

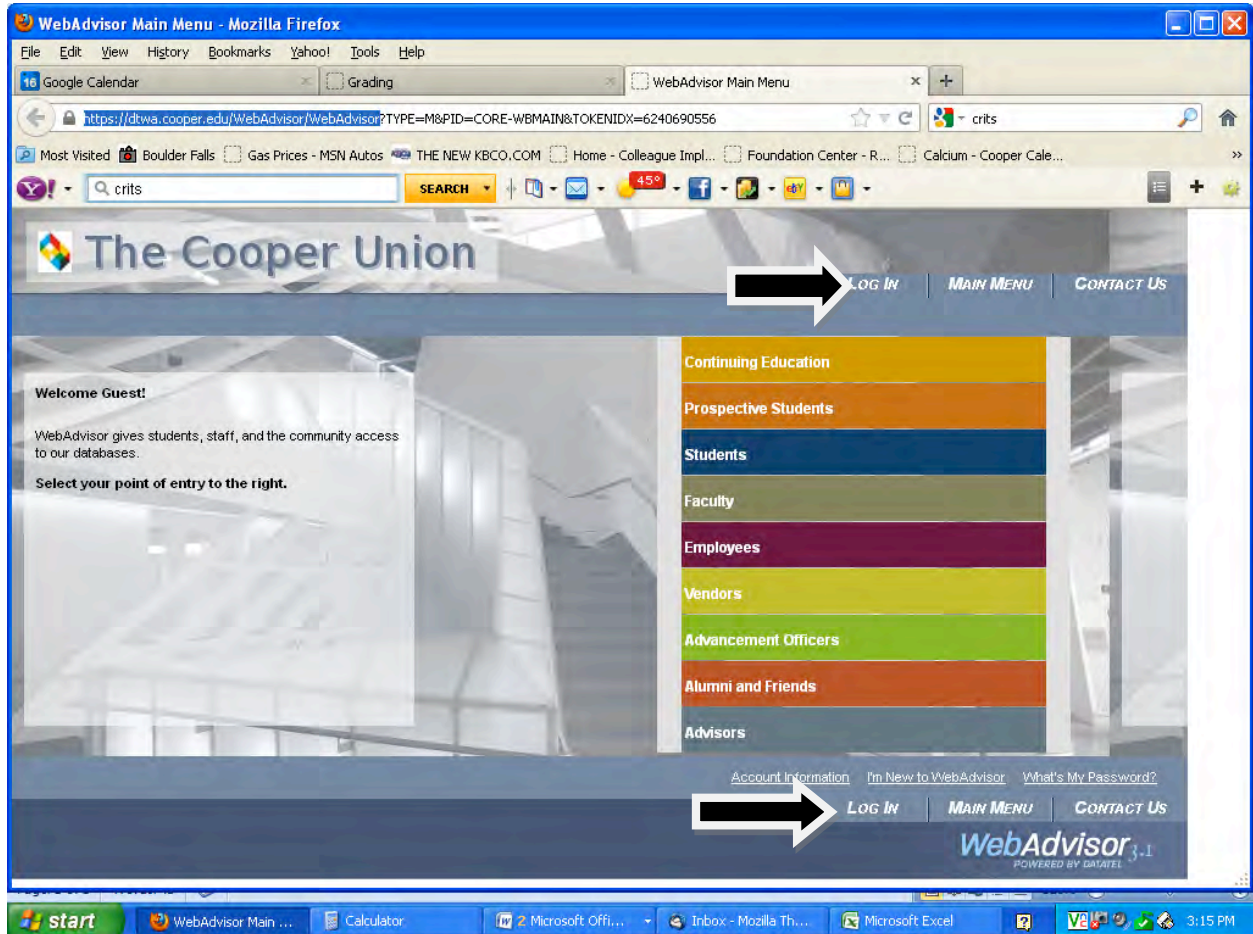
Dear Colleagues:


All final grades must be entered on-line. This will be done through “WebAdvisor” accessed at:

<https://dtwa.cooper.edu/WebAdvisor/WebAdvisor>

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 read below for instructions on setting up a permanent password. If you have already logged in skip to Step Two.

