

Online Grading

Open a web browser and go to <https://webadvisor.cca.edu>.

You can also access this link through the CCA homepage, <http://www.cca.edu>, click on the webadvisor link on the bottom of the page.

You will then be brought to the webadvisor main page.

Click on the **Log In** tab on the top of the page.

Enter your user name and password. This is the same user name and password that you use for your CCA webmail account.

You are now logged on to your individual webadvisor account.

Click on the Faculty bar.

Click on Grading

Select the term from the drop down menu and hit SUBMIT. Ignore start/end dates.

You will then see a resolution screen showing all classes you are teaching for that term.

The screenshot shows the 'Grading' page in the WebAdvisor system. At the top, there is a navigation bar with links for LOG OUT, MAIN MENU, FACULTY MENU, HELP, FAQ, and CONTACT US. Below this, the page is titled 'FACULTY' and 'Welcome Marilyn!'. The main content area is titled 'Grading' and features a dropdown menu for 'Final or Midterm/Intermediate Grading' set to 'Final'. Below the dropdown is a table of classes:

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input checked="" type="radio"/>	CRIT1-300-01 Interdisciplinary Critique	01/15/08	05/02/08	FALL	204	04:00PM - 07:00PM	T	OK	2008SP
<input type="radio"/>	METAL-304-01 Jewelry/Metal Arts 3B	01/15/08	05/02/08	SHAK	27	12:00PM - 03:00PM	TH	OK	2008SP
<input type="radio"/>	METAL-400-01 Senior Project 1&2	01/15/08	05/02/08	SHAK	27	12:00PM - 03:00PM	T	OK	2008SP

Below the table is a 'SUBMIT' button. At the bottom of the page, there is another navigation bar with the same links as the top, and the 'WebAdvisor 3.1' logo with 'POWERED BY DATATEL' below it. The browser's status bar at the bottom shows 'Done' and the URL 'webadvisor-test.cca.edu'.

Choose Final grading from the drop-down menu on the top of the screen.

Select one class by clicking on the radio button to the left of the title and hit SUBMIT.

You will then be brought to the screen where you can enter grades. Please note that you will be logged out of your session if it is idle for 25 minutes.

Final Grading - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://webadvisor.cca.edu/WebAdvisor/WebAdvisor?TOKENIDX=973046216&SS=38,APP=ST&CONSTITUENCY=WBFC

Getting Started Latest Headlines WebAdvisor test2

CC CALIFORNIA COLLEGE OF THE ARTS

LOG OUT MAIN MENU FACULTY MENU HELP FAQ CONTACT US

FACULTY

Final Grading

A+ = Excellent	B+ = Good	C+ = Satisfactory	D+ = Unsatisfactory	HP = High Pass	E = Extension
A = Excellent	B = Good	C = Satisfactory	D = Unsatisfactory	P = Pass	
A- = Excellent	B- = Good	C- = Satisfactory	F = Failure	LP = Low Pass	

- This web page times out after 25 minutes! You will be logged out if this page is left open for more than 25 minutes and your entered grades may be lost!

Class Name: GRAPH-208-03
 Title: Tools 1: Print
 Location: San Francisco
 Term: Fall 2008

Instructor

Student	ID	Grade	Midterm Grade	Class Level	Status	Credits
Batt, Maxfield W.	1106348	<input type="text" value="A+"/>		2	Add	3.00
Britton, Sara E.	1270567	<input type="text" value="A+"/>		2	Add	3.00
Hannum, Whitney P.	1274484	<input type="text" value="A+"/>		2	Add	3.00
Herman, Katrina R.	1308158	<input type="text" value="A+"/>		2	Add	3.00
Minikes, Zoe L.	1269384	<input type="text" value="A+"/>		2	Add	3.00
Petchsrison, Jade J.	1238185	<input type="text" value="A+"/>		2	Add	3.00
Rigley, Michael F.	1297971	<input type="text" value="A+"/>		2	Add	3.00
Solter, Jonathan B.	1014217	<input type="text" value="A+"/>		2	Add	3.00
Vasquez, Emerson E.	1116476	<input type="text" value="A+"/>		1	Add	3.00
Yang, Ya-Chun	1296536	<input type="text" value="A+"/>		1	Add	3.00

LOG OUT MAIN MENU FACULTY MENU HELP FAQ CONTACT US

WebAdvisor 2.1

Done webadvisor.cca.edu

Select the desired grade* for each student from the drop-down menu. Review your grades carefully. When you are satisfied that you have entered the correct grades, hit SUBMIT.

Your grades will then be available to Student Records for review and processing. Once processed by Student Records, grades will be available for student viewing through Webadvisor and you will not be able to change grades online. Student Records will continue to accept grade changes on paper as usual.

***Undergraduate students** (class levels 1-5):
 A-F grades with the exception of Internship which is graded Pass/Fail.

Graduate students (class level 10):
 Curatorial Practice, Visual and Critical Studies, Design, Design Strategies and M'Arch: A-F
 Fine Arts and Writing: Pass/Fail

Faculty with technical questions can contact Ed Tech Services: 510.594.5010.
 Faculty with grading questions can contact Student Records: 510.594.3644 or 510.594.3640.