



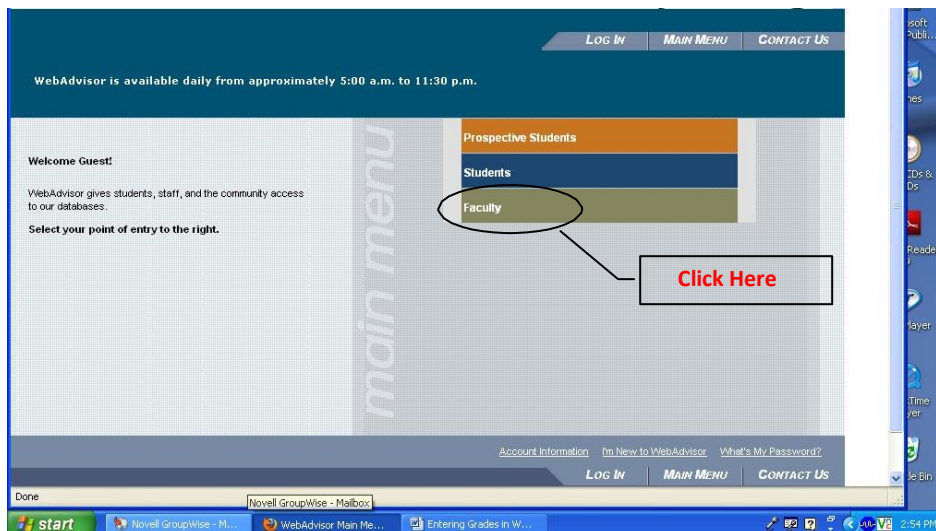
# PART 1 - ENTERING GRADES IN WEBADVISOR

To log in to Web Advisor:

1. Open a web browser and go to this address: [www.webadvisor.scccd.edu](http://www.webadvisor.scccd.edu)
2. Click the LOG IN link.
3. Enter your user ID and password and click SUBMIT.
4. If you are unable to log in to Web Advisor, please contact the Helpdesk 559-499-6070

To begin entering grades:

1. After logging in, click on the Faculty link.



**STEP 1**

**Faculty**

**Electronic Submission of Rosters**  
**Faculty Calendar and A&R Information**

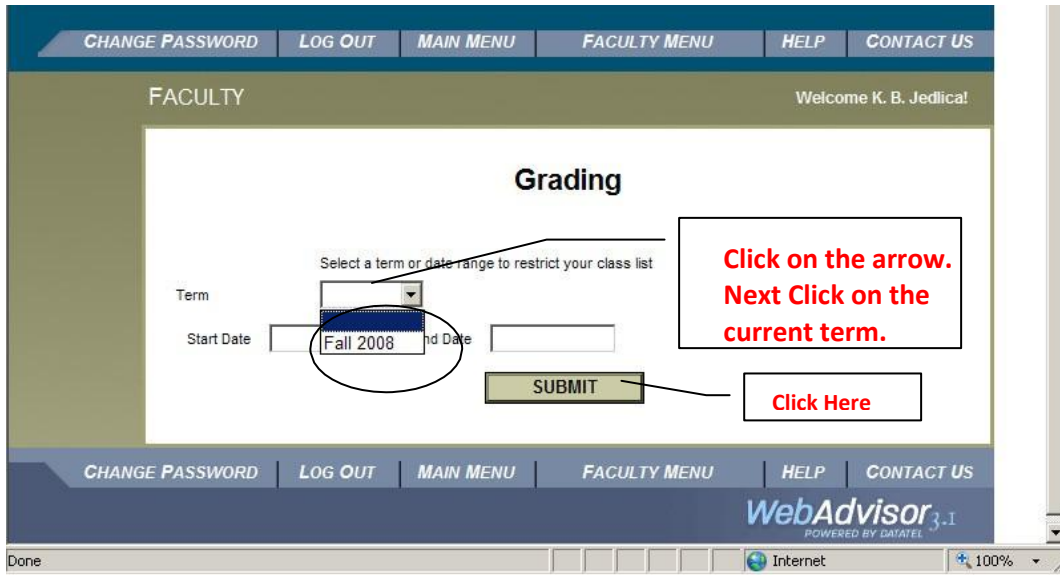
**1st2know Emergency Alert**  
[Sign Up for Emergency Alert to Cell Phone](#)

