



ENTERING AND UPLOADING GRADES AND ATTENDANC IN WEBADVISOR



Navigating to WebAdvisor

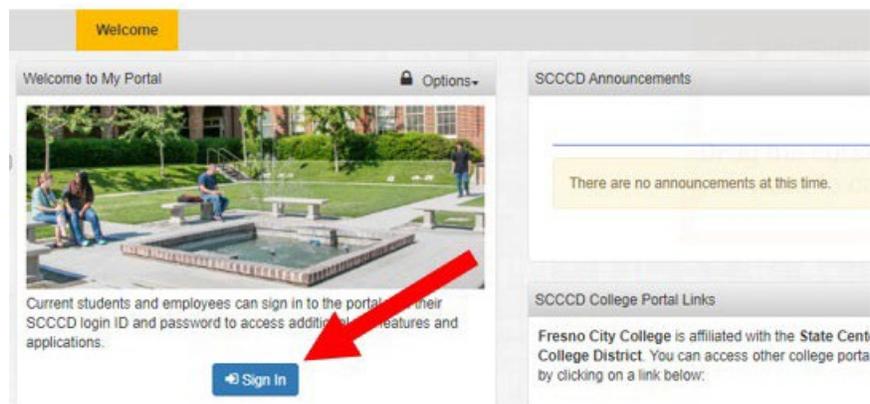
Each time you log in you will have approximately 30 minutes to complete any activity and click “Submit” before the session times out. Be prepared with all information you need to make your updates before you begin the log in process.

1. Open a web browser and go to this address: www.webadvisor.sccd.edu
2. Click the LOG IN link.
3. Enter your user ID and password and click SUBMIT.
4. You can also navigate to Webadvisor through “My Portal” on the [Fresno City College or Reedley College home page](#).

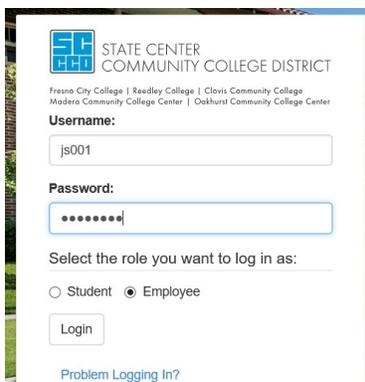


Next, click “Sign In”

Next, you will be prompted to enter your staff username and password – the same one you use to log into your

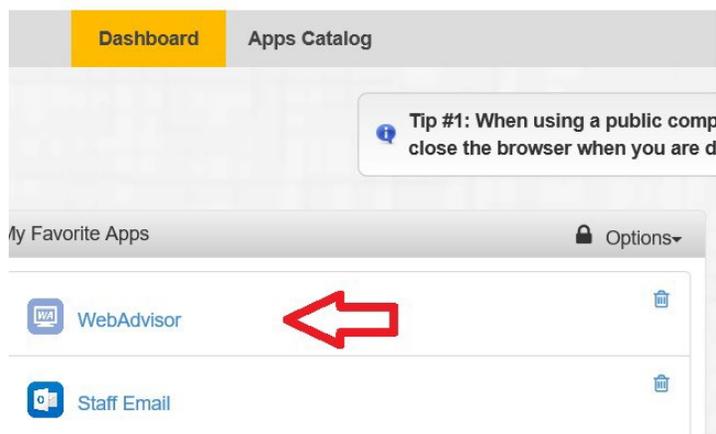


on-campus computer and your staff email. Be certain to select “Employee” as your “log in role” before you click login.

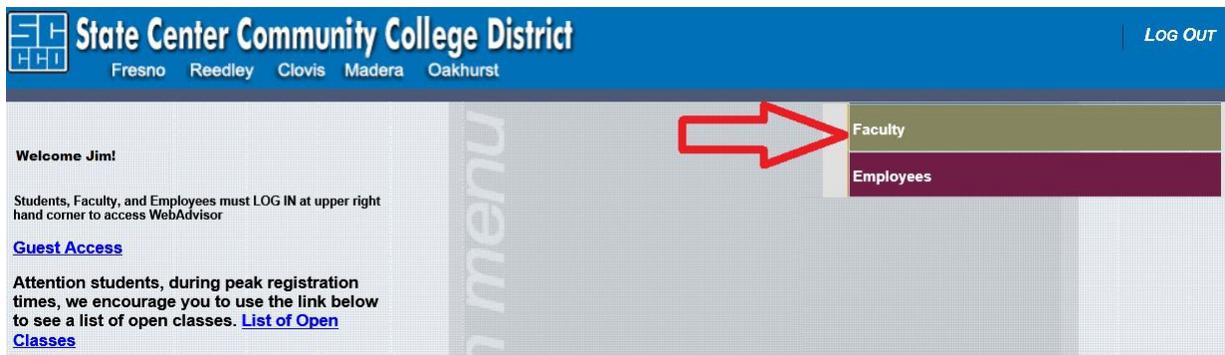


Once logged in to the portal, select WebAdvisor on your dashboard. If you do not have it on your dashboard, select the Apps Catalog tab and save it to your dashboard before continuing.

