WEBADVISOR FOR FACULTY

Table of Contents

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.
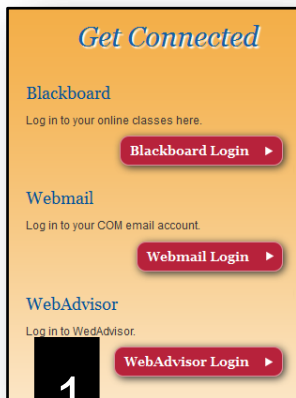
ACTIVATING E-ACCOUNTS

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.
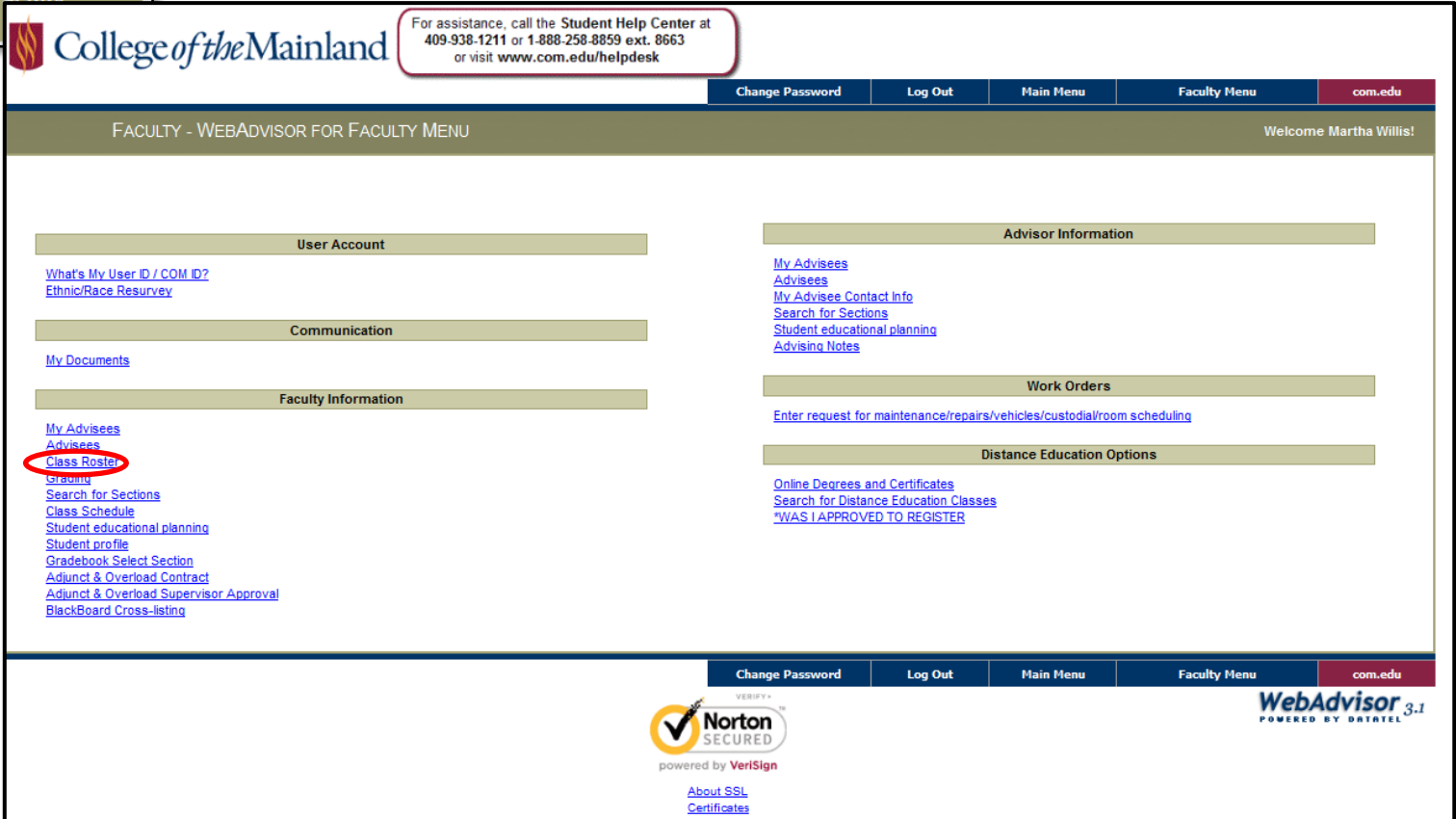
College *of the* Mainland®

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.*

College *of the* Mainland®

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 semster.

3. Click on the Section Name to open the course.

College *of the* Mainland®

Selecting Roster from Another Semster

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.

Student	ID	Access	E-mail Address	Phone Number	Class	Credits	Cross-Listed Section		Early Alert
Jones Mary	5555555		maryjone9876@yahoo.com	713-111-1111 (HO)	Unclassified	0.00		✕ Unknown	✓

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.

