



Welcome To Faculty WebAdvisor

Click on titles or page numbers to jump to information.

How To

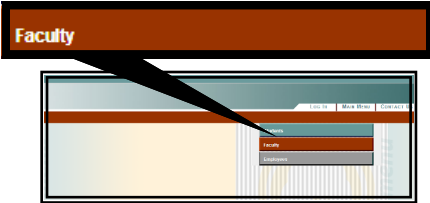
<u>Log in</u> <u>Find Your User ID</u> <u>Set Up Emergency Notification</u>	<u>Page</u> <u>2</u>
<u>Get Your Class Roster</u>	<u>Page</u> <u>3</u>
Grades <u>Grading Rules</u> <u>Acceptable Grades</u> <u>Entering Grades</u>	<u>Pages</u> <u>4</u> <u>5</u> <u>6</u>
<u>Search For Sections</u>	<u>Page</u> <u>7</u>
<u>Obtain Your Class Schedule</u>	<u>Page</u> <u>8</u>
<u>Get Your Students' Profile</u>	<u>Page</u> <u>8</u>
<u>Contribute Retention Info</u>	<u>Page</u> <u>9</u>
Absences <u>Attendance Criteria</u> <u>Report Attendance</u>	<u>Pages</u> <u>10</u> <u>11</u>

Welcome to Faculty WebAdvisor

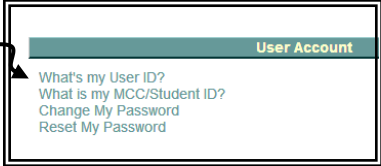
Log in the same way that you log in to Blackboard and WebMail.

Don't know your User ID?


1 Click on Faculty



2 Click on "What's MCC/Student ID?"




3 Enter your last name, Social Security #, and Date of Birth—Click to certify your identity, and then choose the fruit requested.



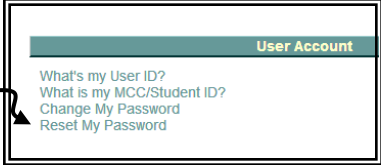
Your User ID will show on the next page.

Don't know your password?


1 Click on Faculty



2 Click on "Reset my Password"



3 Enter your MCC ID, last name, last 4 digits of your social security #, date of birth, and your MCC email address.



Click to certify your identity, and then choose the fruit requested.

Your new password will display Immediately.

How to Get Your Class Roster

1

Click on Class Roster



Faculty Information
Class Roster
Grading
Search for Sections
My Class Schedule
Student profile
Student Absences

2

Click on the title of the class(es) you want.



SECTION NAME AND TITLE	TERM
PHIL-101-02 (69383) Introduction to Philosophy	Fall 2010
PHIL-103-01 (69386) Critical Thinking	Fall 2010
PHIL-251-02 (70939) Religious Worldviews	Fall 2010
PHIL-295-01 (69391) Ethics	Fall 2010
PHIL-295-04 (69395) Ethics	Fall 2010

3

You can click on students' names to obtain profile information for them.

Title of the class **Meeting Information**

COURSE NAME AND TITLE	INSTRUCTOR	MEETING INFORMATION	REG/AVAIL/WAIT
PHIL-101-02 (69383) Introduction to Philosophy	You	09/07/2010-12/21/2010 Lecture Tuesday, Thursday 10:00AM - 11:25AM, Curtice-Mott Complex, Room 2030	29 / 1 / 0

[E-Mail these Students](#) **Email all or specific students**


STUDENT	ID	ACCESS	E-MAIL ADDRESS	PHONE NUMBER	PASS AUD.	CLASS	ACADEMIC LEVEL	STATUS	CREDITS	CEUS	CROSS-LIST
Student 1	0123456		student1@mcc	810-762-0000		Freshman	C	Add	3.00		
Student 2	0123457		student2@mcc	810-762-0001		Freshman	C	Add	3.00		
Student 3	0123458		student3@mcc	810-762-0002		Freshman	C	Add	3.00		


4


You can now print this by using your browser's print feature





MCC Grading - Rules


 Faculty must enter their own grades and every student on the grading roster must receive a grade — no exceptions! In order to comply with Federal Family Educational Rights Privacy Act (FERPA), faculty are prohibited from sharing their WebAdvisor account with any other person for the purpose of having them enter the grades on their behalf. Each faculty member will be required to enter his/her own grades and will be held accountable for their accuracy.

