



## POSITIVE ATTENDANCE HOURS INSTRUCTIONS

### FACULTY - WEBADVISOR FOR FACULTY MENU

You have 30 minutes to submit your changes such as grades. Your time lapse is reset upon each submit.

#### Step 1: Login to your WebAdvisor

##### User Account

- [What's my User ID?](#)
- [Contact Information Change](#)
- [SSN Entry](#)

##### Faculty Information

- [My Class Schedule](#)
- [Search for Sections](#)
- [Class Roster](#)
- [Grading](#)
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- [Census Drop Roster Inquiry](#)
- [Instructor Drop Roster](#)
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#### Step 2: Select Grading Option



## FACULTY

### Grading

Please leave the term field blank and press the submit key to return all sections you have taught in the past.

Select a term to restrict your class list

Term


- ✓
- 2012 Spring Semester
- 2012 Summer Term
- 2012 Fall Semester
- 2013 Spring Semester
- 2013 Summer Term
- 2013 Fall Semester
- 2014 Spring Semester
- 2014 Summer Term
- 2014 Fall Semester
- 2015 Spring Semester
- 2015 Summer Term
- 2015 Fall Semester
- 2016 Spring Semester

**Step 3: Select the Term**

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## Grading - Section Selection

Final or Midterm Grading

Final 

### Step 4: Select the Course

Sort Cross Listed Sections

By Course then by Student 

	Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
1	<input type="radio"/>	BA-121A-01 Developing Your Business Plan	03/07/16	03/14/16	WEB	WEB			WEB	2016SP
2	<input checked="" type="radio"/>	BSM-110G-01 Team Building	04/22/16	04/29/16	FP	FP-23	09:00AM - 01:30PM	F	MAIN	2016SP
3	<input type="radio"/>	CNET-146-01 Introduction to UNIX/Linux	01/25/16	05/20/16	WEB	WEB			WEB	2016SP
4	<input type="radio"/>	CNET-155A-01 Intro to Networks (CCNA1)	01/25/16	03/17/16	NC	NC2306	07:00PM - 09:05PM	TH	NOC	2016SP
5	<input type="radio"/>	CNET-155B-01 Routing & Switching Essentials	03/29/16	05/20/16	NC	NC2306	07:00PM - 09:05PM	T	NOC	2016SP
6	<input type="radio"/>	CNET-162-01 Win. Serv. Instal. & Conf. Adm	01/25/16	05/20/16	NC	NC2308	07:00PM - 08:35PM	W	NOC	2016SP
7	<input type="radio"/>	CNET-173-01 Ethical Hacking	01/25/16	05/20/16	WEB	WEB			WEB	2016SP
8	<input type="radio"/>	CNET-174-01 Computer Forensics	02/22/16	05/20/16	WEB	WEB			WEB	2016SP
9	<input type="radio"/>	CS-146-01 Introduction to UNIX/Linux	01/25/16	05/20/16	WEB	WEB			WEB	2016SP

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# Final Grading Pos Attendance

Class Name BSM-110G-01  
 Title - Synonym Team Building - 066115  
 Location Main Campus  
 Term 2016 Spring Semester  
 Start Date 04/22/2016  
 End Date 04/29/2016  
 Deadline to Add/Drop w/o a "W" 04/22/2016  
 Deadline to Drop with a "W" 04/29/2016  
 Accounting Method P - Positive Attendance **\*\*\*ACTUAL POSITIVE ATTENDANCE HOURS REQUIRED.**  
**Total Hours 9.60**

**Instructor**

- 1
- 2

**Step 5: Positive attendance hours must be entered along with final grades. For your reference, the total class hours are posted in the header information.**

\*\*\* This screen cannot be used to drop students from your section. To drop students, please return to the Faculty Menu and select Instructor Drop Roster.  
 \*\*\* Incomplete grades require an "Expiration Date"

Student	ID	Grade	Expiration Date - Grade "I" converts to "F"	Positive Attendance Hours	Inter Gr 1	Inter Gr 2	Inter Gr 3	Inter Gr 4	Inter Gr 5	Inter Gr 6	Credits	Cross-Listed Section
1	B	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.50	<input type="text"/>
2	D	T.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.50	<input type="text"/>
3	D	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.50	<input type="text"/>
4	F	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.50	<input type="text"/>
5	L	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.50	<input type="text"/>
6	L	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.50	<input type="text"/>
7	M	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.50	<input type="text"/>
8	P	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.50	<input type="text"/>
9	V	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.50	<input type="text"/>

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