

# 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.

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## ***FIRST TIME ADJUNCT***

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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.

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## ***ACTIVATING E-ACCOUNTS***

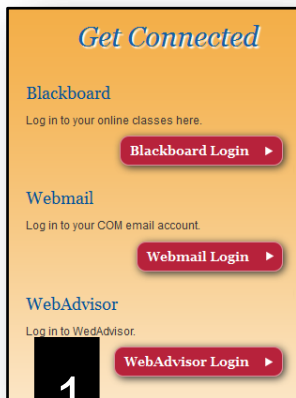
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**FIRST THINGS FIRST:** New adjuncts **MUST** make their initial login on a campus computer to activate E-mail and WebAdvisor. The LogIn Id and password are originally sent from Human Resources to your department.

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## ***WEBADVISOR LOG IN***

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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.



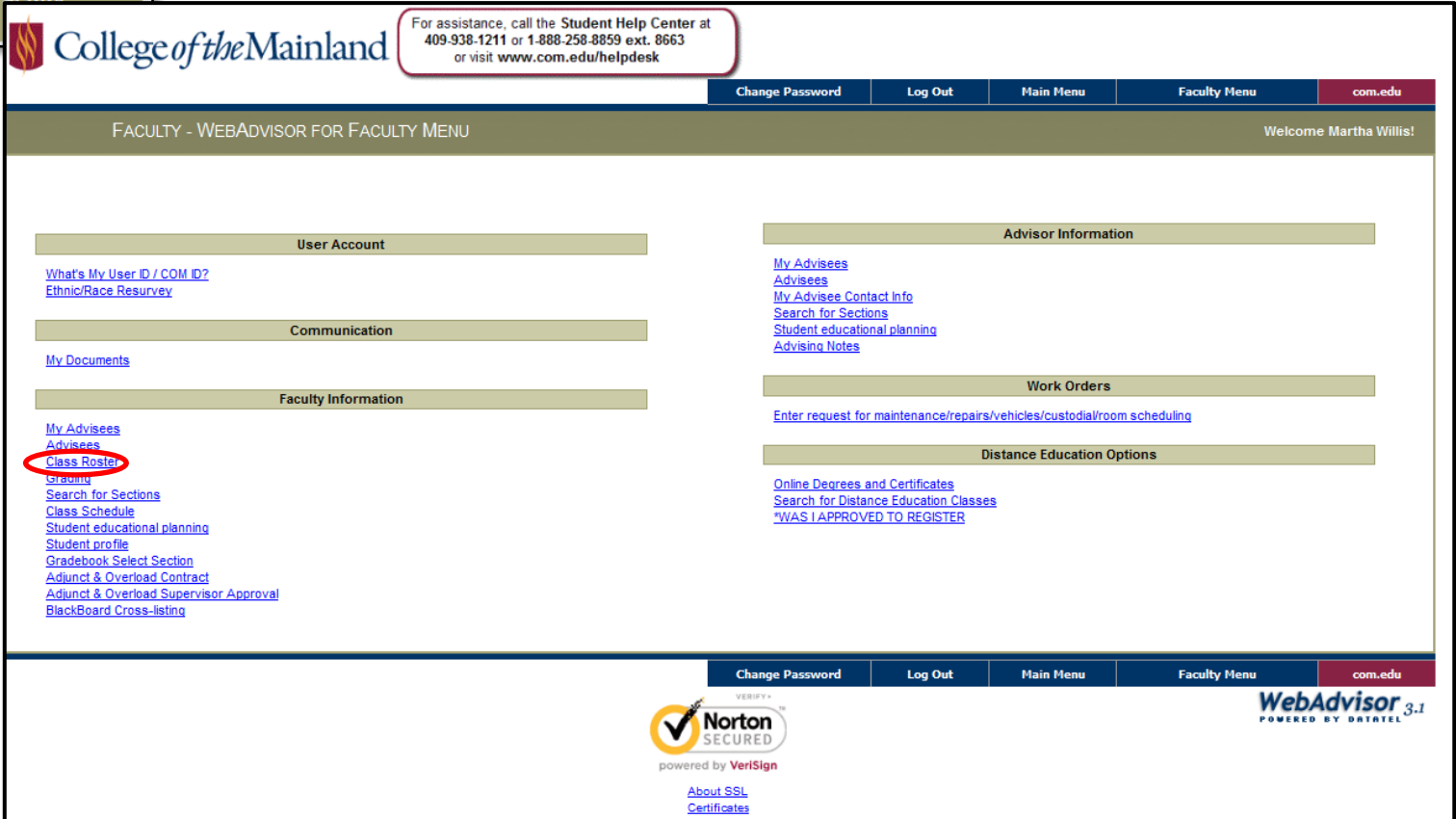
## NAVIGATING WEBADVISOR

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*.

The screenshot shows the WebAdvisor Main Menu interface. At the top left is the College of the Mainland logo. To its right is a contact box for the Student Help Center. A blue callout box at the top right says "Menu Guidelines are always available." Below the logo is a navigation bar with "Change Password", "Log Out", "Main Menu", and "com.edu". A link "What's My User ID / COM ID?" is also present. The main content area features a "Welcome Martha Willis!" message and a "Select your point of entry to the right" prompt. A "Need help?" box is circled in blue, containing contact information for the Student Help Center and Admissions Office, and a "Help Desk" button with a yellow arrow. A blue callout box at the bottom left points to this button, stating "Any issues or problems? Call