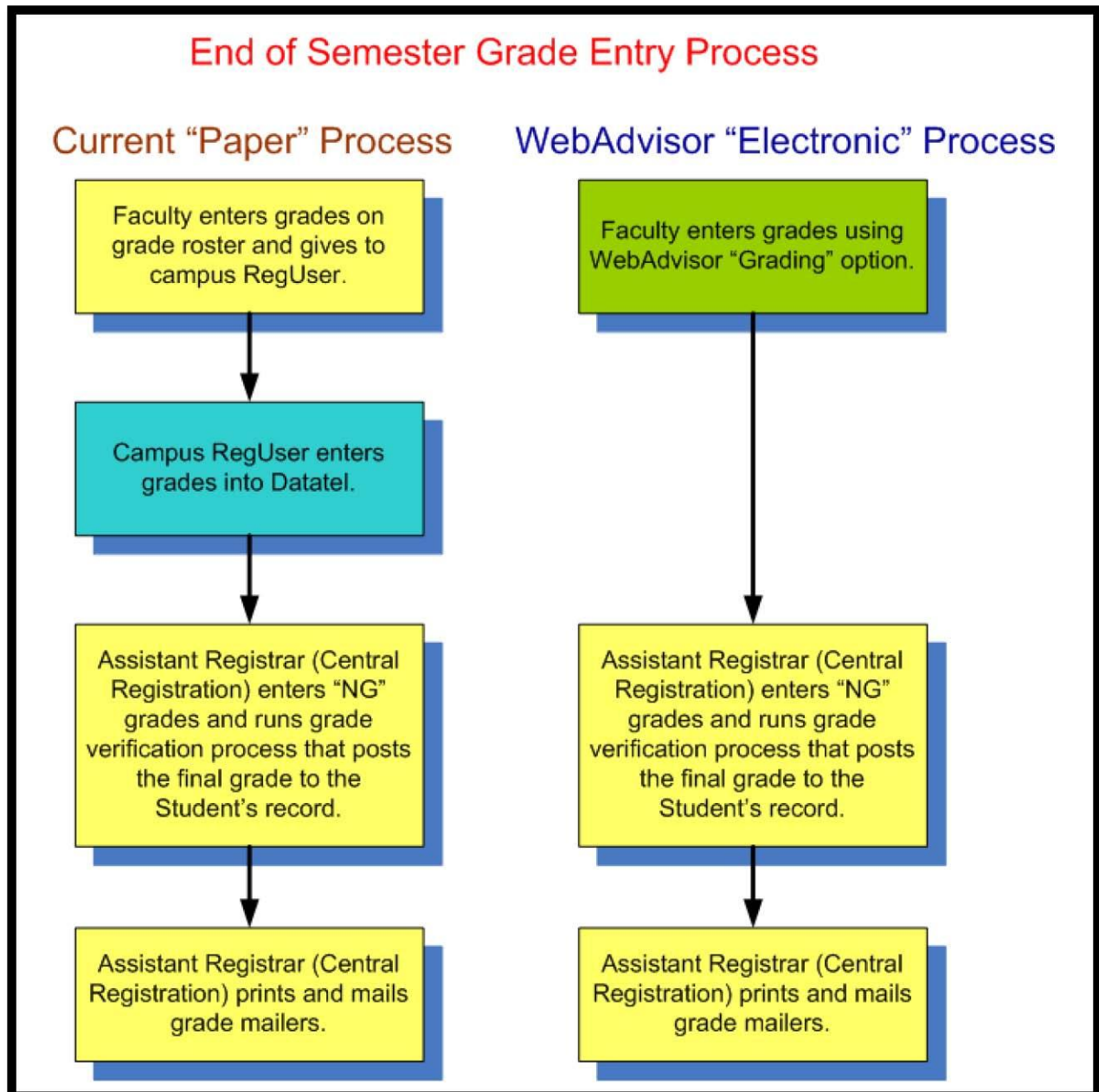


## Entering Student Grades in WebAdvisor

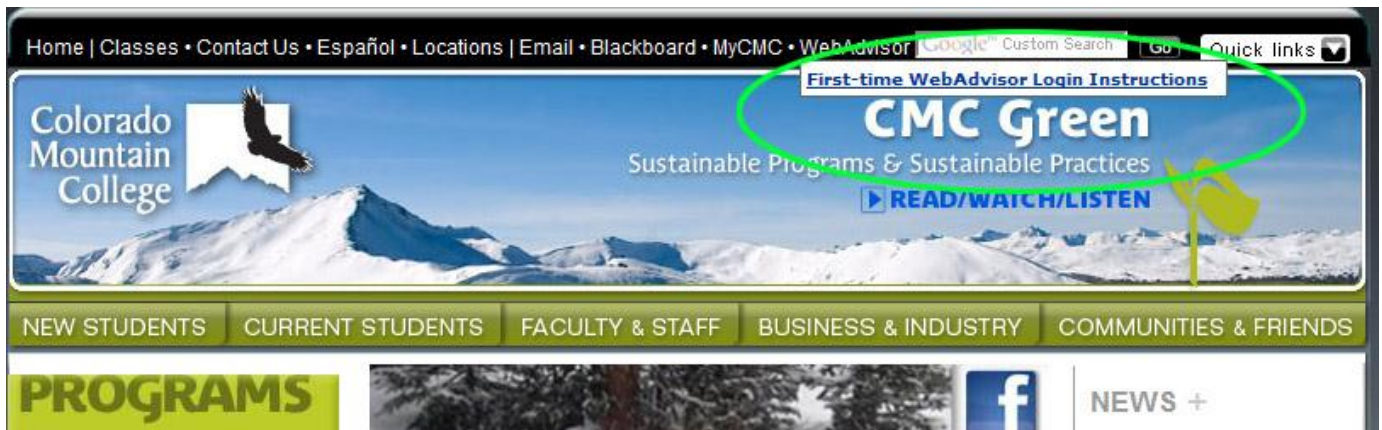
### Overview

The following visually illustrates the difference between the Grade Entry Process used in the past and how it works using WebAdvisor.



## Frequently Asked Questions

- You can issue grades online through WebAdvisor only if you already have a user ID ready to use with WebAdvisor. If so, then you can log in for the first time using the last 6 digits of your Social Security number as your password. From coloradomtn.edu, you can find instructions on how to log in to WebAdvisor for the first time by clicking on the WebAdvisor link and using the dropdown menu:



**Q1:** What happens if I enter a letter grade for a Student who has selected the “Audit” option?

**Answer:** The verification process that the Assistant Registrar in Central Registration runs will automatically change the letter grade to an “AU” grade.

**Q2:** What happens if a student is given a letter grade when they are taking the course as Pass/Fail?

**Answer:** The verification process that the Assistant Registrar in Central Registration runs will automatically change the letter grade to the appropriate “Pass” or “Fail” grade.

**Q3:** What happens when a Student is taking my course for a letter grade and I enter an “AU” or “P”?

**Answer:** CAUTION – VERIFY GRADE ENTRIES BEFORE SELECTING THE SUBMIT BUTTON as the system will accept the “AU” or “P” as the letter grade.