Instructions for Logging Into WebAdvisor For The First Time

We have created an account for you to begin accessing WebAdvisor. This will allow you to view class rosters and enter final grades.

You can use either your Colleague ID or Social Security Number to log in properly for the first time.


Step One: Click on the link below to log into WebAdvisor

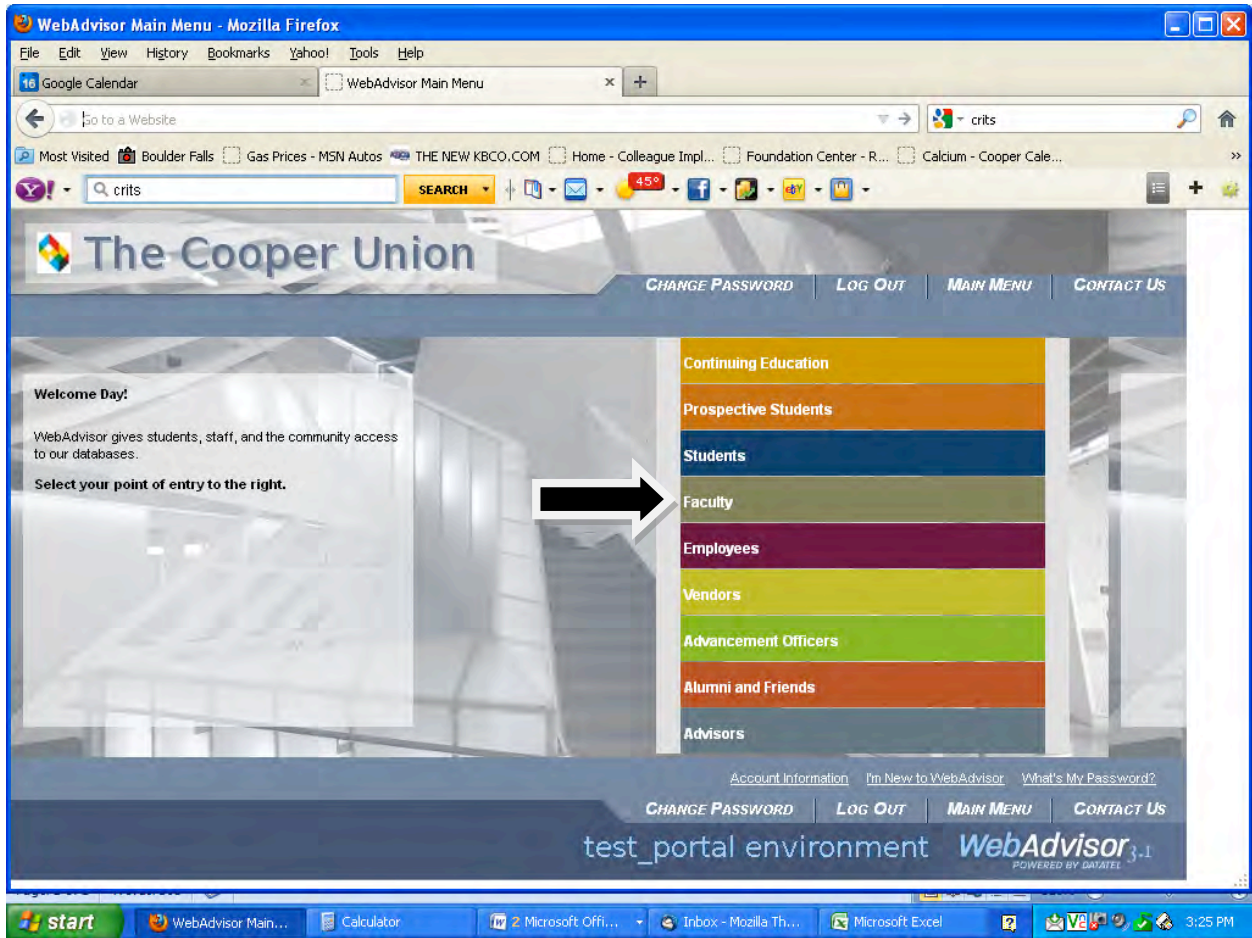
<https://dtwa.cooper.edu/WebAdvisor/WebAdvisor>

Step Two: Near the lower right hand corner of the page, click on "I'm New to WebAdvisor" and follow the directions carefully.