Admissions or push the button!". To the right of the "Need help?" box is a grid of user role icons: Continuing Education, Prospective Students, Students, Faculty, Employees, and Advisors. At the bottom of the page is a "Norton SECURED" logo with "powered by VeriSign" and links for "About SSL Certificates". A second blue callout box at the bottom right says "Menu Guidelines are always available." The footer includes "WebAdvisor 3.1 POWERED BY DATARIEL".



Proceed to the Faculty Menu by clicking on the Faculty button.



For assistance, call the Student Help Center at 409-938-1211 or 1-888-258-8859 ext. 8663 or visit [www.com.edu/helpdesk](http://www.com.edu/helpdesk)

Change Password | Log Out | Main Menu | Faculty Menu | com.edu

FACULTY - WEBADVISOR FOR FACULTY MENU | Welcome Martha Willis!

**User Account**

- [What's My User ID / COM ID?](#)
- [Ethnic/Race Resurvey](#)

**Communication**

- [My Documents](#)

**Faculty Information**

- [My Advisees](#)
- [Advisees](#)
- [Class Roster](#)
- [Ground](#)
- [Search for Sections](#)
- [Class Schedule](#)
- [Student educational planning](#)
- [Student profile](#)
- [Gradebook Select Section](#)
- [Adjunct & Overload Contract](#)
- [Adjunct & Overload Supervisor Approval](#)
- [BlackBoard Cross-listing](#)

**Advisor Information**

- [My Advisees](#)
- [Advisees](#)
- [My Advisee Contact Info](#)
- [Search for Sections](#)
- [Student educational planning](#)
- [Advising Notes](#)



**Work Orders**

- [Enter request for maintenance/repairs/vehicles/custodial/room scheduling](#)

**Distance Education Options**

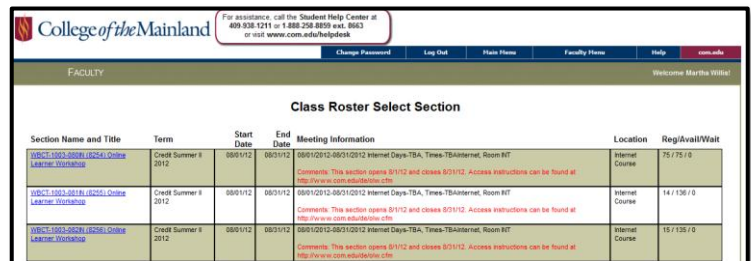
- [Online Degrees and Certificates](#)
- [Search for Distance Education Classes](#)
- [\\*WAS I APPROVED TO REGISTER](#)

