FACULTY INSTRUCTIONS FOR ROSTERS, GRADING AND SCHEDULES

Once you have accessed *WEBADVISOR FOR FACULTY* the following instructions/information will assist you with respect to workflows maintained by the Office of the Registrar.

MY ADVISEES

- This feature is available for department chairs only.

CLASS ROSTER

- Click on *Class Roster* to access your class lists.
- A screen will appear asking you to select a term (e.g. 14FW). The term can be selected from a drop down menu. Click on the down arrow at the end of the term field.
- Once you have selected a term, click on submit.
- A screen listing all courses that you are teaching in that term will appear.
- There is a selection box to the left of each course. Click on one of these to select a course (please note that you can only select one course at a time).
- Click submit.
- A list of students enrolled in the course will appear, along with their id and Nipissing student email address.
- The status for any student enrolled in the course will be listed as 'new'.
- If a waiting list is available for your course, students who are on the waiting list will be listed at the bottom of the class list and will have a status of 'wait'.
- You may print the class list by clicking on the print button on your web browser.
- Under student profile you are able to see what program a student is in. Only one student may be selected at a time.

You may also copy the class list into a spreadsheet.

- Open the class list (as instructed above) in Internet Explorer
- Save the web page (document) to your desktop. Go to "File", then "Save As".
- You may get the following message "This web page may not save correctly. Would you like to save it anyway? – click yes.
- Make sure the desktop icon is selected and you have a filename (ie Faculty WebAdvisor.htm).
- The 'save as type' should be "Web Page, complete (*.htm, *.html)"
- Save
- Go to your desktop, point to the icon containing the class list and double click to open the document. (i.e. Faculty WebAdvisor.htm)
- Point to the table containing the class list, right click on your mouse and choose "Export to Microsoft Excel".
- Edit and save the class list as desired.

GRADING

- Click on *Grading* to enter grades.
- A screen will appear asking you to select a term (as noted above).
- Once you have selected a term, a screen will appear asking you to indicate whether you are entering final or midterm grades. Use the drop down menu to the immediate right of this field to select "final".
- Click on the box to the left of the course that you are entering grades for (you can only select one course at a time). Click submit.
- A screen will appear that will allow you to enter a grade for each student. Please ignore the "Expire Date" column.
- Once finished, click submit.

NOTE: *You will automatically be timed out every 15 minutes so please make sure that you SUBMIT before this 15 minutes has elapsed. You can then go back to the screen and continue entering grades.*

There are four options for the marks submitted:

1) a numeric grade from **1 to 100** (no decimals)

2) "**INC**" if you have granted an incomplete (an "Incomplete Grade Form" must be submitted to the Dean. This form can be found at the following links:

   Faculty of Applied & Professional Studies:
   http://www.nipissingu.ca/academics/faculties/applied-professional/Pages/Forms.aspx

   Faculty of Arts & Science:
   http://www.nipissingu.ca/academics/faculties/arts-science/Pages/Arts-and-Science-Forms.aspx

3) "SAT" or "U" for practical courses (e.g. clinical nursing)

4) "**Z**" if the student has a grade of "**0**" (WebAdvisor will not accept a grade of "0" however a "0" will be recorded on transcripts

If a student's name does not appear on the class list, the student is not officially registered in the course. The student should contact the Office of the Registrar immediately.

PLEASE ENSURE YOU ADVISE the appropriate faculty office via email that your marks have been submitted.

Faculty of Applied and Professional Office at apsfinalgrade@nipissingu.ca

Faculty of Arts and Science office via email at finalgrd@nipissingu.ca

The grades will then be verified and thereafter be viewable on student records. When you send the email please indicate **Instructor's name, course and section**. Also please send (again no later than five days from the date the exam was written) by inter-office mail a breakdown of how the grades were determined to the Faculty of Applied and Professional Studies or the Faculty of Arts and Science Office.

Once you have advised the Office that your marks have been submitted any changes to grades must then be submitted as a grade change directly to the Faculty of Applied and Professional Studies Office or the Faculty of Arts and Science Office and should ***NOT*** be made on WebAdvisor.

SEARCH FOR CLASSES

- Click on *Search for classes* to be able to see courses, for which students may still register, in a given term.
- A screen appears asking you to select a term (use the drop down menu to do this).
- Select a subject by clicking on the drop down menu to the right of the subject field.
- Under Course No, you may enter a course code if you are looking for a specific course.
- If you want to list courses at a specific location, click on the drop down menu to the right of the Location field and select one of the options. Click submit.

MY CLASS SCHEDULE

- Click on *My Class Schedule*.
- This option will give you a list of the courses you are teaching, along with the dates, times and location that they are being offered.
  (Please note for the fall/winter term room assignments are not finalized until the first week of September for FA and FW courses and January for WI courses).
- Select a term by using the drop down menu to the right of the term. Click on Submit.

MY EXAM SCHEDULE

- Click on *My Exam Schedule* to be able to see your exam schedule.
- A draft for December exams is normally available by mid October and a draft for the April exams is normally available by mid February. The exam schedule is finalized about two weeks after the draft.