 All grades are to be entered, verified, and submitted according to the Grades Memo e-mail distributed by the Office of Records and Registration

 If a student's name is not on the grade list, contact the Dean in the division office. Students who are not on the grade sheet (or attendance sheet) are not registered in the class and are not eligible to receive a grade.

 If a student is auditing a class, enter a grade of N.


 Instructors may assign an NS grade which indicates that the faculty member has had, in their judgment, insufficient instructional contact with the student. Instructors can no longer issue “W” grades. A “W” is a student initiated withdrawal.


 “I” Incomplete grade - A student must initiate a request for an “I” (Incomplete Grade) from an instructor. The “I” will be given at the sole discretion of the instructor.


Typically an “I” will be given only when the student: has completed at least 75% of the class (excluding the final exam) but is unable to complete the class work because of extraordinary, unusual, or unforeseen circumstances, or other compelling reasons, has done passing work in the course and, in the instructor’s judgment, can complete the required work without repeating the course.


Instructors electing to give an “I” will complete an Incomplete Grade Form by the time final course grades are due. This form will specify what the student must do to complete the course requirements.


It will specify a date by which the required work must be completed. The Incomplete Grade Form will indicate the grade the student will receive if the assigned work is not completed. Both the student and the instructor will sign the form. Copies will be provided to the Registrar, the student, the instructor, and the Division Office. Responsibility for monitoring and grading the “I” work may not be transferred to another instructor without agreement of the faculty involved and the approval of the Academic Dean.


 For additional information regarding incomplete grades, please see the college catalog.


 The instructor will submit a Grade Change Form to the Registrar when the student has completed the assigned work. All incomplete course work will be finished by the date indicated on the Incomplete Grade Form, but not to exceed one calendar year from the end of the semester for which the “I” grade was recorded. If a Grade Change Form is not submitted by the end of one calendar year, the “I” will default to the grade submitted on the Incomplete Grade Form. Each instructor shall include an “I” grade policy consistent with college policy in his/her syllabus.

 Grade changes require the use of approved grade change forms and procedures—refer to your division office for details.

 You must enter the Final Grades for 1st 8 week classes during the midterm grading period in the Fall and Winter semesters. Be sure to select the correct sections to do this.

 Students in “linked” (cross listed) classes will only show on the section(s) they are enrolled in.

 For sections taught by more than one faculty member (team-teaching) - each of the teachers will have the same access rights to the grade sheets, so they will need to agree who will assign the grades online.

 If the grading deadlines are missed the faculty member must contact their Division Office to obtain direction about how to submit late grades.

Acceptable Grade Entries Include:

For grades of NS, I, 0.0, and U:

*Please enter the last date
attended or check the 'Never
Attended' box.*

4.0	Superior
3.5	Very Good
3.0	Good
2.5	Above Average
2.0	Average
1.5	Below Average
1.0	Poor
0.0	Failure

Last Date of Attendance Never Attended

LAST DATE OF ATTENDANCE	NEVER ATTENDED
<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>

*If you check
Never Attended:
**You must still
enter a grade.***

S	Satisfactory	Earns credit toward graduation.
U	Unsatisfactory	Does not earn credit towards graduation.
N	Audit	Enrolled on an audit basis. No credit is given
NS	Non-Sufficient Instructional Contact	Instructors may assign an 'NS' grade when they feel that they have had insufficient instructional contact with the student.
I	Incomplete	<p>A student must initiate a request for an "I" from an instructor. Typically an "I" would only be given when the student:</p> <ul style="list-style-type: none"> Has completed at least 75% of the class. Has done passing work in the course and, Can complete the required work without repeating the course.



Click Submit when finished.



