



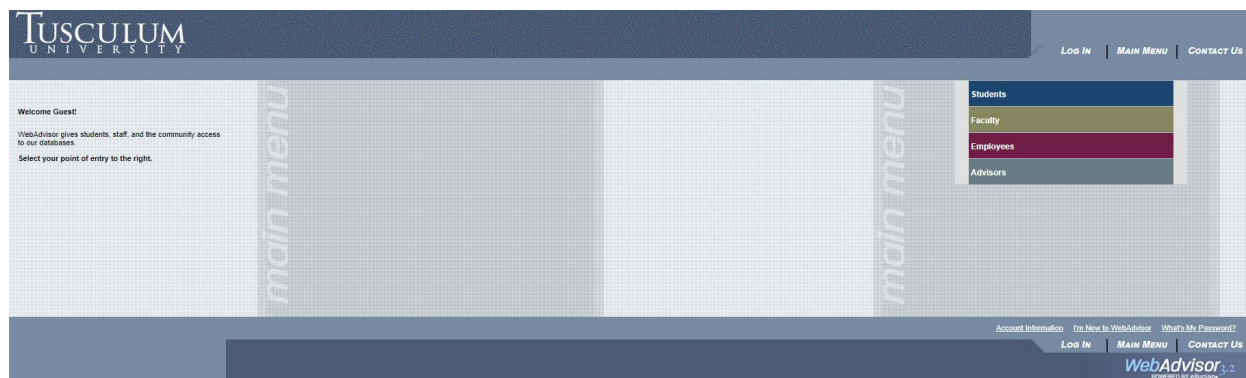
With the move to the Ellucian Colleague ERP system, grades will be submitted using the WebAdvisor online interface.

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

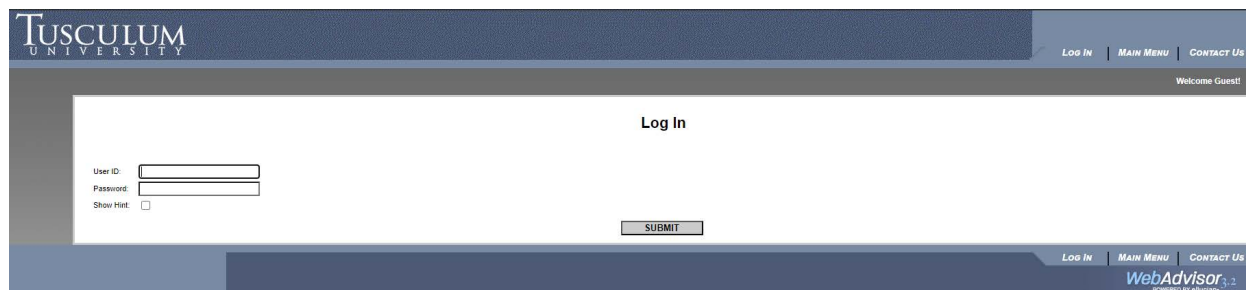
Links to WebAdvisor are also listed on the Tusculum University/ICE information website at: <http://web.tusculum.edu/is/ice/colleague-links/>

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'

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

- 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.

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

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	09:00AM - 12:00PM	MTWTH	MAIN	2013FA

- 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'

Radio button for your class.

Select Final to submit grades.

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input checked="" type="radio"/>	CISC-100-18 Computer As a Tool	07/08/13	12/11/13	GARL	110	08:00AM - 12:00PM	MTWTH	MAIN	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'

Enter grades.

Last Day of Attendance

Never Attended Class

Final Grading

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

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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: [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		<input type="checkbox"/>	JR	4.00		
Student Name	1234567	N	A-		<input type="checkbox"/>	JR	4.00		
Student Name	1234567	N	A-		<input type="checkbox"/>		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.