

Dear Colleagues:

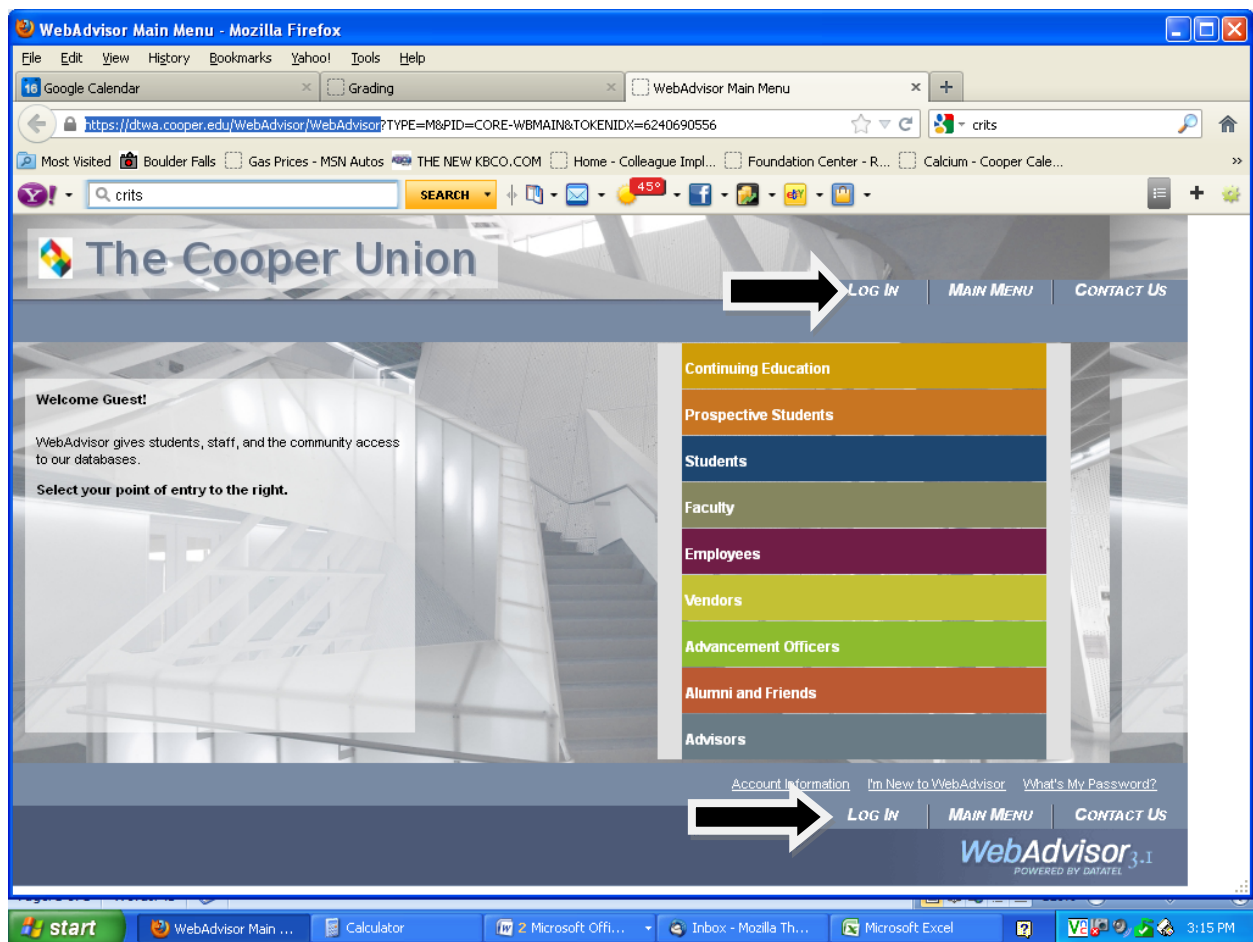
We are excited to finally offer you the ability to enter grades on-line. The deadline for grade submission is **Wednesday, January 2nd 2013 at noon**. However, now that grade entry will be done on-line you can begin entering grades as early as Monday, December 3rd.


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.

