Dear Colleagues:

We are excited to finally offer you the ability to enter grades on-line. The deadline for grade submission is **Wednesday, January 2nd 2013 at noon**. However, now that grade entry will be done on-line you can begin entering grades as early as Monday, December 3rd.

This will be done through “Web Advisor” accessed at:

dtwa.cooper.edu

Below you will find step by step instruction with screen shots that will guide you through the process.

**Step One: Home Page/Logging In**

Here is the landing page for Web Advisor. Click on the link “Log In” that is located on the bottom and the top of the screen (note the to help guide you).
By now you should have already logged in as a faculty member but if not please refer to the document listed on the Registration/Web Advisor section of the Cooper website.

Step Two: After you have logged in click the Faculty Bar highlighted with another
Step Three: Click on “Grading” Link
Step Four: Click on the drop down box that asks you to “Select a term or date range to restrict your class list”

This time, please select Fall 2012 and then click the “Submit” button.
Step Five: Select Final Grading from the drop down box and choose one course at a time to enter grades for that class and click “Submit”.
Step Six: Entering Grades, keep in mind a few things:

- Though Web Advisor will permit you to submit grades for some of the students in your class without entering grades for all, please enter grades for all students on your roster.
- You do not need to be concerned about the columns that follow the grade entry window. Only grades are needed.
- You should be sure all students have grades entered before clicking “Submit”.
- If you accidentally forget to enter a grade for a specific student in your class you will need to repeat steps 3-6 (only needing to enter missed grades as the rest are pre-populated with what you entered previously).

I covered the instructor name and student information to protect confidentiality. (See below for examples):
You can only enter grades applicable to your School/Faculty grading scheme. Therefore if one tries to enter an “A+” one will receive an error message like listed below.

Final Comments:

Make sure to repeat steps 3-6 should you need to enter grades for more than one class.

In addition, after entering grades for all of your classes keep in mind that you can always view the grades you entered by repeating steps 3-6.

There is no need to “sign” your grade sheets as in the past because by logging into Web Advisor you are doing that electronically.

After your grades are submitted the dean of your respective faculty will approve electronically through an interface into the database. Your Dean will contact you via email if a grade is missing and ask that you log back into Web Advisor and enter the respective grade.
In general, a good practice for navigating the Web Advisor system is not to click “back” on your browser if you make a mistake. The best practice is to click on either the Main Menu tab or the Faculty Menu page and start over. (See below)