Change Password | Log Out | Main Menu | Faculty Menu | com.edu

## 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.



Section Name and Title	Term	Start Date	End Date	Meeting Information	Location	Reg/Avail/Wait
<a href="#">WBCT-1003-0028 (10254) Online</a> Lecture: YOU@COM	Credit Summer I 2012	08/01/12	08/31/12	08/01/2012-08/31/2012 Internet Days-TBA, Times-TBA/Internet, Room RT  Comments: This section opens 8/1/12 and closes 8/31/12. Access instructions can be found at <a href="http://www.com.edu/deliver.cfm">http://www.com.edu/deliver.cfm</a>	Internet Course	75 / 75 / 0
<a href="#">WBCT-1003-0018 (10201) Online</a> Lecture: YOU@COM	Credit Summer I 2012	08/01/12	08/31/12	08/01/2012-08/31/2012 Internet Days-TBA, Times-TBA/Internet, Room RT  Comments: This section opens 8/1/12 and closes 8/31/12. Access instructions can be found at <a href="http://www.com.edu/deliver.cfm">http://www.com.edu/deliver.cfm</a>	Internet Course	14 / 136 / 0
<a href="#">WBCT-1003-0028 (10254) Online</a> Lecture: YOU@COM	Credit Summer I 2012	08/01/12	08/31/12	08/01/2012-08/31/2012 Internet Days-TBA, Times-TBA/Internet, Room RT  Comments: This section opens 8/1/12 and closes 8/31/12. Access instructions can be found at <a href="http://www.com.edu/deliver.cfm">http://www.com.edu/deliver.cfm</a>	Internet Course	15 / 135 / 0

## 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.

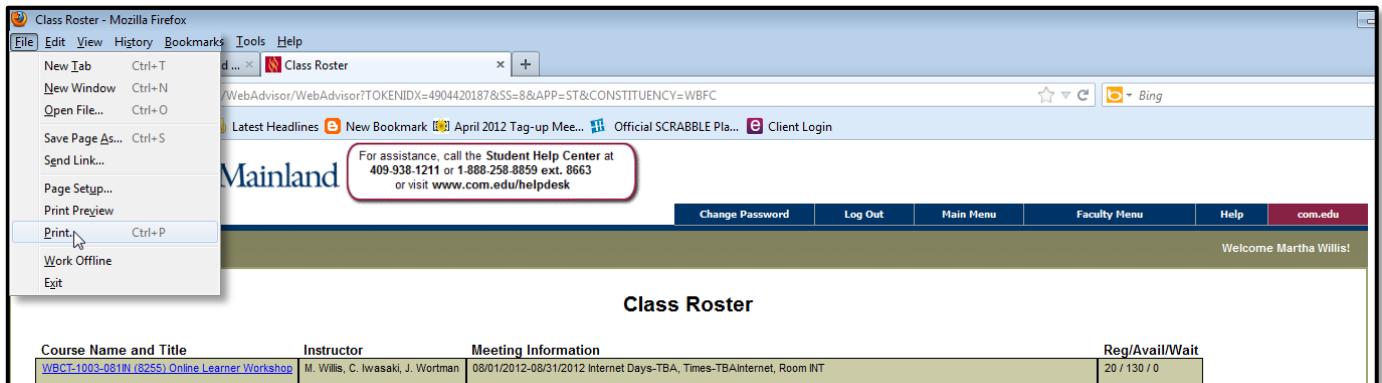
<a href="#">WBCT-1005-012N (7285) Online Learner Workshop</a>	CE Winter Quarter 2012	01/03/12   01/31/12   01/03/2012-01/31/2012	Internet Days-TBA, Times-TBAInternet, Room INT	Internet Course	0 / 35 / 0
<a href="#">WBCT-1005-013N (7289) Online Learner Workshop</a>	CE Winter Quarter 2012	FA2012 - Credit Fall 2012 S22012 - Credit Summer II 2012 CEQ412 - CE Summer Quarter II 2012 S12012 - Credit Summer I 2012 CEQ312 - CE Spring Quarter 2012 SP2012 - Credit Spring 2012	Internet Days-TBA, Times-TBAInternet, Room INT	Internet Course	0 / 35 / 0
<a href="#">WBCT-1005-020N (7270) Online Learner Workshop</a>	CE Winter Quarter 2012	HS20122 - OHS Spring 2012 CEQ212 - CE Winter Quarter 2012 CEQ111 - CE Fall Quarter 2011 FA2011 - Credit Fall 2011	Internet Days-TBA, Times-TBAInternet, Room INT	Internet Course	1 / 34 / 0
<a href="#">WBCT-1005-021N (7271) Online Learner Workshop</a>	CE Winter Quarter 2012	HS20111 - OHS Fall 2011 S22011 - Credit Summer II 2011 S12011 - Credit Summer I 2011 SP2011 - Credit Spring 2011 HS20112 - OHS Spring 2011 HS20101 - OHS Fall 2010	Internet Days-TBA, Times-TBAInternet, Room INT	Internet Course	1 / 34 / 0