***Please note:** Once your grades are submitted, they cannot be changed through WebAdvisor. Contact your division office for grade change procedures.*

How to Enter Grades

1

Click on Grading

Faculty Information

- Class Roster
- Grading
- Search for Sections
- My Class Schedule
- Student profile
- Student Absences

2

Choose the Term

Select a term or date range to restrict your class list

Fall 10/4 - Spring 2010

SUBMIT

3

Choose the type of grade you are entering

Midterm or Final

Final or Midterm/Intermediate Grading

Final

CHOOSE ONE CLASS NAME AND TITLE START DATE END DATE

C PHIL-190-01 Introduction to Logic 05/05/10 06/25/10

4

Click on the class you want to grade.

You can only grade one class at a time.

CHOOSE ONE	CLASS NAME AND TITLE	ST
<input checked="" type="radio"/>	PHIL-190-01 Introduction to Logic	
<input type="radio"/>	PHIL-295-01 Ethics	
<input type="radio"/>	Ethics	

SUBMIT

5

Type the earned grade next to the student's name and ID #
(You must type the grade.)

Type acceptable grade for each student.

STUDENT	ID	STATUS	GRADE	EXPIRE DATE	LAST DATE OF ATTENDANCE	NEVER ATTENDED
Student 1		N				<input type="checkbox"/>
Student 2		N				<input type="checkbox"/>
Student 3		N				<input type="checkbox"/>

Disregard 'Expire Date' -
We are not using this option.

SUBMIT

6

Finally, review the confirmation page when finished.

Grading Confirmation Form

Class Name PHIL-190-01
 Title Introduction to Logic
 Location Main Campus
 Term Winter 2012
 INSTRUCTOR
 Dr. Thomas B. Spademan

** Your changes have been saved. Modified records are shown below **

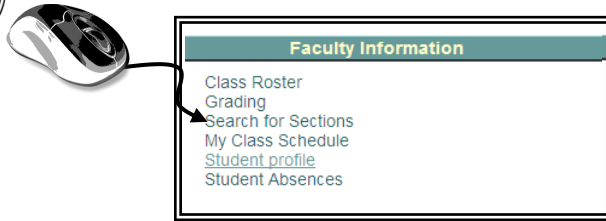
STUDENT	ID	STATUS	FINAL GRADE	EXPIRE DATE	LAST DATE OF ATTE
Cavett, Barry A.	0400899	N	3.5		
Cawood, Teresa E.	0068968	N	3.0		
Chadwell, Clay A.	0325552	N	1.5		
Chadwell, Jessica A.	0307960	N	1.0		
Fernandez, Fanny	0450373	N	2.5		
Gerics, Brendt P.	0447550	N	2.0		
Gerics, Caitlin A.	0446526	N	4.0		

OK

How to Search for Sections

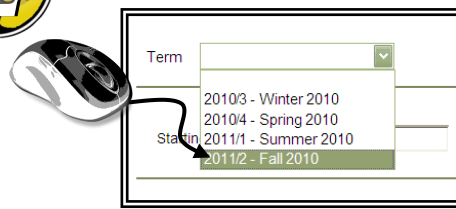
1

Click on Search for Sections



2

Choose the Term



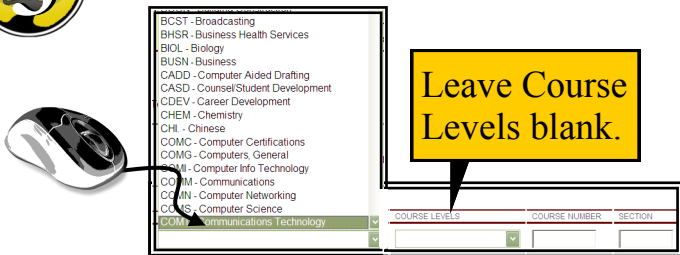
or

Use the Starting and Ending Dates when you want information about late start classes. Check the Registration / Academic Calendar online for specific dates.

A screenshot of a web form with two input fields: 'Starting On/After Date' and 'Ending By Date'. Both fields are currently empty.

