Follow the Instructions Below to Perform WebAdvisor Online Faculty Grading

**IMPORTANT NOTICE:** WebAdvisor allows ten (10) minutes of 'idle' time between each click of the ‘Submit’ button. Please do not access WebAdvisor until you are ready to enter grades. All grade entries that have not been successfully submitted will be lost if you are timed out. If you do not feel that you can enter a grade for each student in a given course section in the allotted time, submit your grade roster in multiple parts to avoid a loss of data.

To advance between fields on a WebAdvisor screen, press the ‘Tab’ key on the keyboard or ‘Point and Click’ using your mouse. Do not press the ‘Enter’ key until you are ready to submit grades. Clicking the ‘Submit’ button and pressing the ‘Enter’ key perform the same function.

- Open an Internet browser. *(Microsoft Internet Explorer, Netscape Navigator, AOL, etc.)*
- Type the web address: [http://webadvisor.coastal.edu](http://webadvisor.coastal.edu) in the browser’s address bar and press <enter>. *(Do not type ‘www’ before the address).*
- From the WebAdvisor Main Menu page, select your entry point on the right. Click on the ‘Faculty’ option.
- Click on the ‘Log In’ tab on the page header. Log In using your CCU UserName/PIN. Type the UserName in lowercase. Advance to the PIN field by pressing the ‘Tab’ key or by clicking with your mouse. Click the ‘Submit’ button once to continue.
  - **If You Cannot Remember Your UserName/PIN:**
    - Select the ‘What's my Username & Pin?’ option from the ‘User Account’ menu on the Faculty Main Menu page. The instructions on the PIN Lookup page will guide you through the lookup process. Close out the PIN Lookup browser window to return to WebAdvisor.

**NOTE:** If you experience difficulty retrieving your UserName/PIN or cannot successfully log in to WebAdvisor, please contact Mark Allen at 349-2032 or Fadi Baroody at 349-2058 in the Department of Information Technology Services.

- Once logged on you will see additional menu items on the Faculty Main Menu page. Click on the ‘Grading’ link under the ‘Faculty Information’ menu.
- Select the current grading term. Click the arrow located on the right side of the drop down box to find the current grading term. **Do not use the Start and End Dates.** Click the ‘Submit’ button once to continue.
- Select ‘F-Final’, as the type of grading being performed. Click on the arrow at the right side of the drop-down box listed as ‘Final or Midterm/Intermediate Grading’ to find the ‘Final’ grading option.
- All courses that have been assigned to you for the selected term will be listed. Click the box to the left of the class name and title. Click the ‘Submit’ button once. *(You may have to scroll down if the ‘Submit’ button is not readily visible.) You can grade only one course section at a time.
- **Grade Entry:** Enter a grade in the field next to each student ID. Either upper or lower case grades are acceptable. Only those students who have not dropped or withdrawn will appear on your roster. Only grades of ‘Incomplete’ will have an ‘Expire Date’ entry. Click ‘Submit’ when all grades have been entered to complete the process. You will be brought back to the Faculty Main Menu page.

**Warning:** Please make sure that there is a grade posted for each student.
**The WebAdvisor system will not warn you of missing grades.**

- Click on the ‘Grading’ link again and follow the same procedure for all your Course Sections. Verify each roster to ensure that every student has a grade and print a verification of grades for your records by utilizing your internet browser’s print feature. *(On most browsers this would be accomplished by accessing ‘Print…’ from the ‘File’ menu.)*
- Log out of WebAdvisor when your grading session has ended. Click the ‘Log Out’ button located at the top or bottom of your screen.
Grade Legend:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
</tr>
<tr>
<td>E</td>
<td>NA</td>
</tr>
<tr>
<td>F</td>
<td>Failure – Must be entered in conjunction with a ‘Last Attend Date’. This date must be within the range of the semester.</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory (Pass-Fail Grading). Only used for grading when the Course Section or the student is being graded as Pass/Fail.</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory (Pass-Fail Grading). Only used for grading when the Course Section or the student is being graded as Pass/Fail.</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete – Must be entered in conjunction with an expiration date. The expiration date must be no later than the last day of classes for the NEXT major term. See Details Below.</td>
</tr>
</tbody>
</table>

Student Never Attended: If the student NEVER ATTENDED (100 percent absences), a grade of ‘NA’ may be awarded for Spring I, Spring II, Fall I, Fall II, Contract and Summer Courses only.

Invalid Grade: If an invalid grade is submitted, the system will return an error message. None of the grades will be accepted by the system when an invalid grade has been submitted. Fix the invalid grade(s) and click ‘Submit’ to proceed.

Grade of Incomplete: represented by ‘I’, is assigned at the discretion of the instructor when, in the instructor’s judgment, a student is unable to complete some portion of the assigned work in a course because of an unanticipated illness, accident, work-related responsibility, or family hardship. After the contractual expiration date, a grade of ‘I’ which has not been made up is permanently changed to a grade of ‘F’. Re-enrolling in the course will not make up an Incomplete.

The submission of an Assignment of Incomplete Grade form to the Registrar’s Office must follow all Incomplete grades assigned. Forms are available on the internet at http://www.coastal.edu/forms. You will need your CCU User Name and PIN to access this site. The Assignment of Incomplete Grade form will be listed under the Office of the Registrar heading. Forms are also available in your Dean’s office. The expiration date that you have entered into the system MUST match the date on the Assignment of Incomplete Grade form.

You MUST enter an expiration date for the grade of ‘I- Incomplete’. The normal grade of Incomplete make-up period is one major term. For Example: Grades of Incomplete assigned for the 06/SP term with the intent that requirements be fulfilled by the end of the Fall 2006 semester should have an expiration date of 12/08/06.

You CANNOT enter an expiration date for any other grade. Entering an expiration date for any other grade will result in the error message: ‘Final grade ‘B’ can not be time dependent, expiration date removed’ at submission. The system will remove the expiration date. Grades will not be submitted into the system until you resubmit.

Please see the Online Grading Reference Manual at http://www.coastal.edu/registrar/gradingmanual.pdf for additional grading information or contact Patricia Haselden (haselden@coastal.edu) in the Office of the Registrar at 349-2020.

A REMINDER ABOUT THE POSTING OF GRADES

Any public posting of grades by student name, student identification number, or social security number without the student’s written permission is a violation of the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (federal privacy law). Even with names obscured, student identifier numbers are considered personally identifiable information. Therefore, grades must be posted only within the official sites of Datatel (WebAdvisor) and/or WebCT, which are secure, password protected sites.

Office of the Registrar ● April 2006