OR: Select a term or date range to change your class list Term Start Date End Date

**SUBMIT**

Change Password Log Out Main Menu Faculty Menu Help com.edu

## Print Roster



Class Roster - Mozilla Firefox

File Edit View History Bookmarks Tools Help

New Tab Ctrl+T  
New Window Ctrl+N  
Open File... Ctrl+O  
Save Page As... Ctrl+S  
Send Link...  
Page Setup...  
Print Preview  
**Print... Ctrl+P**  
Work Offline  
Exit

WebAdvisor/WebAdvisor?TOKENIDX=4904420187&SS=8&APP=ST&CONSTITUENCY=WBFC

Latest Headlines New Bookmark April 2012 Tag-up Mee... Official SCRABBLE Pla... Client Login

For assistance, call the Student Help Center at 409-938-1211 or 1-888-258-8859 ext. 8663 or visit [www.com.edu/helpdesk](http://www.com.edu/helpdesk)

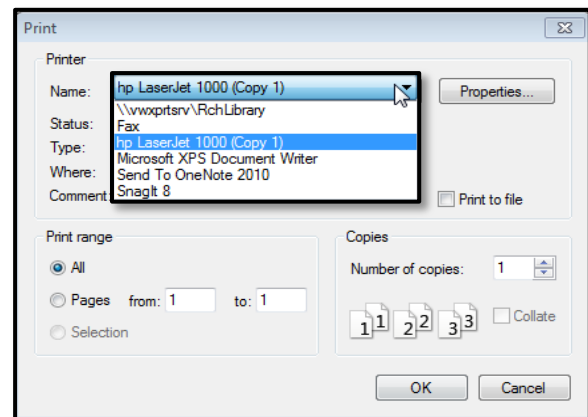
Change Password Log Out Main Menu Faculty Menu Help com.edu

Welcome Martha Willis!

### Class Roster

Course Name and Title	Instructor	Meeting Information	Reg/Avail/Wait
<a href="#">WBCT-1003-081N (8255) Online Learner Workshop</a>	M. Willis, C. Iwasaki, J. Wortman	08/01/2012-08/31/2012 Internet Days-TBA, Times-TBAInternet, Room INT	20 / 130 / 0

- From the browser menu bar click **File/Print**.
- If required, select the proper printer by clicking on the down arrow beside the **Name:** field and complete all other modifications.
- Click **OK**.



Print

Printer

Name: **hp LaserJet 1000 (Copy 1)** Properties...

Status: \\wvxpstrsv\RchLibrary

Type: **hp LaserJet 1000 (Copy 1)**

Where: Microsoft XPS Document Writer  
Send To OneNote 2010  
SnagIt 8

Print to file

Print range

All

Pages from: 1 to: 1

Selection

Copies

Number of copies: 1

Collate

1 1 2 2 3 3

OK Cancel

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## Early Warning

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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.