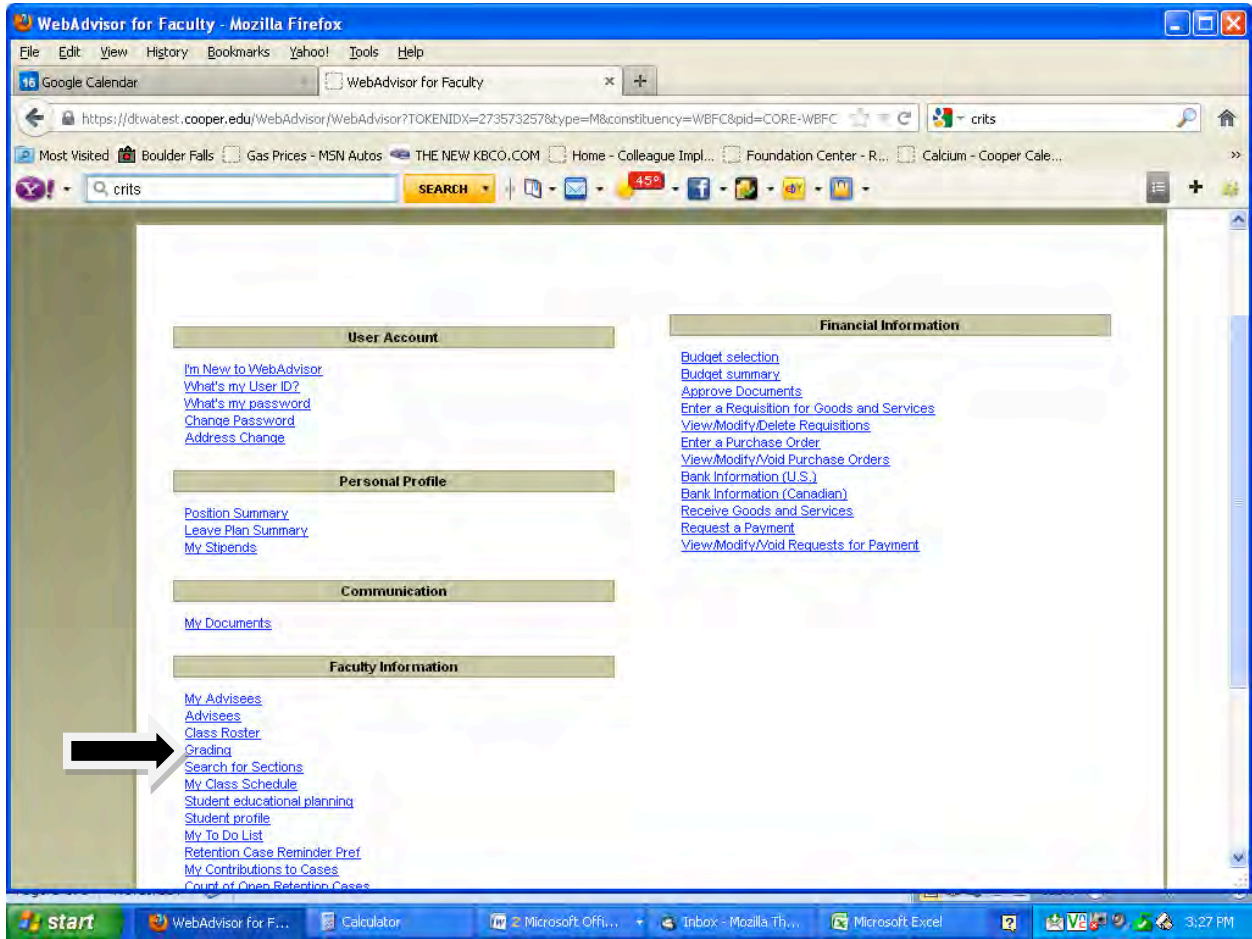
If you have created a password but have forgotten it, instead click on "What's My Password" also on the lower right hand side of the Web Advisor home page

Note First Time Users: You will be instructed to choose an email address for your temporary password to be delivered. You must use the drop down menu on the right side of the page for this purpose. Note: there will only be a Cooper Union email address to choose from and you must use this address to receive your temporary password.

