

# TUSCULUM UNIVERSITY



## **WebAdvisor Grade Entry**

*Instructions for Faculty*

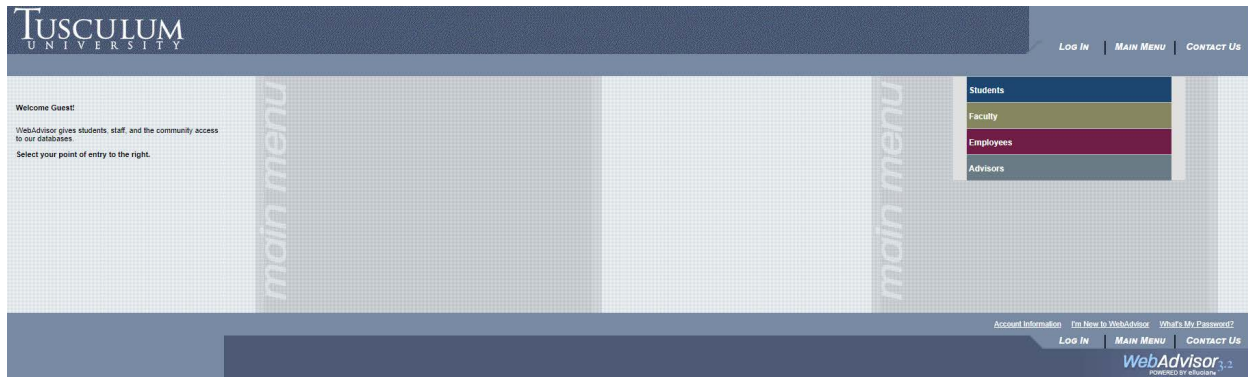
With the move to the Ellucian Colleague ERP system, grades will be submitted using the WebAdvisor online interface.

The link to WebAdvisor is: <https://tcwalive.iceschools.org/TCWALIVE/WebAdvisor?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=5684976274>

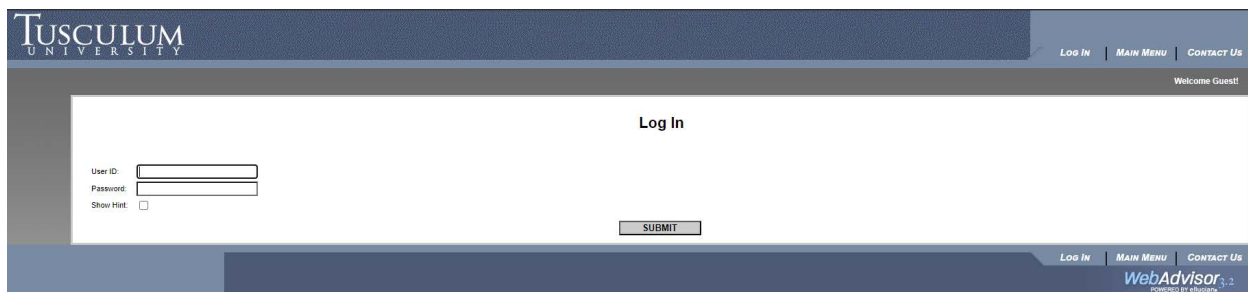
Links to WebAdvisor are also listed on the Tusculum University/ICE information website at: <http://web.tusculum.edu/is/ice/colleague-links/>

Your login to the WebAdvisor interface is your Tusculum University email username and password. You should not enter the entire email address, only the username.

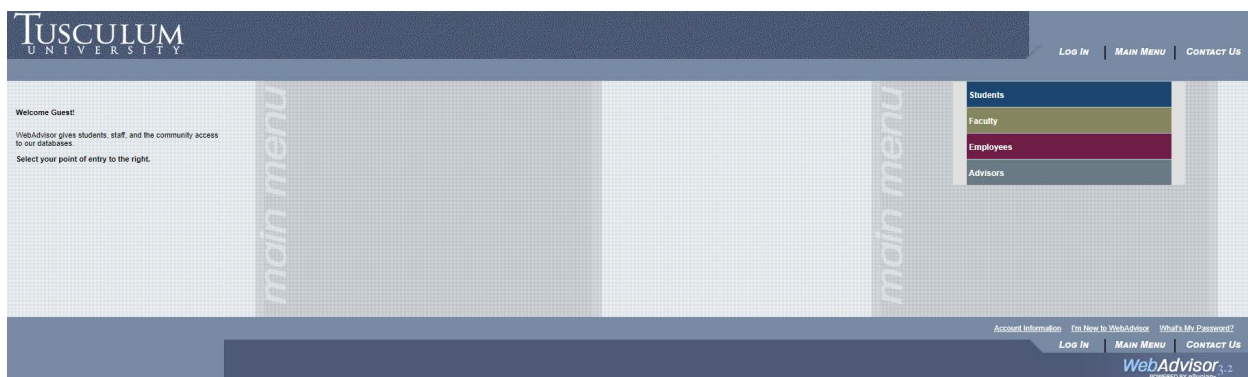
1. Click the 'LOG IN' link in the upper right-hand corner



2. Enter your Tusculum email username and password on the login form



3. After logging in, you will be returned to the main screen for WebAdvisor, click on the bar for 'Faculty'



4. The WebAdvisor for Faculty Menu page will load. Under the 'Faculty Information' submenu, click on 'Grading'

**TUSCULUM COLLEGE**

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FACULTY - WEBADVISOR FOR FACULTY MENU | Welcome Travis!