Student	ID	Access	E-mail Address	Phone Number	Class	Credits	Cross-Listed Section	Early Alert
Jones Mary	65555555		maryjone9876@yahoo.com	713-111-1111 (HO)	Unclassified	0.00		<input type="checkbox"/> Unknown <input checked="" type="checkbox"/>

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

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## **Grading**

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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.



### **BEWARE THE TIMEOUT**

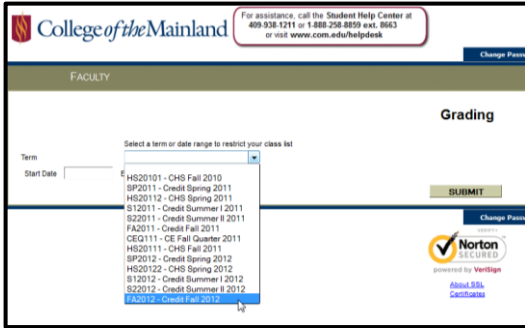
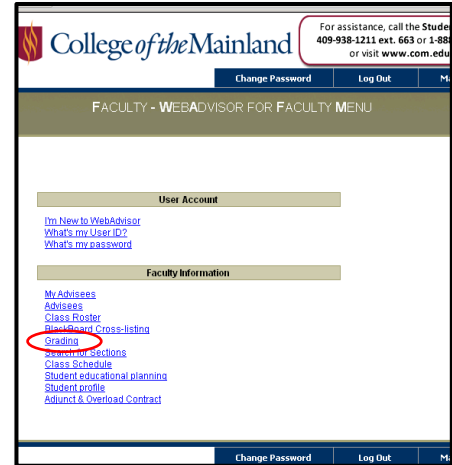
The time-out feature is set to 10 minutes. You must **SUBMIT** to save the grades to Colleague. The best practice is to have all the grades calculated and ready to post; open WebAdvisor; type the grades – ***Proof your work*** – and click on the **SUBMIT** button. You can re-open the class to ensure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

### **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.

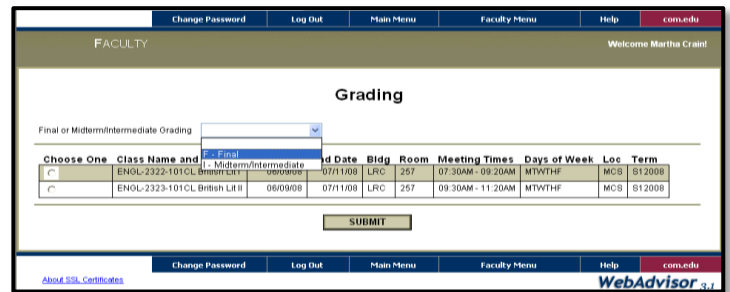
Resolve any final grade issues by going to the Admission's office and complete the grade change from.

Get started by clicking on the Grading link.

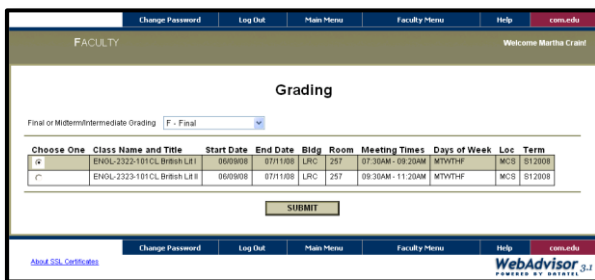


Click on the down arrow beside the **Term** field and select the appropriate semester.