Step Two: After you have logged in click the Faculty Bar highlighted with another 

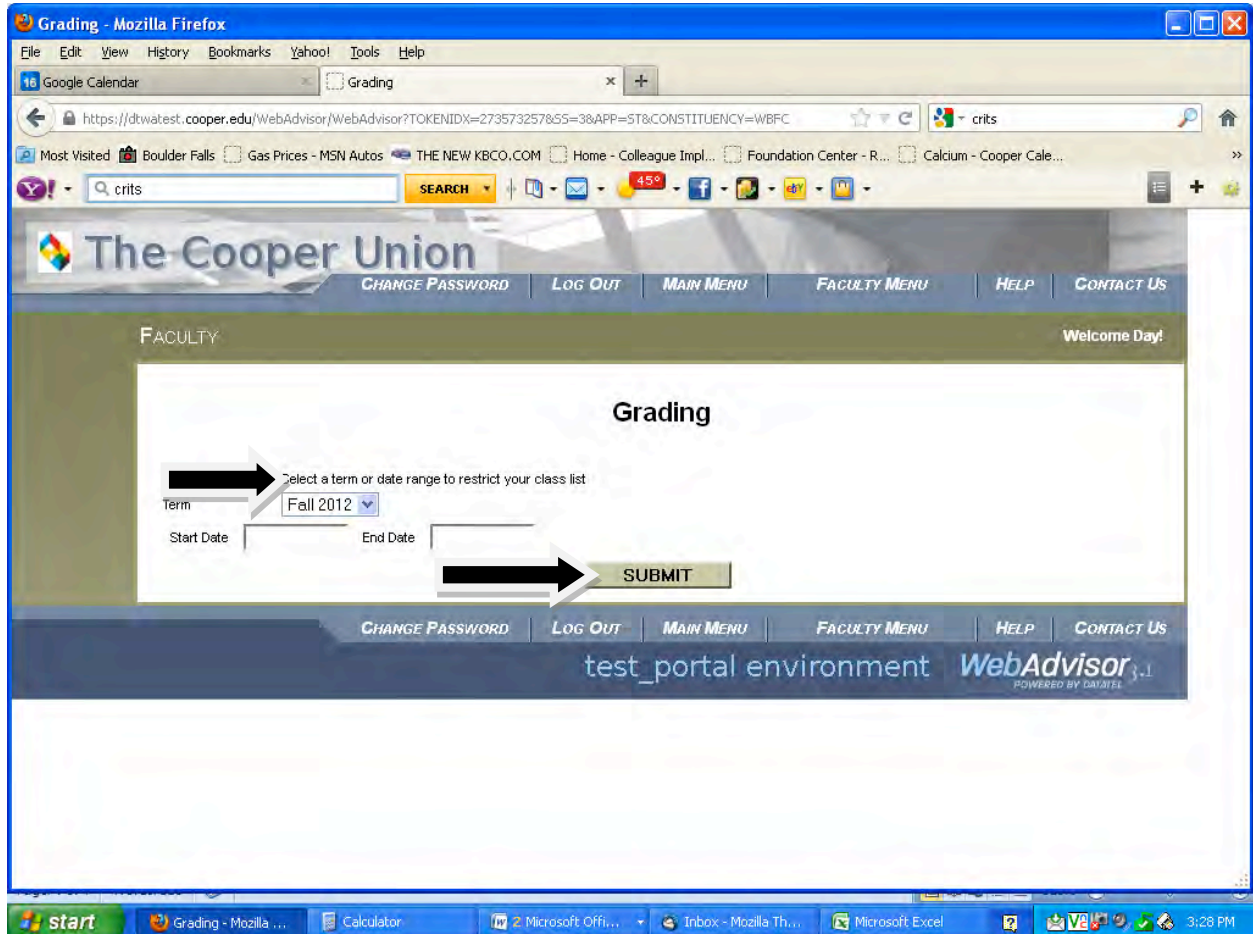


Step Three: Click on "Grading" Link



Step Four: Click on the down box that asks you to “Select a term or date range to restrict your class list”

Select the current term 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".

