



SAMPSON
COMMUNITY COLLEGE

WebAdvisor Grading

Summer 2016

Step 1 – Log into WebAdvisor and select Faculty portal.

Step 2 – Click on the **Grading** link on the Faculty Menu in WebAdvisor.

FACULTY - WEBADVISOR FOR FACULTY MENU

User Account

[What's my User ID?](#)
[What's my password](#)

Faculty Information

[My Advisees](#)
[Advisees](#)
[Class Roster](#)
[Grading](#)
[Search for Sections](#)
[My Class Schedule](#)
[Student profile](#)
[Academic Planning](#)
[Web Attendance Tracking](#)



Step 3 – Click on the drop down box to select the correct term in WebAdvisor.

Select a term or date range to restrict your class list

Term 

Start Date End Date

Step 4 – Click the **SUBMIT** button.

SUBMIT



Step 5 – Required: Select **Final** in the drop down box.

Final or Midterm/Intermediate Grading Final

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input type="radio"/>	DMA-065-0A Algebra for Precalculus	02/02/16	04/28/16	RWSC	225	11:00AM - 12:30PM	TTH	MC	2016SP
<input type="radio"/>	DMS-001-0C1 Developmental Math Shell 1	01/07/16	01/28/16	RWSC	210	11:00AM - 01:45PM	TTH	MC	2016SP

SUBMIT

Step 6 – Required: Select the section you want to record grades. An error will be displayed if a section is not selected.

Final or Midterm/Intermediate Grading Final

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input checked="" type="radio"/>	DMA-065-0A Algebra for Precalculus	02/02/16	04/28/16	RWSC	225	11:00AM - 12:30PM	TTH	MC	2016SP
<input type="radio"/>	DMS-001-0C1 Developmental Math Shell 1	01/07/16	01/28/16	RWSC	210	11:00AM - 01:45PM	TTH	MC	2016SP

SUBMIT

Step 7 – Click the **SUBMIT** button.

SUBMIT

After clicking the SUBMIT button, the **Final Grading** web form is displayed.

Class Name DMA-065-0A
Title Algebra for Precalculus
Location Main Campus
Term Spring 2016

Instructor

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
		X				<input type="checkbox"/>							SA	2.00
		X				<input type="checkbox"/>							SA	2.00
		N				<input type="checkbox"/>							SA	2.00
		A				<input type="checkbox"/>							FA	2.00
		N				<input type="checkbox"/>							SA	2.00
		X				<input type="checkbox"/>								2.00

** Please review carefully before submitting. Once submitted, these grades will be transcribed and cannot be changed through this form.

Step 8 – Enter grades for your students. All drop forms must be submitted to the Registrar’s office prior to submitting grades. Withdrawn students will not show in the list of students.

****WebAdvisor times out after 10 minutes.** If you have a large number of students in a section, enter a small batch of grades and click SUBMIT after each smaller batch.


If you have questions regarding NG or W grades, please contact Delsey Brewington x2027 dbrewington@sampsoncc.edu or Betsy Lloyd x2023 blloyd@sampsoncc.edu . They can verify tracking forms and drop forms.

Student	ID	Status	Grade	Expire Date	Last Date of Attendance	Never Attended
		X				<input type="checkbox"/>
		X				<input type="checkbox"/>
		N				<input type="checkbox"/>
		A				<input type="checkbox"/>
		N				<input type="checkbox"/>
		X				<input type="checkbox"/>

GRADING SYSTEM

Grade	Description	Comments
A	Excellent	Grade Only
B	Above Average	Grade Only
C	Average	Grade Only
D	Below Average	Grade Only
F	Unsatisfactory	Grade Only
P	Pass	Grade Only
R	Repeat	Grade Only
Do NOT enter in WebAdvisor		
NG	Never Attended	This grade was required and submitted on the Tracking Form.
AU	Audit	This grade was entered by the Registrar’s Office when the student registered.
W	Withdrawal/Drop	This grade was entered by the Registrar’s Office.
I	Incomplete	This grade will be entered by the Registrar’s Office after proper paperwork is submitted.

Step 9 – Required: After all grades have been entered and are correct, select the Electronic Signature Verification to officially approve and lock your grades.

Student	ID	Status	Grade	Expire Date	Last Date of Attendance	Never Attended	Inter Gr 1	Inter Gr 2	Inter Gr 3
	X					<input type="checkbox"/>			
	X					<input type="checkbox"/>			
	N					<input type="checkbox"/>			
	A					<input type="checkbox"/>			
	N					<input type="checkbox"/>			
	X					<input type="checkbox"/>			

**** Please review carefully before submitting. Once submitted, these grades will be transcribed and cannot be changed through this form.**

☐ I hereby certify that all grades are entered for this section and I am submitting final grades via electronic transmission in lieu of a signature.

Step 10 – Required: Once the Electronic Signature Verification is selected, click on the Submit to finish the final grade process.

SUBMIT

Web Attendance Final Submission

Step 11 – Required: After the final submission of WebAdvisor grades, log into the WebAttendance. Select the first and second check box for the final Web Attendance submission.

****Do not click the second box unless you have submitted all WebAdvisor grades and have entered attendance for the entire semester.**

Check All That Apply

☒ I hereby certify that I am submitting this attendance information via electronic transmission in lieu of a signature.

☒ This is my final submission. All attendance has been entered for this section.

WebAttendance rosters are needed for every class and lab.

Checking the second box indicates final submission of an official Web Attendance roster for the ICR auditor to review.