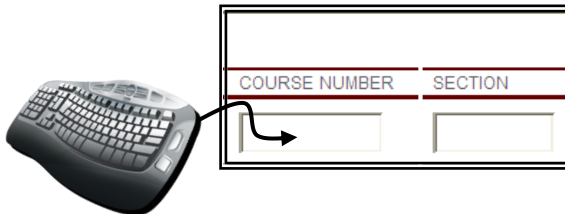
3

Choose the Subject you're interested in.



4

Type the Course Number



5

You can click submit at this time. All of the classes matching the subject chosen will show with:

- Title
- Meeting Info
- Location
- Faculty Name
- ETC...

SUBMIT

Other Helpful search criteria:

A screenshot of a web form with an input field labeled 'SECTION'.

A screenshot of a web form with an input field labeled 'Location' and a dropdown arrow on the right.

A screenshot of a web form with an input field labeled 'Instructor's Last Name'.

Note: If you enter too much information, you will get a result that states:


No classes meeting the search criteria have been found.

If you get this message, simply enter less criteria in your next search.

How to Get Your Class Schedule

1


Click on My Class Schedule



Faculty Information
Class Roster
Grading
Search for Sections
My Class Schedule
Student profile
Student Absences

2

Choose the Term



Class Schedule
Select A Term
or Enter a Date
2010/3 - Winter 2010 2010/4 - Spring 2010 2011/1 - Summer 2010 2011/2 - Fall 2010

3

The classes you are scheduled to instruct will list with the:

- Title
- Days
- Time/Dates

CLASS NAME AND TITLE	DAYS OF WEEK	START TIME	END TIME	BUILD	ROOM	START DATE	END DATE
PHIL-101-02 Introduction to Philosophy	TR	10:00AM	11:25AM	CM	2030	09/07/10	12/22/10
PHIL-103-01 Critical Thinking	MW	09:00AM	10:25AM	CM	1109	09/07/10	12/22/10
PHIL-251-02 Religious Worldviews	TR	01:00PM	02:25PM	CM	2030	09/07/10	12/22/10
PHIL-295-01 Ethics	TR	08:00AM	09:25AM	CM	1109	09/07/10	12/22/10
PHIL-295-04 Ethics	MW	10:30AM	11:55AM	CM	2024	09/07/10	12/22/10




You can now print this by using your browser's print feature

How to Get a Student's Profile

1


Click on Student Profile



Faculty Information
Class Roster
Grading
Search for Sections
My Class Schedule
Student profile
Student Absences

2

Enter the student's id number and click submit.



Student profile
Enter the student's ID or Social Security/Social Identification Number.
Student ID <input type="text" value="0020389"/>
S.S.N <input type="text"/>

3

The student's information will show:

- Preferred Name
- Address
- Phone Number
- Academic Program
- Advisor Name

Student ID	0123456
Preferred Name	John J. Doe
ADDRESS	5076 Wyndemere Ct Swartz Creek, MI 48473
EMAIL ADDRESS	TYPE None Specified
PHONE NUMBER	EXTENSION TYPE 810-555-1234 000 Home Phone
ACADEMIC PROGRAM	ACADEMIC LEVEL DEGREE ANTICIPATED COMPLETION DATE ACADEMIC STANDING MAJOR MINOR COD SPECIALIZATION Physical Therapy/Transfer C OTH 01/01 Physical Therapy Transfer
ADVISOR	ADVISOR TYPE PHONE NUMBER EXTENSION EMAIL ADDRESS OFFICE HOURS None Specified

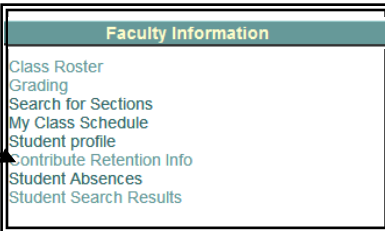
How to Enter Contribute Retention Info

The purpose of Contribute Retention Info is to allow faculty, staff, counselors and advisors the ability to alert the Retention Team any time they see a potential issue with a student. Once the Retention Team receives an alert, the student is contacted.