The screenshot shows the 'Grading' interface in Mozilla Firefox. The browser address bar shows the URL: <https://dtwatetest.cooper.edu/WebAdvisor/WebAdvisor?TOKENIDX=273573257855=6&APP=ST&CONSTITUENCY=WBFC>. The page header includes 'The Cooper Union' and navigation links: CHANGE PASSWORD, LOG OUT, MAIN MENU, FACULTY MENU, HELP, CONTACT US. The main content area is titled 'Grading' and features a dropdown menu labeled 'Final or Midterm/Intermediate Grading' with 'Final' selected. Below this is a table of courses with radio buttons for selection. A 'SUBMIT' button is located at the bottom of the table. The Windows taskbar at the bottom shows the start button, open applications (Grading - Mozilla, Calculator, Microsoft Office, Inbox - Mozilla, Microsoft Excel), and the system clock (3:34 PM).

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input checked="" type="radio"/>	FA-240.1A-4 Drawing I	09/04/12	12/19/12	FDN	PCS	10:00AM - 02:00PM	F		2012FA
<input type="radio"/>	FA-347.1A-1 Advanced Drawing	09/04/12	12/19/12			10:00AM - 02:00PM	F		2012FA
<input type="radio"/>	FA-354A-1 Experimental Printmaking	09/04/12	12/19/12	FDN	515	03:00PM - 06:00PM	W		2012FA
<input type="radio"/>	FA-449-4 Independent Study in Drawing	09/04/12	12/19/12						2012FA
<input type="radio"/>	FA-459-1 Printmaking I.S.	09/04/12	12/19/12						2012FA

Step Six: Entering Grades: keep in mind a few things:

Please enter a grade for **all** students listed on the class roster. You do not need to be concerned about the columns that follow the grade entry window. Only grades are needed.

WebAdvisor will permit you to submit grades for some of the students in your class without entering grades for all. Therefore you should be sure all students have grades entered before clicking "Submit."