**User Account**

- [I'm New to WebAdvisor](#)
- [What's my User ID?](#)
- [What's my password?](#)
- [Change Password](#)
- [Address Change](#)

**Financial Information**

- [Budget Selection](#)
- [Budget Summary](#)
- [Approve Documents](#)
- [Request for Goods and Services](#)
- [View/Modify/Delete Requisitions](#)
- [Enter a Purchase Order](#)
- [View/Modify/Void Purchase Orders](#)
- [Bank Information \(U.S.\)](#)
- [Bank Information \(Canadian\)](#)
- [Receive Goods and Services](#)
- [Request a Payment](#)
- [View/Modify/Void Requests for Payment](#)

**Personal Profile**

- [Position Summary](#)
- [Leave Plan Summary](#)
- [My Stipends](#)

**Communication**

- [My Documents](#)

**Faculty Information**

- [My Advisees](#)
- [Advisees](#)
- [Class Roster](#)
- [Grading](#)
- [Search for Sections](#)
- [My Class Schedule](#)
- [Student educational planning](#)
- [Student profile](#)
- [My To Do List](#)
- [Retention Case Reminder Prof](#)
- [My Contributions to Cases](#)
- [Count of Open Retention Cases](#)
- [Planned Retention Cases](#)
- [Contribute Retention Info](#)
- [Retention Cases for Student](#)
- [Gradebook Select Section](#)
- [Gradebook Administration](#)
- [Maintain Books](#)
- [Section Textbook Report](#)
- [Deceased Works](#)

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5. Before the Grades screen can load, you will need to select the Term for your section (class). Choose the term from the dropdown menu at the top of the screen.

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**Grading**

Term:

Start Date:  End Date:

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6. After selecting the term for your class, the next screen will display all of your sections (or classes) for that term and click 'Submit'

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**Grading**

Final or Midterm/Intermediate Grading:

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input type="radio"/>	CISC-100-19 Computer As a Tool	07/09/13	12/11/13	GARL	110	08:30AM - 12:00PM	MTWTH	MAIN	2013FA

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- Click on the radio button (in the first 'Choose One' column) for the section for which you wish to submit grades, choose 'Final' grades from the drop-down menu and click 'Submit'

**Grading**

Final or Midterm/Intermediate Grading: Final

Choose One: ☒ Class Name and Title: CISC-100-18 Computer As a Tool Start Date: 07/08/13 End Date: 12/11/13 Bldg: GARL Room: 110 Meeting Times: 08:00AM - 12:00PM Days of Week: MTWTH Loc: MAIN Term: 2013FA

**SUBMIT**

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- The screen holding the grades roster for your section will now load. Enter the appropriate grade for each student in the 'Grade' column and where necessary, enter the Last Date of Attendance. (Likewise, if the student never attended your class, click the box in the 'Never Attended' column.) Once you have entered all the information, click 'Submit'

**Final Grading**

Class Name: CISC-100-18 Title: Computer As a Tool Location: Main Campus Term: Fall 2013 Instructor: [Instructor Name]

Student	ID	Status	Grade	Expire Date	Last Date of Attendance	Never Attended	Midterm Grade	Class Level	Credits	CEUs	Cross-Listed Section
Student Name	1234567	N				<input type="checkbox"/>		JR	4.00		
Student Name	1234567	N				<input type="checkbox"/>		JR	4.00		
Student Name	1234567	N				<input type="checkbox"/>			4.00		

**SUBMIT**

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- The next screen allows you to confirm your entries on the previous Final Grading screen. Please review the grade and other information and if it is satisfactory, click 'OK' to submit your grades for verification.

**Grading Confirmation Form**

Class Name: CISC-100-18 Title: Computer As a Tool Location: Main Campus Term: Fall 2013 Instructor: [Instructor Name]

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

Student	ID	Status	Midterm Grade	Last Date of Attendance	Never Attended	Class	Credits	CEUs	Cross-Listed Section
Student Name	1234567	N	A			JR	4.00		
Student Name	1234567	N	A-			JR	4.00		
Student Name	1234567	N	A-				4.00		

**OK**

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- You will be returned to the WebAdvisor for Faculty screen once you have submitted grades for each section. If you are teaching more than one section, repeat the above process to submit and to confirm grades for the other sections.