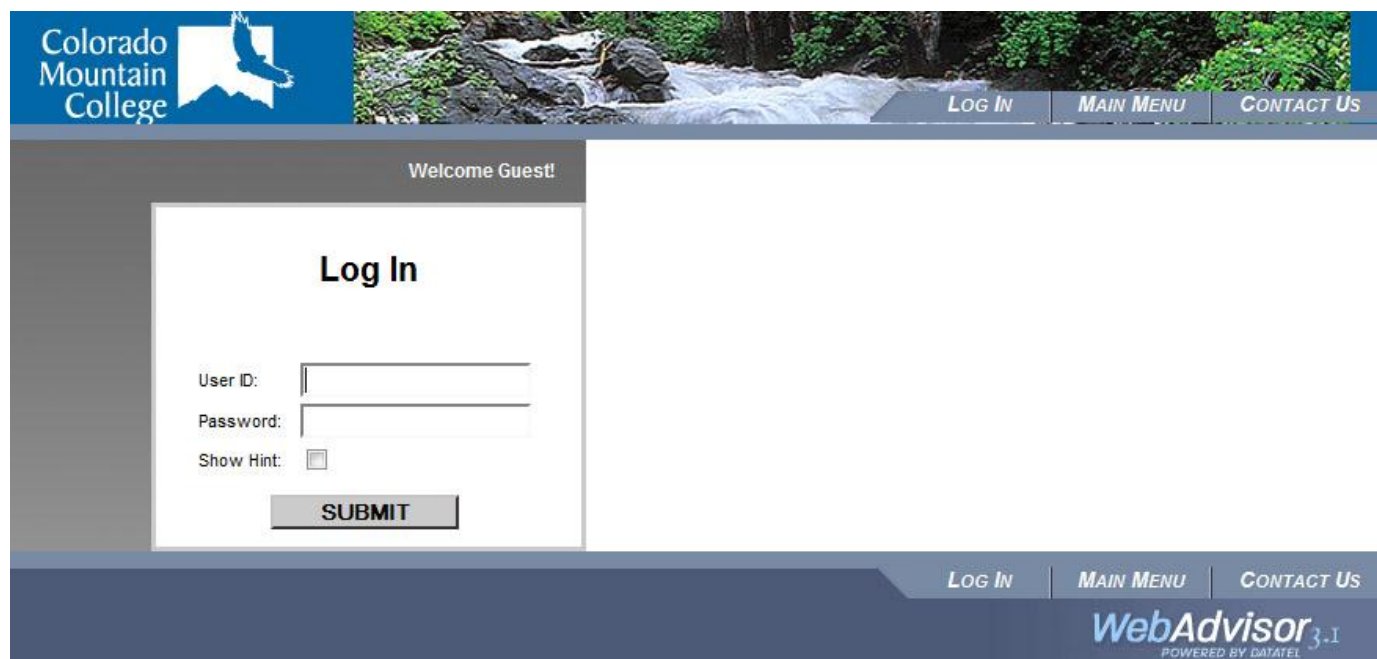
**Q4:** Where do I enter last date of attendance for students who receive an “F”?

**Answer:** Enter this date in the “Last Date of Attendance” field. Also, click the “Never Attended” box if the student never came to class.

Questions regarding the electronic grade entry process should be directed to Pat Tomasko, Assistant Registrar, at 970-945-8691 ext. 8331 or ptomasko@coloradomtn.edu; or Bill Sommers, Dean, Enrollment Services at 970-945-8691 ext. 8328 or bsommers@coloradomtn.edu.

## Steps Used to Enter Grades in WebAdvisor

**Step 1:** Select WebAdvisor from your “MyCMC” page or coloradomtn.edu; or go directly to WebAdvisor by typing <https://webadvisor.coloradomtn.edu> as the URL in your web browser (Internet Explorer, Firefox, Safari). On the Welcome page, select the “Log In” tab at upper right and you’ll see this log-in screen:



The screenshot shows the WebAdvisor login interface. At the top left is the Colorado Mountain College logo. To the right is a navigation bar with links for LOG IN, MAIN MENU, and CONTACT US. Below this is a 'Welcome Guest!' message. The central focus is a 'Log In' form with three input fields: 'User ID', 'Password', and 'Show Hint' (with a checkbox). A 'SUBMIT' button is located below the form. At the bottom right, there is a footer with the 'WebAdvisor 3.1' logo and the text 'POWERED BY DATATEL', along with navigation links for LOG IN, MAIN MENU, and CONTACT US.

Enter your WebAdvisor username and password here. If entering WebAdvisor for the first time, your password will be the last six digits of your Social Security Number.

**Step 2:** Once you've logged in, click on the Faculty Menu:

WebAdvisor @ Colorado Mountain Co...