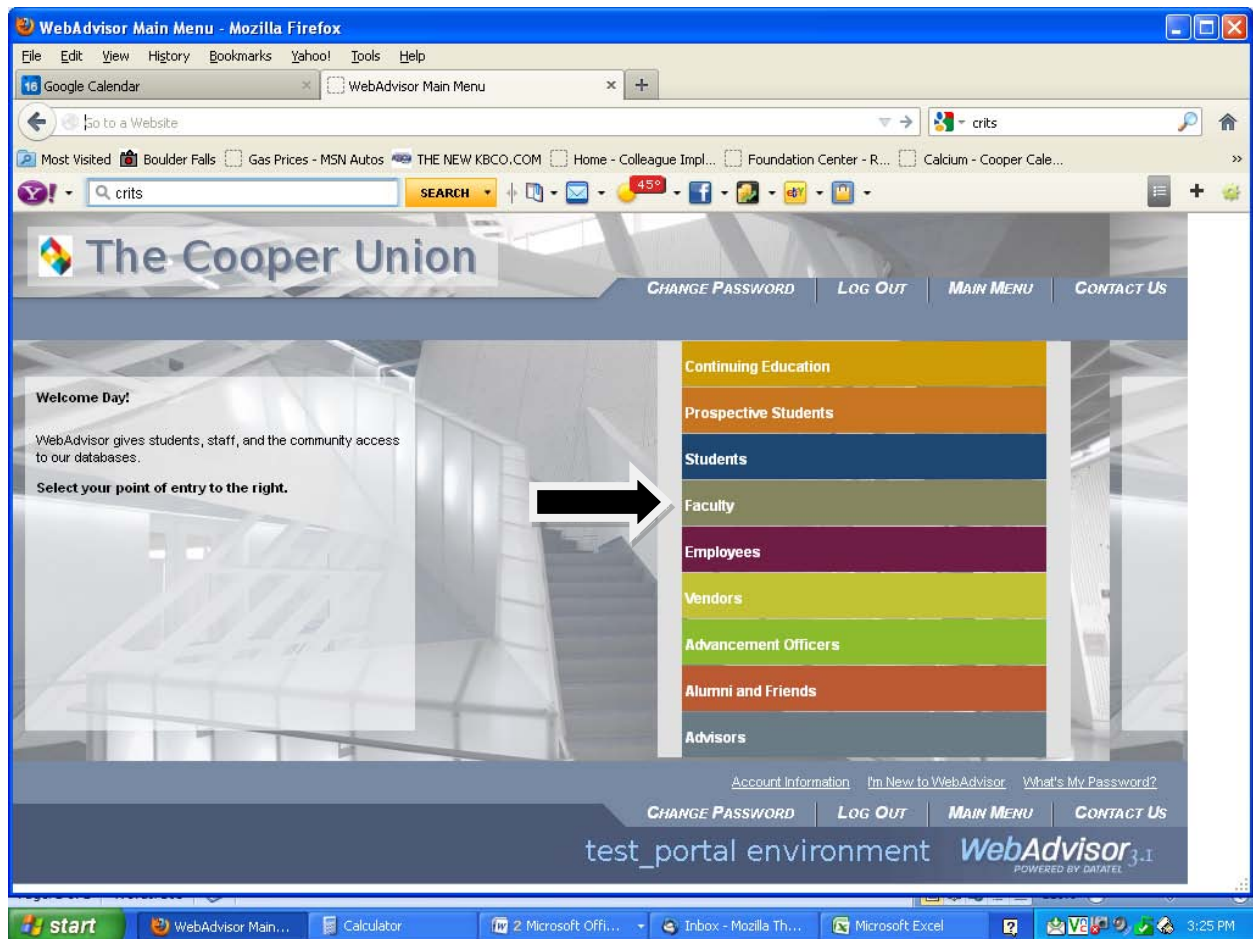
Step One: Home Page/Logging In



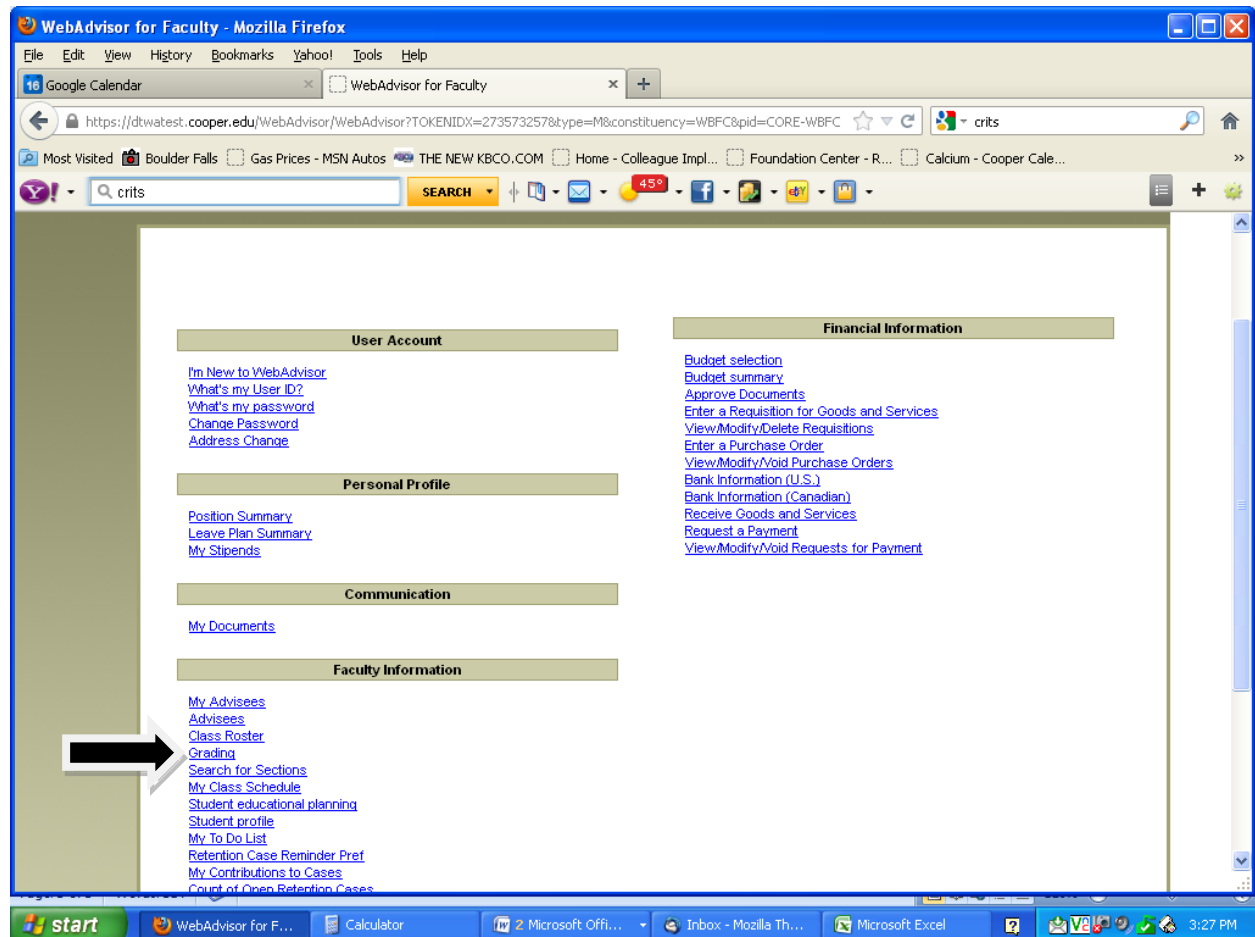
Here is the landing page for Web Advisor. Click on the link “Log In” that is located on the bottom and the top of the screen (note the  to help guide you).

