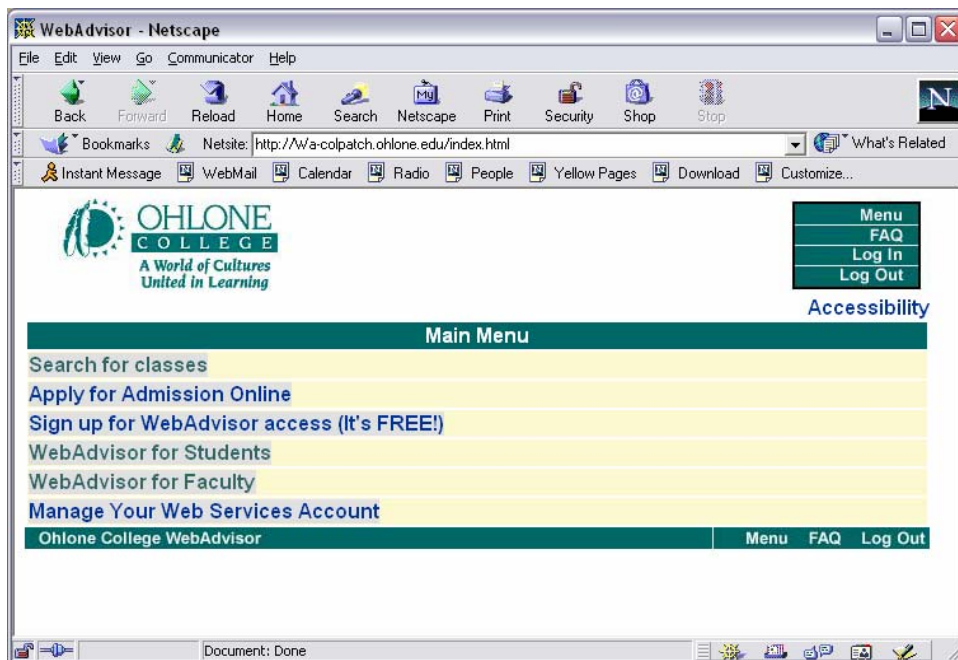


Managing Your Class Records Using WebAdvisor

A variety of screens are available to you to manage your course enrollments and grading. Listed below is a quick outline of these screens followed by detailed instructions for each screen.

SCREEN	WHAT YOU CAN DO ON IT
Class Roster	An alphabetical listing of all students registered for the section. A chronological listing of each student who has been added to your waitlist appears at the bottom of the class roster.
Grading (2 options)	
Mid-term/Intermediate	You can drop a student by placing a “W” in the first column. You can use this to report No Shows to clear space in your class, as well as report students who have stopped coming to class. The remaining columns allow you space to post grades that are visible but are not recorded in the academic record.
Final	At the end of term you submit final grades here for each student, as well as attendance hours for courses that have irregular or TBA schedules.
My Class Schedule	View your schedule, room assignments, and class meeting times
Search for Classes	This search engine allows you to view all your courses and enrollments on one page by searching by your last name. You may also detail on the course description and prerequisites. This search engine also allows students to search for classes.



Class Roster Screen

The Class Roster screen provides a list of active students in your courses, as well as their contact information (e-mail and phone number). The first group of students registered in the course are coded as Add or Register in the “Status” column on the class roster and these students appear on the class roster in alphabetical order. The next group of students on the class roster are those students who have waitlisted the section. These students are coded as Wait in the “Status” column on the class roster and they are listed in chronological order after the registered students. The class roster will have the students listed in the order that they added themselves to the **waitlist**.

The screenshot shows a Netscape browser window displaying the Faculty WebAdvisor interface. The main content is a table with 10 rows of student data. The columns are: Student (numbered 1-10), ID, E-mail address, Phone No, Class, Status, Credits, CEUs, and Student Profile. All 10 students are in 'Register' status with 4.00 credits. The Student Profile column contains checkboxes.

Student	ID	E-mail address	Phone No	Class	Status	Credits	CEUs	Student Profile
1			5		Register	4.00		<input type="checkbox"/>
2			5		Register	4.00		<input type="checkbox"/>
3			5	F	Register	4.00		<input type="checkbox"/>
4			5		Register	4.00		<input type="checkbox"/>
5			5		Register	4.00		<input type="checkbox"/>
6			h 4		Register	4.00		<input type="checkbox"/>
7			v 5		Register	4.00		<input type="checkbox"/>
8			5		Register	4.00		<input type="checkbox"/>
9			5		Register	4.00		<input type="checkbox"/>
10			4		Register	4.00		<input type="checkbox"/>

The screenshot shows the Faculty WebAdvisor interface with a class roster. The first 8 rows show registered students, and the next 4 rows show waitlisted students. A 'Submit' button is visible below the table. The footer includes 'Ohlone College WebAdvisor', 'Menu', 'FAQ', and 'Log Out'.

Student	ID	E-mail address	Phone No	Class	Status	Credits	CEUs	Student Profile
13			5		Register	4.00		<input type="checkbox"/>
14			5		Register	4.00		<input type="checkbox"/>
15			5		Register	4.00		<input type="checkbox"/>
16			5		Register	4.00		<input type="checkbox"/>
17			5		Register	4.00		<input type="checkbox"/>
18			9		Wait			<input type="checkbox"/>
19			5		Wait			<input type="checkbox"/>
20			5		Wait			<input type="checkbox"/>
21			5		Wait			<input type="checkbox"/>

Submit

Ohlone College WebAdvisor Menu FAQ Log Out

Advantages of Waitlists

For Faculty: You now have a list of qualified students who have already passed prerequisite and other registration blocks, hopefully resulting in a more stable list of students on the first day of class.