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

### Final Grading

Class Name ARTS-1304-010IN  
 Title Art History II (050)  
 Location Internet Course  
 Term Credit Summer II 2012

**Instructor**  
 Martha E. Willis

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
Cl yly	14	N	F		08/01/2012	<input type="checkbox"/>							UN	3.00		
D	2	N	I	08/10/2013		<input type="checkbox"/>							SO	3.00		
Gr a M.	5	N	F			<input checked="" type="checkbox"/>							UN	3.00		
Gi N	0	D(05/29/12)	A			<input type="checkbox"/>							SO	3.00		
Gi W	14	N	B			<input type="checkbox"/>							UN	3.00		

process and click the **SUBMIT** button located at the bottom of the screen.

### Grading Confirmation Form

Class Name ARTS-1304-010IN  
 Title Art History II (050)  
 Location Internet Course  
 Term Credit Summer II 2012

**Instructor**  
 Martha E. Willis

\*\* 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
Gi Tr	01	N	A										UN	3.00		
Gr D:	0	D(05/06/12)	C										FR	3.00		
H: Ja	01	N	D										UN	3.00		
I	0	N	F			Y							UN	3.00		
Jo As	01:	N	I	08/10/2013									FR	3.00		
I I	0	N	F		08/05/12								SO	3.00		

**OK**

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.

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### ***Special Circumstances***

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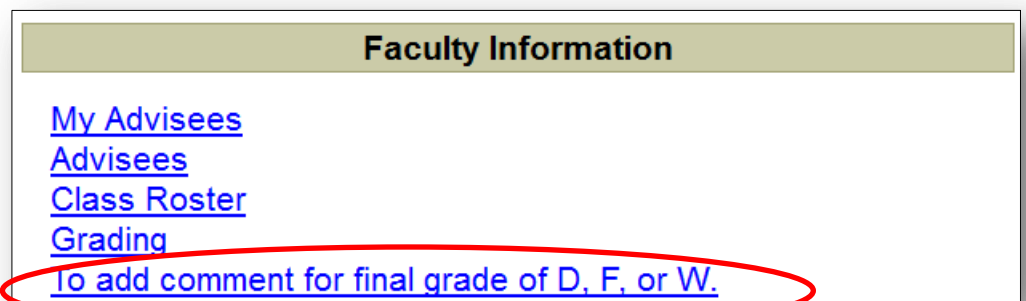
- ↪ If a grade needs to be changed AFTER the verification process has been completed, contact the Admissions Office or department administrative assistant for a Grade Change Form.
- ↪ A grade of (I) incomplete MUST have an EXPIRE DATE. Please use the date in the instructions provided from the Admissions 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.

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### ***Final Grade Comments – Developmental Courses***

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The Final Grade Comments screen is the last step for recording information surrounding students who have failed a developmental course.



**Faculty Information**

- [My Advisees](#)
- [Advisees](#)
- [Class Roster](#)
- [Grading](#)
- [To add comment for final grade of D, F, or W.](#)

FACULTY						
		Change Password	Log Out	Main Menu	Faculty Menu	Help
						Welcome Selina Rahman!
List students that received unsatisfactory grades						
TITLE	NAME	GRADE	Suggestion 1	Suggestion 2	COMMENTS	
Intermediate Algebra-Lec		D				
Intermediate Algebra-Lec		Withdraw	DF - Different Format			
Intermediate Algebra-Lec		Withdraw	DT - Different Time Slot			
Intermediate Algebra-Lec		Withdraw	CA - Complete All Assignments			
Intermediate Algebra-Lec		D	IA - Improve Attendance/Tardy			
Intermediate Algebra-Lec		Withdraw	OC - Remove Outside Commitment			
Intermediate Algebra-Lec		Withdraw	UT - Use Tutors Regularly			
Intermediate Algebra-Lec		F	IO - See Instructor Office Hrs			
Intermediate Algebra-Lec		Withdraw	PC - Participate in class			
Intermediate Algebra-Lec		F	TN - Take good Notes			
Intermediate Algebra-Lec		Withdraw	PB - Buy Book/Materials Timely			
Intermediate Algebra-Lec						
Intermediate Algebra-Lec						

**SUBMIT**

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**.