By following up and possibly getting the student in contact with appropriate resources, we help to ensure their success.

1

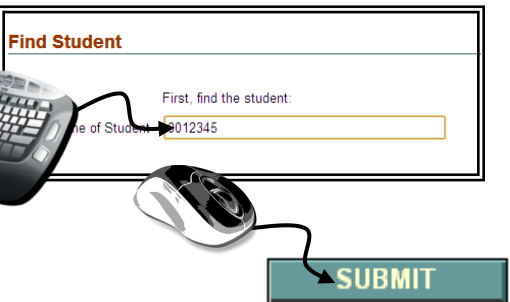
Click on Contribute Retention Info



A screenshot of a web application menu titled "Faculty Information". The menu items are: Class Roster, Grading, Search for Sections, My Class Schedule, Student profile, Contribute Retention Info, Student Absences, and Student Search Results. A mouse cursor is pointing at "Contribute Retention Info".

2

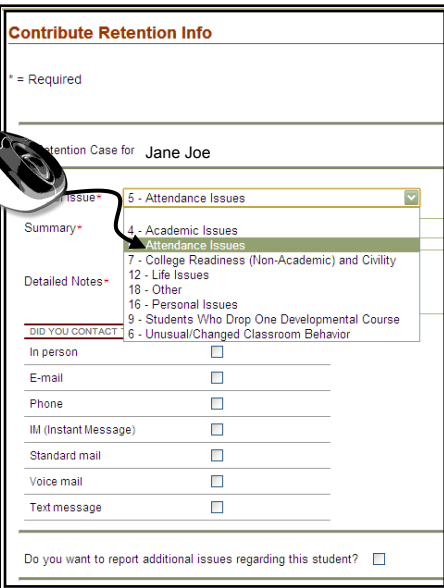
Enter the Student's Id number



A screenshot of a "Find Student" form. It has a text input field labeled "First, find the student:" with the value "012345" entered. Below the field is a "SUBMIT" button. A keyboard and mouse are shown interacting with the form.

3

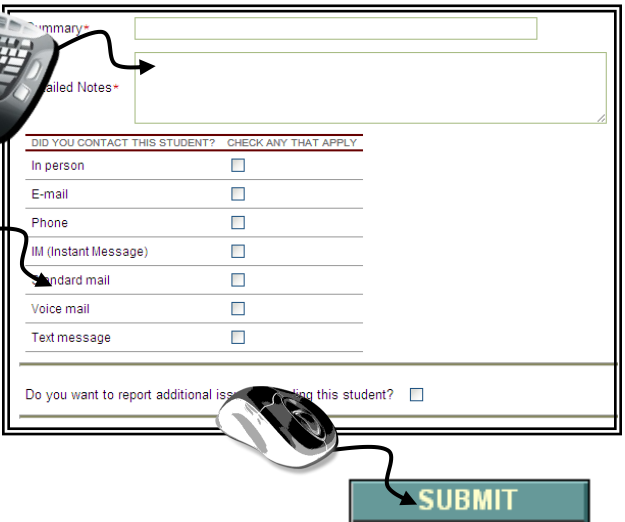
Choose the type of issue you feel needs to be addressed.



A screenshot of the "Contribute Retention Info" form. The "Issue*" dropdown menu is open, showing options: 4 - Academic Issues, Attendance Issues, 7 - College Readiness (Non-Academic) and Civility, 12 - Life Issues, 18 - Other, 16 - Personal Issues, 9 - Students Who Drop One Developmental Course, and 6 - Unusual/Changed Classroom Behavior. The "4 - Academic Issues" option is selected. Below the dropdown are checkboxes for "DID YOU CONTACT THIS STUDENT?" with options: In person, E-mail, Phone, IM (Instant Message), Standard mail, Voice mail, and Text message. A "SUBMIT" button is at the bottom.

4


Enter a summary of your concern and then detailed information about the issue.