Colorado Mountain College

CHANGE PASSWORD | LOG OUT | MAIN MENU | CONTACT Us

Desk hours Mon-Fri 7:30am-5:00pm MST Sat 8:00am-Noon MST

[First Time users to WebAdvisor click here to download access instructions](#)

WebAdvisor is unavailable for scheduled maintenance each Friday from 5:00 AM to 7:00 AM MST

Welcome Gabrielle!

Registration [information and help](#).

To begin WebAdvisor, select your point of entry to the right or, if you have an account, LOG IN.

Select your point of entry to the right or LOG IN if you have an account.

Contact the Colorado Mountain College [Technical Service Desk](#) with any questions or problems

866-642-0495 or 970-947-8438

Service Desk Hours:

Monday - Thursday 7:30 am - 10:00 pm  
Friday 7:30 am - 5:00 pm  
Saturday 8:00 am - Noon

main menu

- Students
- Faculty
- Employees
- Advisors
- Continuing Education

[Account Information](#) | [I'm New to WebAdvisor](#) | [What's My Password?](#)

WebAdvisor is unavailable for scheduled maintenance each Friday from 5:00 AM to 7:00 AM MST

CHANGE PASSWORD | LOG OUT | MAIN MENU | CONTACT Us

WebAdvisor 3.1  
POWERED BY DATAEL

**Step 4:** Next, click on the Grading link listed under Faculty Information.

The screenshot shows the 'FACULTY - WEBADVISOR FOR FACULTY MENU' page. The top right corner says 'Welcome Gabrielle!'. The page is divided into several sections: 'User Account' with links like 'I'm New to WebAdvisor', 'What's my User ID?', 'What's my password', 'Change Password', and 'MyProfile-Contact Update'; 'Communication' with 'My Documents'; 'Personal Profile' with 'Position Summary', 'Leave Plan Summary', and 'My Stipends'; and 'Faculty Information' with 'My Advisees', 'Advisees', 'Class Roster', 'Grading' (circled in green), 'Search for Sections', 'My Class Schedule', 'Student profile', 'My To Do List', 'Maintain Books', and 'Section Textbook Report'. A navigation bar at the bottom contains 'CHANGE PASSWORD', 'LOG OUT', 'MAIN MENU', 'FACULTY MENU', and 'CONTACT Us'. The 'WebAdvisor 3.1' logo is in the bottom right corner.

**Step 5:** Select the drill-down arrow to access a list of available semesters. Then, select the semester by clicking on it. Once the appropriate semester has been selected, click the "Submit" button.

The screenshot shows the 'Grading' page in a browser window. The top left has the Colorado Mountain College logo. The navigation bar includes 'CHANGE PASSWORD', 'LOG OUT', 'MAIN MENU', 'FACULTY MENU', 'HELP', and 'CONTACT US'. The main content area is titled 'Grading' and says 'Welcome Gabrielle!'. Below the title is a form with the instruction 'Select a term or date range to restrict your class list'. The 'Term' dropdown menu is open, showing '2010 Fall Semester' and '2011 Spring Semester'. A 'SUBMIT' button is visible below the dropdown. The bottom navigation bar and 'WebAdvisor 3.1' logo are also present.

**Step 6:** Check the radio button for a class you wish to enter grades for; you can select only one class at a time. Also select the drill-down arrow then choose the appropriate Grading option, which is “Final” as CMC does not issue midterm/intermediate grades. Next, click “Submit.”

**Grading**

Final or Midterm/Intermediate Grading is a required field. Please provide data or press MENU.