In WebAdvisor, you may have to click the Log In button at the top of the screen. You will not be asked to type



your user name or password again; you will be redirected to the Main Menu with additional menu options. Your WebAdvisor “Main Menu” should include a Faculty and Employees options. For grading and class rosters, select “Faculty”.



Faculty Drop Instructions

Faculty may drop students in Webadvisor until 11:59pm on the Final Drop Date (50% point of the class) as indicated on the roster.

Dropping Students:

1. Click on “**Faculty Drop & Roster Certification**” under the Faculty Information header
2. Click on the Section Name and Title for the class

FACULTY							Welcome M
Faculty Drops & Roster Certification							
Section Name and Title	Term	Start Date	End Date	Meeting Information	Location		
BA-10-26459 (26459) INTRO TO BUSINES	Spring 2020	01/13/20	05/22/20	01/14/2020-05/21/2020 Lecture Tuesday, Thursday 08:00AM - 09:15AM, Business Education, Room 222	Fresno City College		

3. Locate the student name and ID you wish to drop. Click the **Instructor Drop** check-box and enter the last date of attendance using the **MMDDYY** format. Once you have done this for each student being dropped, click “**Submit**”

FACULTY							Welcome I			
Faculty Drops Roster										
Course Name and Title	Instructor	Meeting Information	Reg/Avail/Wait	Census Date	Final Drop Date					
BA-10- 26459 (26459) INTRO TO BUSINES	XXXXXXXXXX XXXXXX	01/14/2020-05/21/2020 Lecture Tuesday, Thursday 08:00AM - 09:15AM, Business Education, Room 222	24 / 7 / 0	02/03/20	05/15/20					
<--Select a different course section E-Mail these Students										
Student	ID	E-mail Address	Phone Number	Status	No Show Drop	Repeat	Credits	Cross Listed Section	Instructor Drop	Last Date of Attendance (MMDDYY)
1	XXXXXXXXXX	XXXXXXXXXX @MY.SCCCD.EDU	XXXXXXXXXX 3160 (HOME)	ENRL	<input type="checkbox"/>		3.00		<input checked="" type="checkbox"/>	051520
2	XXXXXXXXXX	XXXXXXXXXX @MY.SCCCD.EDU	XXXXXXXXXX 4355 (DAY)	ENRL	<input type="checkbox"/>		3.00		<input type="checkbox"/>	
3	XXXXXXXXXX	XXXXXXXXXX @MY.SCCCD.EDU	XXXXXXXXXX 2434 (HOME)	ENRL	<input type="checkbox"/>		3.00		<input type="checkbox"/>	
4	XXXXXXXXXX	XXXXXXXXXX @MY.SCCCD.EDU	XXXXXXXXXX XXXXXX	ENRL	<input type="checkbox"/>		3.00		<input type="checkbox"/>	

Late Drops – If you missed dropping a student who either never attended the class, or who stopped attending prior to the final drop deadline, leave the grade blank. Email your drop request to Fresno City College: records@fresnocitycolleg.edu Reedley College: admissions@reedleycollege.edu to have the student dropped. You will need to provide the Section Name & Number, Student ID, Full Name, student’s last date of attendance and the reason the drop deadline was missed.

Faculty Grade Entry Instructions

Navigate to the Grading Screens:

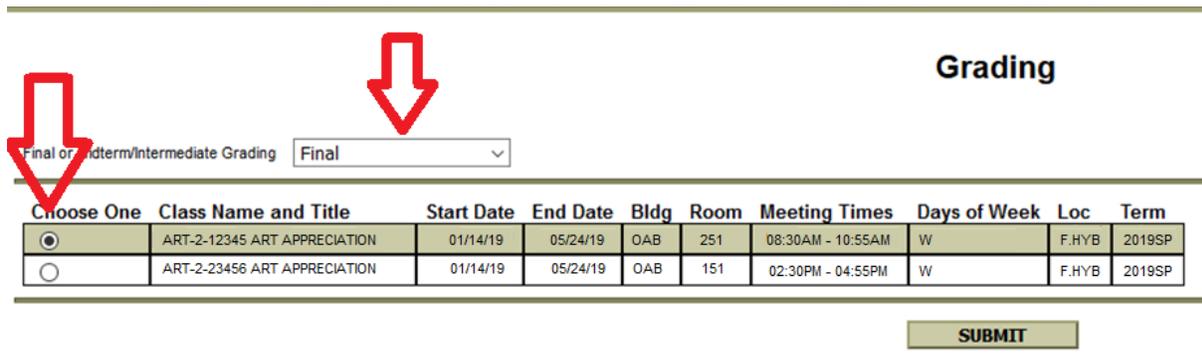
1. On the Faculty menu, click “Step 1: Grading”