A screenshot of the form's summary and contact sections. It includes a "Summary*" text area and a "Detailed Notes*" text area. Below these is a section titled "DID YOU CONTACT THIS STUDENT? CHECK ANY THAT APPLY" with checkboxes for: In person, E-mail, Phone, IM (Instant Message), Standard mail, Voice mail, and Text message. At the bottom, there is a checkbox for "Do you want to report additional issues regarding this student?". A "SUBMIT" button is at the bottom right.

5

Finally, a confirmation form with a case number will display.



A screenshot of a "Case Confirmation Form". The text reads: "Your information regarding Ms Jane Joe has been recorded in case #279. The case is assigned to: COUNSELOR."

Attendance Criteria

What Constitutes “Attendance”

<u>Type of Class</u>	<u>Student Has Attended If They Have:</u>
Traditional Courses	<ul style="list-style-type: none">• Attended class at least once a week
OE/OE courses and	<ul style="list-style-type: none">• Attended the orientation session and• Submitted at least one academic assignment or• Taken at least one academic test
Video Courses	<ul style="list-style-type: none">• Attended the orientation session and• Submitted at least one academic assignment or• Taken at least one academic test
Online Courses	<ul style="list-style-type: none">• Attended the orientation session and• Submitted at least one academic assignment or• Taken at least one academic test

Non-Attendance Issues

All students not meeting the attendance criteria will be contacted by the office of Student Financial Services and directed to contact their instructor to resolve their non-attendance problem.

For any student that receives notification from the office of Student Financial Services regarding their lack of attendance: *It is the responsibility of the student to ask the instructor to provide the office with attendance information.*

How to Report Absences



Click on Student Absences



Faculty Information
Class Roster Grading Search for Sections My Class Schedule Student profile Student Absences



Choose the Term



Student Absences
Select a term to restrict your class list
Term <input type="text" value="2011/2"/>
<input type="checkbox"/> 2010/3 - Winter 2010 <input type="checkbox"/> 2010/4 - Spring 2010 <input type="checkbox"/> 2011/1 - Summer 2010 <input checked="" type="checkbox"/> 2011/2 - Fall 2010



Click on the reporting class and then click submit.



CHOOSE ONE	COURSE NAME AND TITLE	TERM	BLDG	ROOM	MEETING TIMES	DAYS OF WEEK
<input type="checkbox"/>	PHIL-101-02 Introduction to Philosophy	2011/2	CM	2030	10:00AM - 11:25AM	TR
<input type="checkbox"/>	PHIL-103-01 Critical Thinking	2011/2	CM	1109	09:00AM - 10:25AM	MW
<input type="checkbox"/>	PHIL-251-02 Religious Worldviews	2011/2			01:00PM - 02:25PM	TR
<input type="checkbox"/>	PHIL-295-01 Ethics	2011/2			09:00AM - 09:25AM	TR
<input type="checkbox"/>	PHIL-295-04 Ethics	2011/2	CM		10:30AM - 11:55AM	MW

SUBMIT



Mark students absent by clicking on the box that reflects the week(s) you are reporting.




STUDENT	ID	Wk1	Wk2	Wk3	Wk4	Wk5	Wk6	Wk7	Wk8	Wk9	Wk10
Student 1	0123456	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student 2	0123457	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No Absences to Report											<input type="checkbox"/>

If all of your students were present at least once during the week click

No Absences to Report

Remember: You are marking absences by the week

 and all weeks must be reported by the deadline.

Check deadline dates regularly at:
http://www.mcc.edu/3_academics/acad_attend_due_dates.shtml

A summary of your absence report will show once you click Submit.
 When you are finished, click OK.

These absences have been recorded. Print a copy for your records.

Student Number	Name	Absences											
		Wk1	Wk2	Wk3	Wk4	Wk5	Wk6	Wk7	Wk8	Wk9	Wk10	Wk11	Wk12
0398770	Bacon, Zachary A.												
0386020	Caine, Thomas A.												
0396661	Card, Marie L.												

OK

You can now print this by using your browser's print feature