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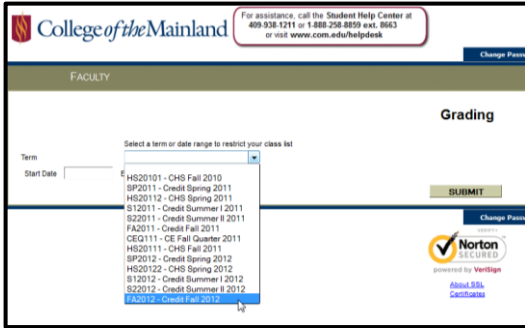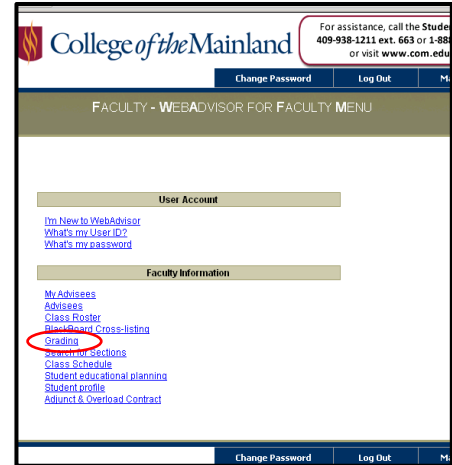
Click on the down arrow beside the **Term** field and select the appropriate semester.

Click on the down arrow beside the Final or Midterm/Intermediate Grading field and select Final.
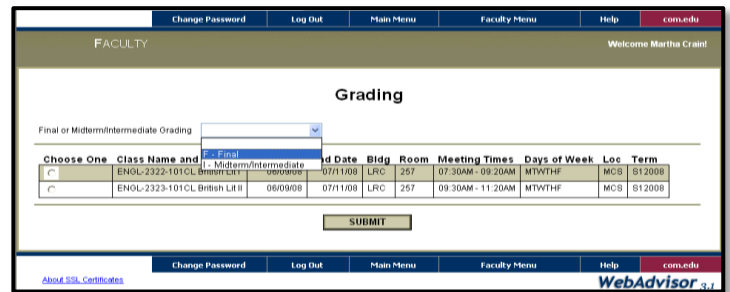
Select the class to be graded by clicking beside the class under **Choose One** then click the Submit button.

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...ryly	...4	N	F		08/01/2012	☐							UN	3.00		
D...	...2	N	I	08/10/2013		☐							SO	3.00		
G... a M.	...5	N	F			☑							UN	3.00		
Gi... N.	...0	D(05/29/12)	A			☐							SO	3.00		
Gi... vor W.	...4	N	B			☐							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 **

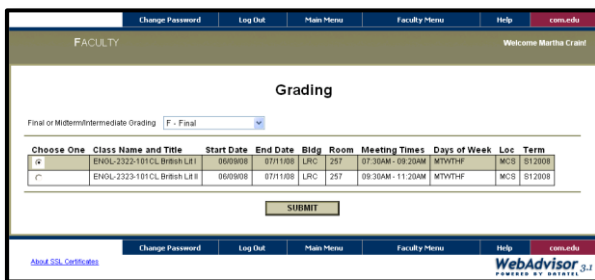| Student	ID	Status	Final Grade	Expire Date	Last Date of Attendance	Never Attended	Inter Gr 1	Inter Gr 2	Inter Gr 3	Inter Gr 4	Inter Gr 5	Inter Gr 6	Class	Credits	CEUS	Cross-Listed Section
Gi... Tr...	01...	N	A										UN	3.00		
G... D...	0...	D(05/06/12)	C										FR	3.00		
H... Ja...	01...	N	D										UN	3.00		
I...	0...	N	F			Y							UN	3.00		
Jo... As...	013...	N	I	08/10/2013									FR	3.00		
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.

![College of the Mainland logo]

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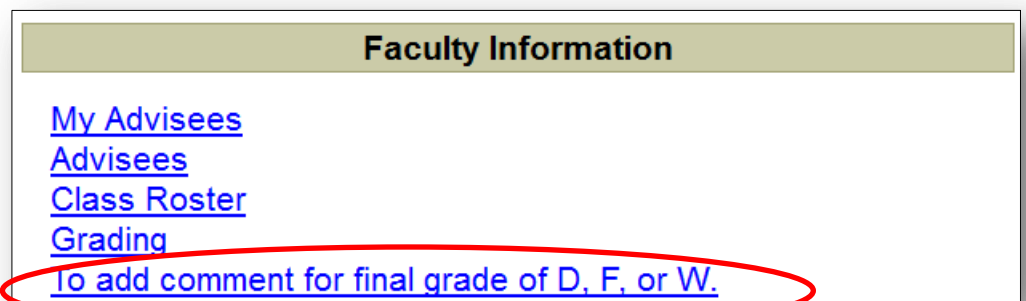
- ❧ If a grade needs to be changed AFTER the verification process has been completed, contact the Admissions Office or department administrative assistant for a Grade Change Form.

- ❧ 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.

College *of the* Mainland®

TITLE	NAME	GRADE	Suggestion 1	Suggestion 2	COMMENTS

FACULTY   Welcome Selina Rahman!

List students that received unsatifactory 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		D	CA - Complete All Assignments		
Intermediate Algebra-Lec		Withdraw	IA - Improve Attendance/Tardy		
Intermediate Algebra-Lec		F	OC - Remove Outside Commitment		
Intermediate Algebra-Lec		Withdraw	UT - Use Tutors Regularly		
Intermediate Algebra-Lec		F	IO - See Instructor Office Hrs		

Drop-down list items:
DF - Different Format
DT - Different Time Slot
CA - Complete All Assignments
IA - Improve Attendance/Tardy
OC - Remove Outside Commitment
UT - Use Tutors Regularly
IO - See Instructor Office Hrs
PC - Participate in class
TN - Take good Notes
PB - Buy Book/Materials Timely

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**.