# WebAdvisor for Faculty

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WebAdvisor is directly linked to the campus Colleague system and is a real-time web product. You will be able to locate information about class offerings as well as information to input final grades for each of your courses, a module to find the student roster, and more.

**FIRST TIME ADJUNCT**

New adjuncts will not be in the system or have rights to WebAdvisor until a contract is signed and the data is entered into Datatel by the Human Resources Department. Immediately after an individual’s information is added into Datatel a COM ID will be assigned as well as creation of WebAdvisor and e-mail accounts. The information will be then sent to the department and individual who initiated the original paperwork.

**ACTIVATING E-ACCOUNTS**

**FIRST THINGS FIRST:** New adjuncts MUST make their initial login on a campus computer to activate E-mail and WebAdvisor. The LogIn Id and password are originally sent from Human Resources to your department.

**WEBADVISOR LOG IN**

1. Locate WebAdvisor on the College of the Mainland homepage. Click red button for WebAdvisor Login.
2. A WebAdvisor screen will appear. Click on the blue Log In tab.
3. The Log In page will require your User ID and Password; which are the same as your network login information.
Navigating WebAdvisor

This is the MAIN MENU and gives full access to information screens on class roster, grades and schedules. **No matter what information screen you have navigated to,** you will always have the *menu guidelines at the top and bottom of your screen.*
Proceed to the Faculty Menu by clicking on the Faculty button.

Class Roster

1. The **Class Roster** hyperlink is located on the Faculty Main Menu page, on the left hand side of the page under the heading Faculty Information.

2. After clicking **Class Roster** the next screen will display a list of your current courses for the semester.

3. Click on the Section Name to open the course.
Selecting Roster from Another Semester

At the bottom of the Class Roster Select Section Page are the fields to select different semesters and time frames. Click on the down arrow in the Select a Term Field, choose the appropriate term, and click the SUBMIT button.

Print Roster

1. From the browser menu bar click File/Print.

2. If required, select the proper printer by clicking on the down arrow beside the Name: field and complete all other modifications.

3. Click OK.
Early Warning

Student success and retention is very important to College of the Mainland. Research confirms a large number of students, who would otherwise drop out of college; respond positively to early intervention during the first three to six weeks of the semester. It is imperative to alert the Student Success Center and they will offer whatever assistance is available to the student to meet their academic goals.

The Early Alert notification is located in the course roster. Select the field, as illustrated below, and click the submit button.

<table>
<thead>
<tr>
<th>Student</th>
<th>ID</th>
<th>Access</th>
<th>E-mail Address</th>
<th>Phone Number</th>
<th>Class</th>
<th>Credits</th>
<th>Cross-Listed Section</th>
<th>Early Alert</th>
</tr>
</thead>
<tbody>
<tr>
<td>James</td>
<td>1234</td>
<td>Jan7</td>
<td><a href="mailto:maryjane9876@yahoo.com">maryjane9876@yahoo.com</a></td>
<td>713-111-1111</td>
<td>L/E</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Each referral will be flagged in Datatel to enable tracking and follow-up of these students. In addition, counseling will initiate contact with the instructor to verify referral, as well as providing updates concerning the success/non-success in reaching the student.

If you have questions, please contact advising Student Success Center at 409-933-8379
**Grading**

WebAdvisor for faculty is directly linked to the campus Colleague system and is a real time web product that will provide information about class offerings and students, as well as the ability to enter the final grade online.

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**Beware The Timeout**

The time-out feature is set to 10 minutes. You must **SUBMIT** to save the grades to Colleague. The best practice is to have all the grades calculated and ready to post; open WebAdvisor; type the grades – **Proof your work** – and click on the **SUBMIT** button. You can re-open the class to ensure the grades are correct if there are any questions about the original data entry.

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**All Other Grading Procedures Stay In Place**

YOU MUST take the COMPLETED grade sheet to your Department Chair / Director / or Coordinator’s office by final grade deadline as posted in the academic grade calendar.

Resolve any final grade issues by going to the Admission’s office and complete the grade change from.
Get started by clicking on the Grading link.

Click on the down arrow beside the **Term** field and select the appropriate semester.

Click on the down arrow beside the Final or Midterm/Intermediate Grading field and select Final.

Select the class to be graded by clicking beside the class under **Choose One** then click the Submit button.
In the GRADE field input the appropriate grade of **A B C D F** or I. Complete the process and click the **SUBMIT** button located at the bottom of the screen.

The next screen will be the Grading Confirmation Form. Check the grades to ensure accuracy and click **OK**. If you find an error – please click the **OK** button and immediately go through the process of opening the grading link and updating the incorrect grade.
The students will not be able to see their grades until the Admissions office runs the grade verification process through Colleague, which will be run at the end of each business day. You will not be able to manually change a grade once this process has been completed.

**Special Circumstances**

- If a grade needs to be changed AFTER the verification process has been completed, contact the Admissions Office or department administrative assistant for a Grade Change Form.

- A grade of (I) incomplete MUST have an EXPIRE DATE. Please use the date in the instructions provided from the Admissions office at the end of the semester. If the work is not received, and the grade is not changed by this date, then the grade will automatically change to an "F" (failing) grade.

- A grade of "F" requires a Last Date of Attendance, for example 04/27/2016, or an X in the Never Attended box.

**Final Grade Comments – Developmental Courses**

The Final Grade Comments screen is the last step for recording information surrounding students who have failed a developmental course.
Please choose one of the pre-determined selections in the drop-down boxes beside the student’s name to complete the form. Type additional comments if warranted. If you want a copy of the form and information for your records, please use the browser print feature. When completed, click **Submit**.