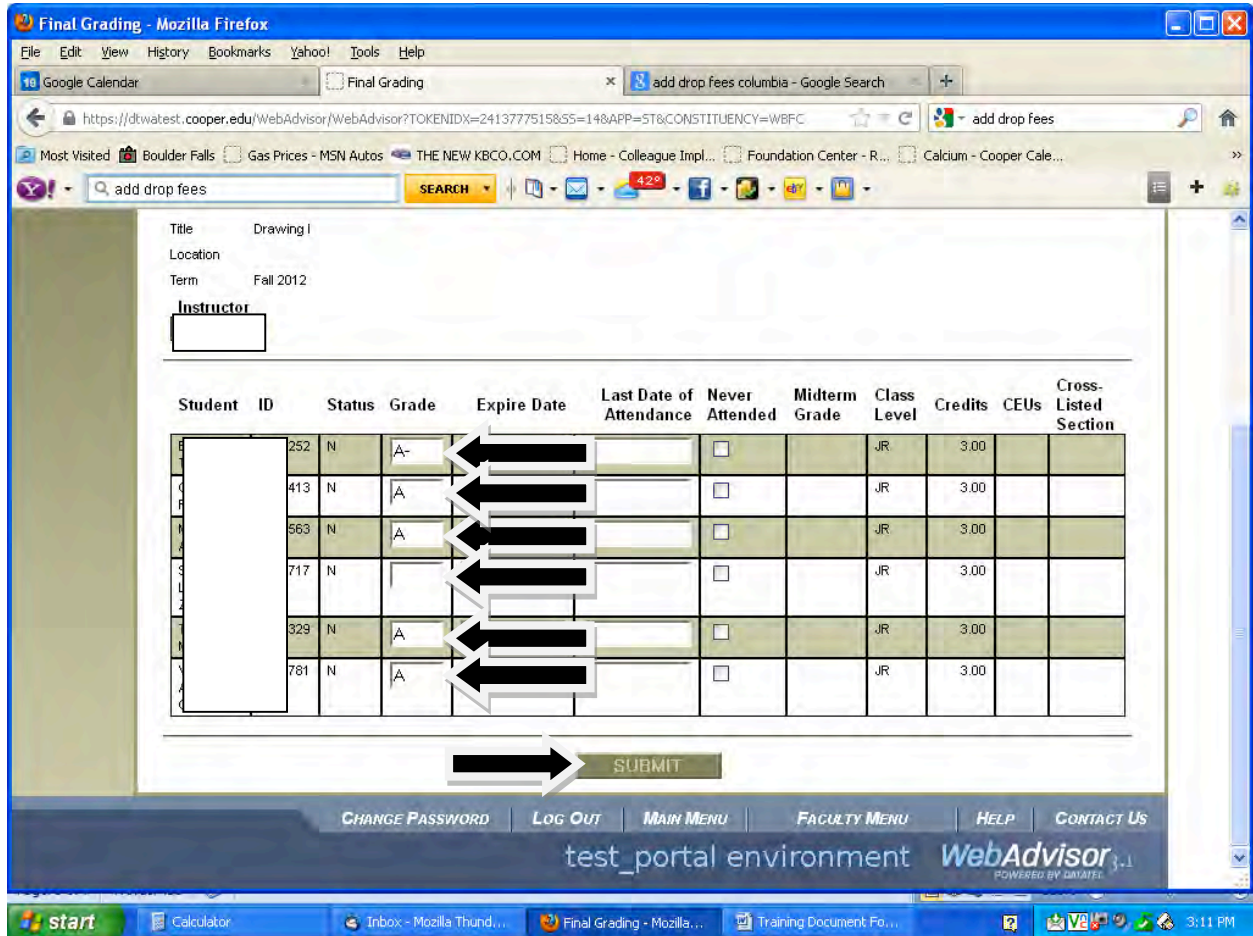
If you forget to enter a grade for a specific student in your class you will need to repeat steps 3-6 (only needing to enter missed grades as the rest are pre-populated with what you entered previously).

Final grades for spring terms: senior grades are due several days before grades of all other students, so please enter at least the senior grades by the first deadline. Of course, if you have taught mixed classes, you can enter grades for seniors and all others at the same time, if you wish. You will otherwise have to enter the other grades on the same grade rosters on which you had earlier entered the seniors' grades.

Note: you will not be able to change any grades that your dean has "verified."

[continued below]

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 Grading - Mozilla Firefox

File Edit View History Bookmarks Yahoo! Tools Help

Google Calendar Final Grading add drop fees columbia - Google Search

https://dtwatetest.cooper.edu/WebAdvisor/WebAdvisor?TOKENIDX=2413777515855=118&APP=ST&CONSTITUENCY=WBFC

Most Visited Boulder Falls Gas Prices - MSN Autos THE NEW KBCO.COM Home - Colleague Impl... Foundation Center - R... Calcium - Cooper Cale...

add drop fees SEARCH

The Cooper Union
[CHANGE PASSWORD](#) [LOG OUT](#) [MAIN MENU](#) [FACULTY MENU](#) [HELP](#) [CONTACT US](#)

FACULTY Welcome Day!

Final Grading

Final grade code A+ is invalid - , 0052252.

Class Name FA-240.1A-4
 Title Drawing I
 Location
 Term Fall 2012

Instructor

Student ID	Status	Grade	Expire Date	Last Date of Attendance	Never Attended	Midterm Grade	Class Level	Credits	CEUs	Cross-Listed Section
<input type="text"/>	N	A+	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		JR	3.00		
<input type="text"/>	N	A	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		JR	3.00		
<input type="text"/>	N	A	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		JR	3.00		
<input type="text"/>	N		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		JR	3.00		

start Calculator Inbox - Mozilla Thund... Final Grading - Mozilla... Training Document Fo... 3:09 PM

You are done!

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