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 

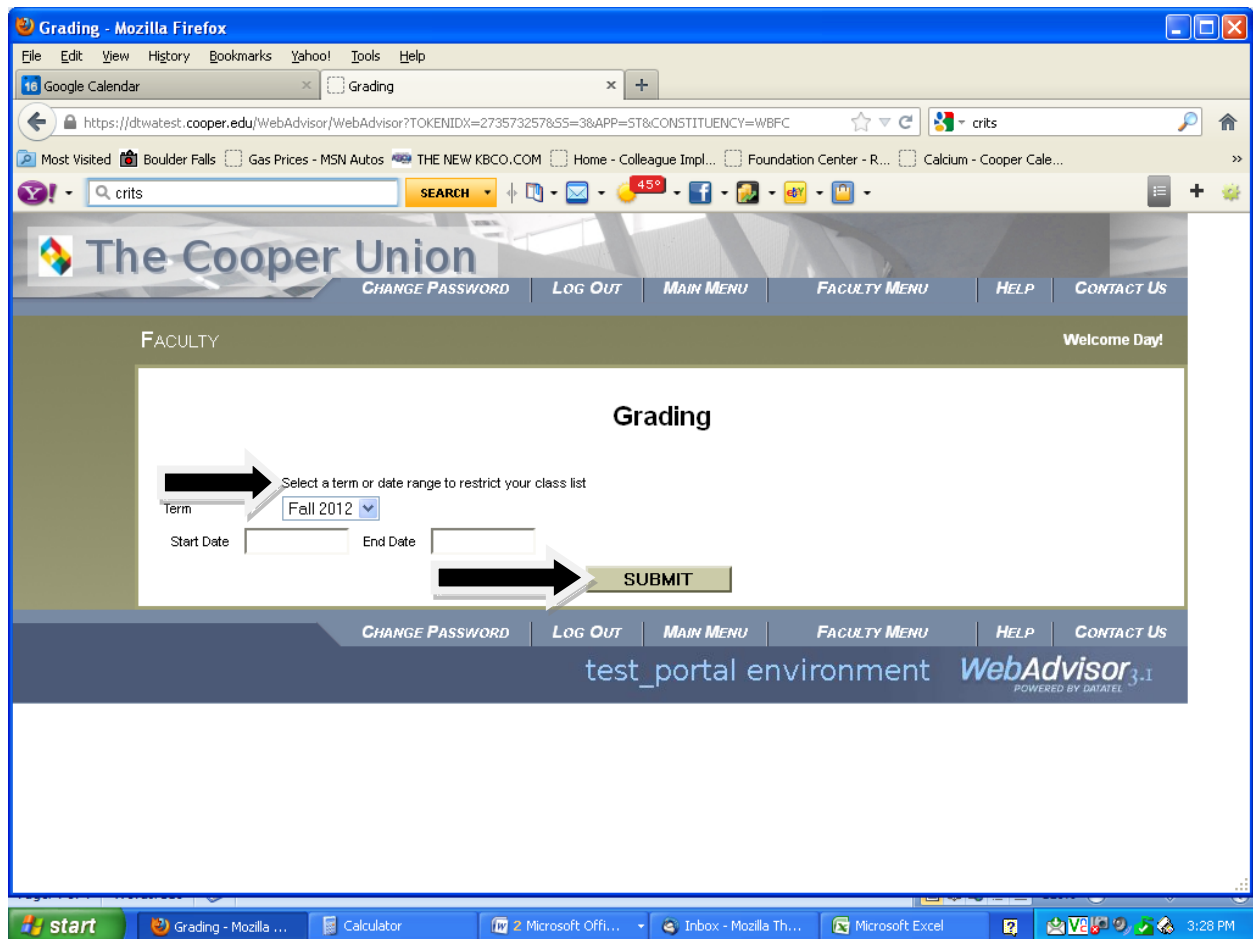


Step Three: Click on “Grading” Link



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”.

The Cooper Union

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FACULTY Welcome Day!

Grading

Final or Midterm/Intermediate Grading: Final

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

SUBMIT

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test portal environment WebAdvisor

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):

Final Grading - Mozilla Firefox

File Edit View History Bookmarks Yahoo! Tools Help

19 Google Calendar x Final Grading x add drop fees columbia - Google Search x +

https://dtwatetest.cooper.edu/WebAdvisor/WebAdvisor?TOKENIDX=2413777515&SS=14&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

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
2252	N	A-			<input type="checkbox"/>		JR	3.00		
2413	N	A			<input type="checkbox"/>		JR	3.00		
2563	N	A			<input type="checkbox"/>		JR	3.00		
2717	N				<input type="checkbox"/>		JR	3.00		
3329	N	A			<input type="checkbox"/>		JR	3.00		
2781	N	A			<input type="checkbox"/>		JR	3.00		

SUBMIT

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test_portal environment WebAdvisor 3.1 POWERED BY DATATEL

start Calculator Inbox - Mozilla Thund... Final Grading - Mozilla... Training Document Fo... 3:11 PM

- 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

Final grade code A+ is invalid - , [] 2.

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
[] 2	N	A+	[]	[]	<input type="checkbox"/>	[]	JR	3.00	[]	[]
[] 3	N	A	[]	[]	<input type="checkbox"/>	[]	JR	3.00	[]	[]
[] 3	N	A	[]	[]	<input type="checkbox"/>	[]	JR	3.00	[]	[]
[] 0052717	N	[]	[]	[]	<input type="checkbox"/>	[]	JR	3.00	[]	[]

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)