For Students: Students can sign up once and be registered from the waitlist as vacancies open in first come, first served order, versus registering by using TeleReg or WebAdvisor and finding a space as another student has just dropped. Students are e-mailed when they are added into the class from the waitlist.

For Deans: Deans now have an accurate idea of the demand for specific sections; this information can be used to determine when to add additional sections.

Every section's capacity has been adjusted to accurately represent the current number of seats in the classroom. Every class section has been given a waitlist of 10 students. This number can be controlled, increased, or decreased even to 0 by the Division Office. Students are only allowed to sign up on a waitlist for one section of any course. Students are free to add and remove themselves from waitlists at any time.

How Waitlists Work

If your section is full, students are asked on WebAdvisor, TeleReg, or at the Admissions and Records Window if they wish to add themselves to the waitlist for the section. As long as students are on the waitlist, other students cannot register into the section; the only option is to add to the waitlist. Students are only able to add themselves to a waitlist if they meet all prerequisites and have no other holds. Students who waitlist appear in chronological order on your roster.

Each day a process is run in Admissions and Records that checks for any drops and then adds the appropriate students from the waitlist into those vacancies. The student is alerted via e-mail that this change has been made and is asked to check WebAdvisor for any payment due. If the student does not wish to accept the registration, the student must then drop from the class. In this way eligible students are able to "electronically stand in line" to get the next available space in a class.

Faculty Control

As of the first day of school, the daily registration portion of this process will not be run. Students will still have the ability to add themselves to waitlists and you will still have access to see those lists on your roster. Students will only be registered into your section from your direction, as you have done in the past. You may do this by:

- Signing next to the student's name(s) on your class roster--like a giant add card--and submitting the class roster to Admissions and Records.
- Submitting an add card to Admissions and Records. However, remember that signing an add card for a student not on the waitlist does not ensure that the student has submitted an application, met prerequisites, or cleared other blocks to registration. **It is advisable to inform students to first get on your waitlist!**

Since students know their number on the waitlist, Deans and Student Services strongly suggest that you sign students into available space via your waitlist and not by any other method. If you sign an add card for a student not on the waitlist and/or over-enroll sections, be aware that you may not have enough seats available in the classroom.

Because waitlisting better controls enrollment in "Filled" or "Closed" classes, the need to add the instructor signature flags is no longer needed. All classes will be open to enrollment and controlled by waitlists through the first week of class. After that time, semester length classes will be blocked from anything except faculty-directed adds.

Grading Screens

1. Select the WebAdvisor link for Faculty. On the next screen, select Grading.
2. Enter your username and password.
3. Select the term and then select "Final" or "Intermediate" grading.
4. Select the section (you can only view or edit one section at a time).

Mid-term/Intermediate Grading Screen

Faculty WebAdvisor - Netscape

File Edit View Go Communicator Help

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Bookmarks Netsite: atel.server.servlets.webadvisor.WebAdvisor?MENU=fc&MNEMONIC=XWGD&APPLICATION=ST& What's Related

Instant Message WebMail Calendar Radio People Yellow Pages Download Customize...

Deadline to Add/Drop w/W a "W" 06/30/2005
 Acct Type P
 Total Hrs 108.00
 Deadline to Drop with a "W" 07/20/2005
 Sec End Date 07/28/2005

Acct type of "P" and "N" require submission of actual hours of contact

Expiration Date column is only used for incomplete grade

Special Note: To drop a student with a W, Please enter a W into the col Titled "Instr Drop". If this is a positive attendance class, please also add any hours the student was in class on the Final grade web page.

Instructors	
1	Sean M. Brown
2	Robert J. Mitchell
3	Ron Travenick

Student	ID	Instr Drop	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Stat	Credits	CEU
---------	----	------------	------	------	------	------	------	------	---------	-----

Document: Done

Use the Mid-term/Intermediate Grading screen to enter up to six intermediate grades during the term. These entries are viewed by students but are not otherwise used. The first grading column "Instructor Drop" (Instr Drop) may be used to enter a "W" (Withdrawal) grade. Admissions and Records will process this grade as a drop.

Final Grading Screen

The Final Grading screen is used to enter final grades and, in the case of a positive attendance class, the positive attendance hours used for apportionment.

- Acceptable grades are A, B, C, D, F, and I (Incomplete).
- Incomplete grades also require an expiration date, no greater than 1 year, signifying the time that the "I" grade will convert to an "F". If a student completes their work prior to the expiration date, a standard letter grade can replace the "I".
- Intermediate grades are displayed, but cannot be modified from the Final Grade screen.
- Positive attendance hours must be entered along with final grades, or instructor drops, for non-census based classes. The total class hours are posted in the header information, for your reference.

Faculty WebAdvisor - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Bookmarks Reload this page from the server isor.WebAdvisor?MENU=fc&MNEMONIC=XWGD&APPLICATION=ST& What's Related

Instant Message WebMail Calendar Radio People Yellow Pages Download Customize...

Term: 2003 Summer Term

Sec Start Date: 06/20/2005

Deadline to Add/Drop W/O a "W": 06/30/2005

Acct Type: P

Total Hrs: 108.00

Deadline to Drop with a "W": 07/20/2005

Sec End Date: 07/28/2005

Acct type of "P" and "N" require submission of actual hours of contact

Expiration Date column is only used for incomplete grade

Special notice: To Drop student with a "W", MidTerm/Intermediate web page on the pre

Instructors

1	Sean M. Brown
2	Robert J. Mitchell
3	Ron Travenick

Student	ID	Grade	Expire Date	Instr Drop	Inter Gr 2	Inter Gr 3	Inter Gr 4	Inter Gr 5	Inter Gr 6	Pos Attendance	Status
---------	----	-------	-------------	------------	------------	------------	------------	------------	------------	----------------	--------

Reload the current page