

# Spring 2016 Grading Procedures for full-term classes

## Enter grades on WebAdvisor

### May 21-31 (due date is 5/31/16)

Note: Grades for short-term classes are also due 5/31/16.

Login instructions for WebAdvisor – go to [www.swccd.edu](http://www.swccd.edu) and click on WebAdvisor. Click on Log In.



## Log In

### FACULTY & STAFF:

#### Enter your User Name:

Use the first initial of your first name then your last name

**Example:** John Baker would enter: jbaker

#### Enter your password.

**First time users only** need to enter their date of birth (in mmddyy format). Once you do this your password will expire and you will need to change it. When changing your password you will need to choose a password that is 6 to 9 characters in length and include **both letters and numbers**.

If you cannot remember your password click on this link [Reset my password](#).

User ID

Password

Hint

**SUBMIT**

NOTE: the [Reset my password](#) link will email you a temporary password which you will use to create a unique password.

Click on the Faculty Menu and then Grade Rosters listed under Faculty Information.

**Faculty Information**

- Attendance Roster
- Census Roster
- Class Roster
- Drop Roster
- Grade Rosters 
- Incomplete Grade Form Report
- Instructor Record Change Form
- Search for Classes
- Waitlist / Add Code Roster

FACULTY

**Web Faculty Final Grading**

**1. The Grade field is required (A, B, C, D, F, P, NP, I - incomplete).**  
**2. The last date of attendance required only if you are issuing an F, NP or I grade in mm/dd/yy format.**

Class Name HIST-100-  
Title American Civilization I  
Location Online  
Term Fall 2014

Instructor

Student	ID	Status	Grade	Expire Date	Last Date of Attendance	Midterm Grade	Class Level	Credits	CEUs	Cross-Listed Section
Avalos, J	0606	N	NP - No Pass					3.00		
Bailey, Iv	0746	N	I - Incomplete					3.00		
Blas, Bla	0519	N	F - Failed					3.00		
Bobadilla	0628	N						3.00		

**Grade Assignment -**

Students listed on the final roster must be assigned a letter grade of: "A, B, C, D, F, P/NP" (where applicable only). **Make sure all students receive a grade!**

**W grades cannot be assigned on WebAdvisor.** If students have a W in the final grade field, they have already been dropped.

**Grade Changes**

The Grade Change Form is to be used for exceptional action: **a)** if you determine the student stopped attending *after* census and you want to assign a "W" - last date of attendance required; **b)** a student's name is not on the roster and you want to assign a grade – start date of attendance is required; **c)** a "W" appears and you wish to assign a grade; or **d)** you wish to make a level/unit change. You can print the Grade Change form available on WebAdvisor, fill it out and email it to Serene at [svannoy@swccd.edu](mailto:svannoy@swccd.edu), fax it to us at (619) 482-6489 or submit in person to Admissions or our dropbox.

If you are submitting grade changes for students who were *never* registered, the following documentation must be provided in order for the record change to be considered for processing:

- Copies of attendance records or participation in online classes
- Start date of attendance
- Grade information for assignments or tests

**Incomplete Grade Assignment -**

**The Incomplete Grade is used in special circumstances** to indicate the student did not complete essential requirements or the final exam ***after the drop deadline*** due to unforeseeable circumstances or emergency over which the student has no control. Issuing an “I” grade requires that an Incomplete Grade Form be completed right away.

You must submit an Incomplete form with the remaining assignments to be completed. Incomplete forms are available on WebAdvisor and require the dean’s signature/approval. Students will be contacted by Admissions and given instructions about completion deadlines.

The student’s last date of attendance is required on the form. You can print the Incomplete form available on WebAdvisor, fill it out and email it to Serene at [svannoy@swccd.edu](mailto:svannoy@swccd.edu), fax it to us at (619) 482-6489 or submit in person to Admissions or our dropbox.

Grades will be posted to student transcripts  
on Wednesday, June 1, 2016