**Faculty Grading Process**  
[Step1: Grading](#)  
[Step2: Upload electronic copy](#)

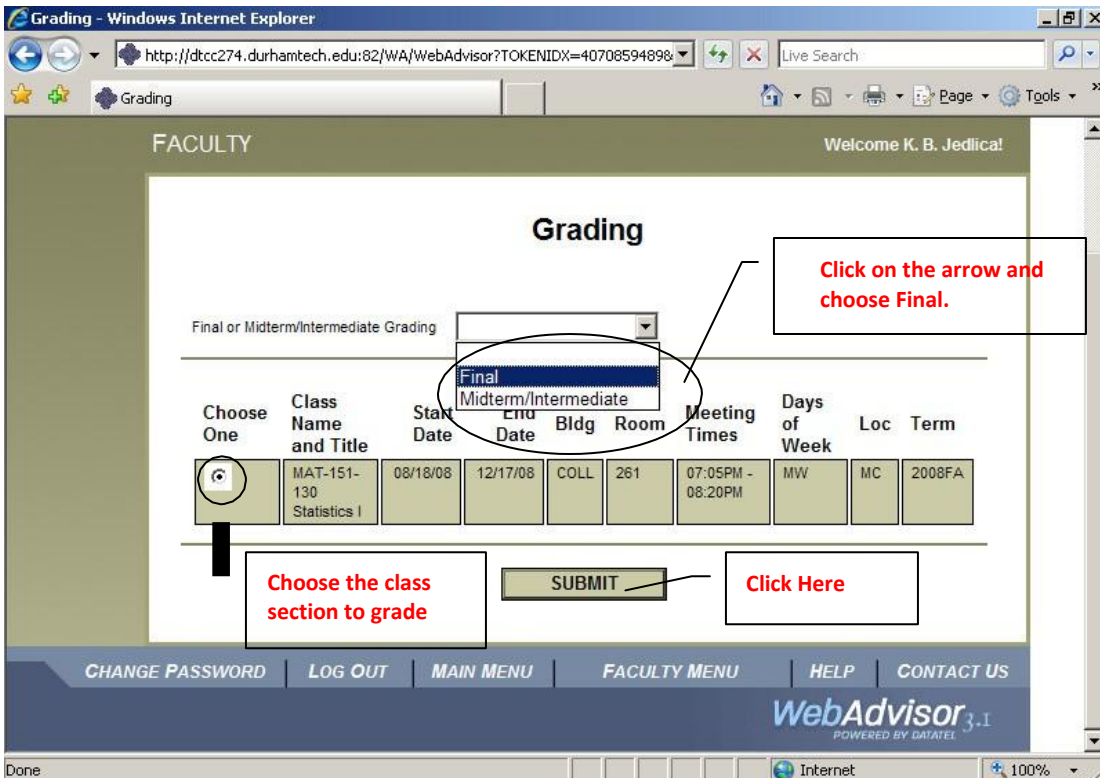
**Faculty Information**  
[Class Roster Select Section](#)  
[Class Roster and Micrograde Download](#)  
[Faculty Drops & Roster Certification](#)  
[FCC Early Alert](#)  
[RC Early Alert](#)  
[CCCC Early Alert](#)  
[Print Your Class Roster](#)

**Click Here**

**STEP 2**



STEP 3



STEP 4

# STEP 5

FACULTY Welcome K. B. Jedlca

**Final Grading**

Class Name MAT-151-130  
 Title Statistics I  
 Location Main Campus  
 Term Fall 2008  
 Instructor [Redacted]

**Enter Final Grade**      **NO (+ or -) in the grades.**

Student ID	Grade	Expire Date	Inter Gr 1	Inter Gr 2	Inter Gr 3	Inter Gr 4	Inter Gr 5	Inter Gr 6	Class Level	Credits	CEUs	Date Last Attended	Status
[Redacted]									FR	3.00			
[Redacted]										3.00			
[Redacted]									FR	3.00			
[Redacted]										3.00			
[Redacted]									FR	3.00			
[Redacted]									FR	3.00			
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Internet 70%

# STEP 6

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[Redacted]										3.00			
[Redacted]	AU									3.00			
[Redacted]									FR	3.00			
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SUBMIT

CHANGE PASSWORD LOG OUT MAIN MENU FACULTY MENU HELP CONTACT US

**WebAdvisor**

**WHEN EVERY GRADE IS ENTERED YOU MUST SUBMIT OR YOUR GRADES WILL NOT POST!**

# PART 2 - UPLOADING GRADES TO WEBADVISOR

Madera Center Community College District  
Fresno Reedley Clovis Madera Oakhurst

FACULTY - WEBADVISOR FOR FACULTY MENU

[Electronic Submission of Rosters](#)  
[Faculty Calendar and A&R Information](#)

1st2know Emergency Alert  
[Sign Up for Emergency Alert to Cell Phone](#)

Faculty Grading Process  
[Step1: Grading](#)  
[Step2: Upload electronic copy](#)

Class Roster Select Section  
Faculty Roster and Micrograde Download  
Faculty Drops & Roster Certification  
RC Early Alert  
RC Early Alert  
CCCC Early Alert  
Print Your Class Roster

Log Out

STEP 7

Step 2 - Upload Electronic Copy

## Roster Submission Form

Select Location

- Fresno City College
- Madera Center
- Oakhurst Center
- Reedley College
- Clovis Community College

First Name :

Middle Name :

Last Name :

Faculty Number :

Section Name and Number (IS-15-12345) :

Email :

STEP 8

**Note:** Only upload grade and attendance files related to the section name and number listed above. Click on the first "Browse" button below to upload a file containing both grades and attendance. For faculty who keep their grades and attendance in separate files, you can now upload both files at one time by using both the required "grades" file upload and the optional "attendance only" file upload options below.

### Upload Grades

**Required:** upload a [combined grades and attendance file](#) or a [grades-only file](#):

Select a file for upload  
 No file chosen

**Optional:** upload an [attendance-only file](#):

Select a file for upload (Optional)  
 No file chosen

\*\*\*\*\***VERY IMPORTANT**\*\*\*\*\*  
Save the both the Excel File and Attendance as:  
**COURSE # Section# LASTNAME 2015FALL**  
Example: **PHOTO\_5\_75892\_Lofaro\_2016SPRING**

The **Attendance** File needs to reflect attendance from January 2016 to May 2016. You can use your attendance program to create this report or ask your Attendance Personnel to create the report for you. Usually this report is a .pdf file