2. Next, select the appropriate term from the main grading screen using the drop-down arrow, then click “Submit”. Do Not Enter Start/End Dates.



3. Click on the drop-down arrow for Final or Midterm/Intermediate Grading and select “Final”. Next, choose the class for which you will be entering grades and click the Submit button. You may only enter grades for one class at a time.



Entering Grades:

- Students who appear on this Final grading screen should only be those who are to receive a grade. Enter each student's A, B, C, D, F, or I (Y or N for non-credit courses) letter grade, **do not enter a "W" or "EW" as this is not a grade. Leave the grade field blank and contact Admissions and Records for late drops.**
- If a student receives a substandard grade, D or F, enter the **"Last Date of Attendance"** in the MMDDYY format.

Class Name ART-2-12345
 Title ART APPRECIATION
 Location FCC Hybrid
 Term Spring 2019

Instructor

Jim Smith

Student	ID	Status	Grade	Expire Date	Last Date of Attendance	Never Attended	Midterm Grade	Class Level	Credits	CEUs	Cross-Listed Section
Booster, Ram	0099999	A	A			<input type="checkbox"/>			3.00		
City, Fresno	0999999	N	F		042019	<input type="checkbox"/>			3.00		
Fan, Sport	0000099	N	C			<input type="checkbox"/>			3.00		
Ram, Sam T	0000999	N	I	081219		<input type="checkbox"/>			3.00		
Student, New	0000009	N				<input checked="" type="checkbox"/>			3.00		

SUBMIT

- If you have left any student's grade field blank or if you have marked any as **"Never Attended"**, please contact the Records Specialist upon the electronic submission of your roster.
- After you have entered all grading information, click **"Submit"**. Review the Grading Confirmation form and save a copy for your records then click OK.

If you have more classes to grade, click **Step 1: Grading** on the Faculty Menu and return to Entering the Grading Screens step 1 above.

If you have completed entering your grades, next, upload your grade and attendance rosters.

Submitting Your Grade and Attendance Rosters:

Submit your saved electronic roster using one of the submission links provided on the WebAdvisor Faculty Menu.

- Click **"Electronic Submission of Rosters"** or **"Upload electronic copy"**.

1st2know Emergency Alert

[Sign Up for 1st2Know to receive Emergency Text Alerts to Cell Phone](#)

Faculty Grading Process

[Step1: Grading](#)
[Step2: Upload electronic copy](#)

- Complete the Roster Submission Form. Be sure to select the appropriate Location of where the class was held. Note, middle name is optional

Roster Submission Form

Select Location Fresno City College
 Madera Center
 Oakhurst Center
 Reedley College
 Clovis Community College

First Name :

Middle Name :

Last Name :

Faculty Number : Enter Faculty ID number here

Section Name and Number (IS-15-12345) :

Email :

Note: Only upload grade and attendance files related to the section name and number listed above. Click on the first "Browse" button below to upload a file containing both grades and attendance. For faculty who keep their grades and attendance in separate files, you can now upload both files at one time by using both the required "grades" file upload and the optional "attendance only" file upload options below.

- Click on "Choose File" to attach your file. **YOUR FILE CANNOT CURRENTLY BE OPEN IN A WINDOW ON YOUR COMPUTER** or the submission will fail.

Required: upload a combined grades and attendance file or a grades-only file:

Select a file for upload

No file chosen

Optional: upload an attendance-only file:

Select a file for upload (Optional)

No file chosen

- Browse your system and select your PDF or xlsx (Excel) file Grade and/or Attendance file (confirm title of file)
 - Save the **Grade-book** and upload to WEBADVISOR and Schoology no later than December 18th end of school day.
As: SECTION-LAST NAME-TERM-GRD
Example: PHOTO-5-12345-LOFARO-2020FA-GRD
 - Save your **Attendance** and upload to WEBADVISOR and Schoology no later than December 18th end of school day.
Rename the Attendance File as: SECTION-LAST NAME-TERM-ATT
Example: PHOTO-5-12345-LOFARO-2020FA-ATT

- Click Submit Form