Final or Midterm/Intermediate Grading:

| Choose One                       | Class Name and                              | Start Date | End Date | Bldg | Room | Meeting Times     | Days of Week | Loc | Term  |
|----------------------------------|---|------------|----------|------|------|-------------------|--------------|-----|-------|
| <input type="radio"/>            | TRN-901-CS48 Blackboard Basics-Online Feb.  | 02/07/11   | 02/11/11 | NOB  | NOR  |                   |              | CS  | 11/SP |
| <input checked="" type="radio"/> | TRN-901-CS61 Blackboard Basics Online-March | 03/21/11   | 03/25/11 | NOB  | NOR  |                   |              | CS  | 11/SP |
| <input type="radio"/>            | TRN-901-CS62 Elluminate Online-March        | 03/10/11   | 03/10/11 | NOB  | NOR  | 02:30PM - 04:00PM | TH           | CS  | 11/SP |
| <input type="radio"/>            | TRN-901-CS63 Blackboard Basics              | 03/15/11   | 03/15/11 | LC   | 109  | 03:30PM - 05:30PM | T            | CS  | 11/SP |

**SUBMIT**

**Step 7:** Enter grades for your students. In this sample, there are four students listed. Students that have dropped or withdrawn from the course prior to the census date will NOT appear here. **Use only the grade options shown here:**

**Grade Options Table:**

| Grade | Meaning                   | Quality Points |
|-------|---------------------------|----------------|
| A     | Excellent                 | 4.0            |
| A-    |                           | 3.7            |
| B+    |                           | 3.3            |
| B     | Above Average             | 3.0            |
| B-    |                           | 2.7            |
| C+    |                           | 2.3            |
| C     | Average                   | 2.0            |
| C-    |                           | 1.7            |
| D+    |                           | 1.3            |
| D     | Poor                      | 1.0            |
| D-    |                           | .7             |
| F     | Fail                      | 0.0            |
| AU    | Audit                     | -----          |
| P     | Pass                      | -----          |
| I     | Incomplete                | -----          |
| IP    | In Progress               | -----          |
| NC    | Non-credit & ESL Use Only | -----          |

**Do Not Use - For Registration Staff Only**

- NG - No Grade Assigned
- W - Withdrawal
- AW - Administrative Withdrawal

**Final Grading Table:**

| 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 |
|-----------|--------|--------|-------|-------------|-------------------------|-------------------------------------|------------|------------|------------|------------|------------|------------|-------|---------|------|----------------------|
| Student 1 | 111111 | N      | I     | 12/11/09    |                         | <input type="checkbox"/>            |            |            |            |            |            |            | FR    | 1.00    |      |                      |
| Student 2 | 222222 | N      | P     |             |                         | <input type="checkbox"/>            |            |            |            |            |            |            | FR    | 1.00    |      |                      |
| Student 3 | 333333 | N      | C     |             |                         | <input type="checkbox"/>            |            |            |            |            |            |            | FR    | 1.00    |      |                      |
| Student 4 | 444444 | N      | F     |             | 05/11/09 OR             | <input checked="" type="checkbox"/> |            |            |            |            |            |            | FR    | 1.00    |      |                      |

**If “I – Incomplete” is input for a student,** make sure you enter an Expire Date. According to CMC policy, that date is the last day of classes of the next semester (not including summer). Even if you have established a different timeline for expiration of the “Incomplete,” enter the last day of classes date. If an earlier date were entered and the student had difficulty completing the course by that date or the Grade was not changed from “I” to the appropriate letter grade, the system automatically changes the grade from “I” to “F”.

**If the student will receive an “F” for the course,** the instructor must indicate the last date of attendance in the Last Date of Attendance field OR, if the student never attended, click the box in the Never Attended field. One of these fields is required. The instructor will not be able to exit the grading screen in WebAdvisor without entering a date in this field.

**If an instructor wants to assign an AW to a student,** the instructor must complete a Faculty Withdrawal Form to drop a student for non-attendance or participation in class. This includes short courses. Submit this form to your Instructional Chair. You MUST take this action on or before the withdraw date of the class: instructors **cannot** enter AW in the Grade field.

**If when reviewing this screen you realize that an error has been made,** you may immediately make corrections and re-submit the grades. However, if significant time elapses before you realize there is an error, you cannot use WebAdvisor to change a grade and should instead contact the CMC registrar directly.

**Finally,** if you are done using WebAdvisor, select the Log Out link. Otherwise you can issue grades for another course by selecting the Faculty Menu and following the steps outlined here again for that course.