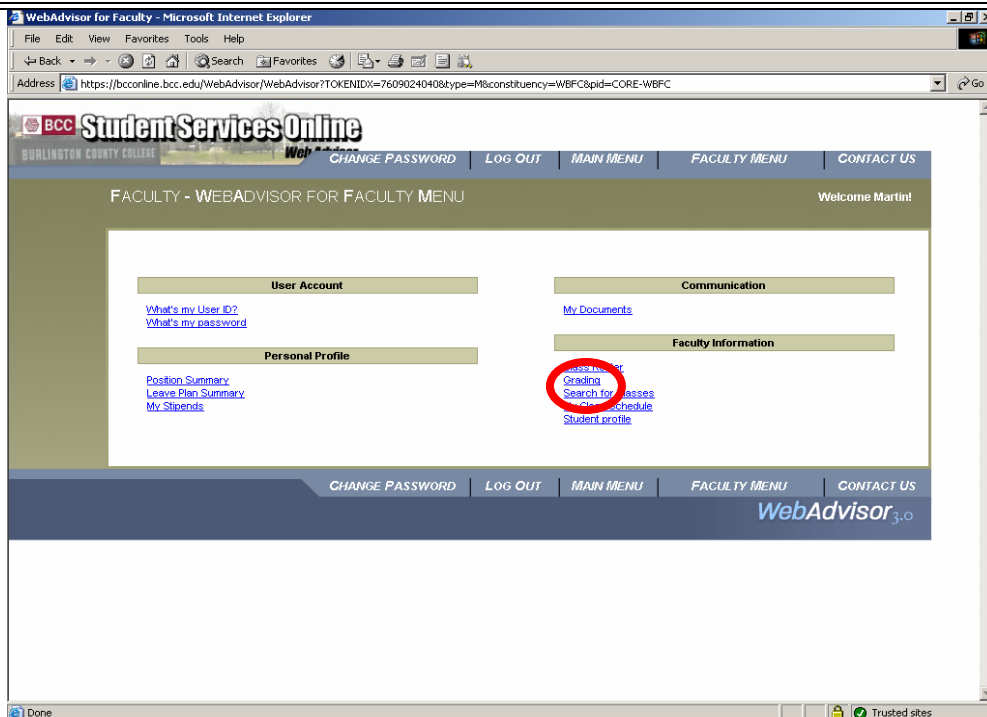


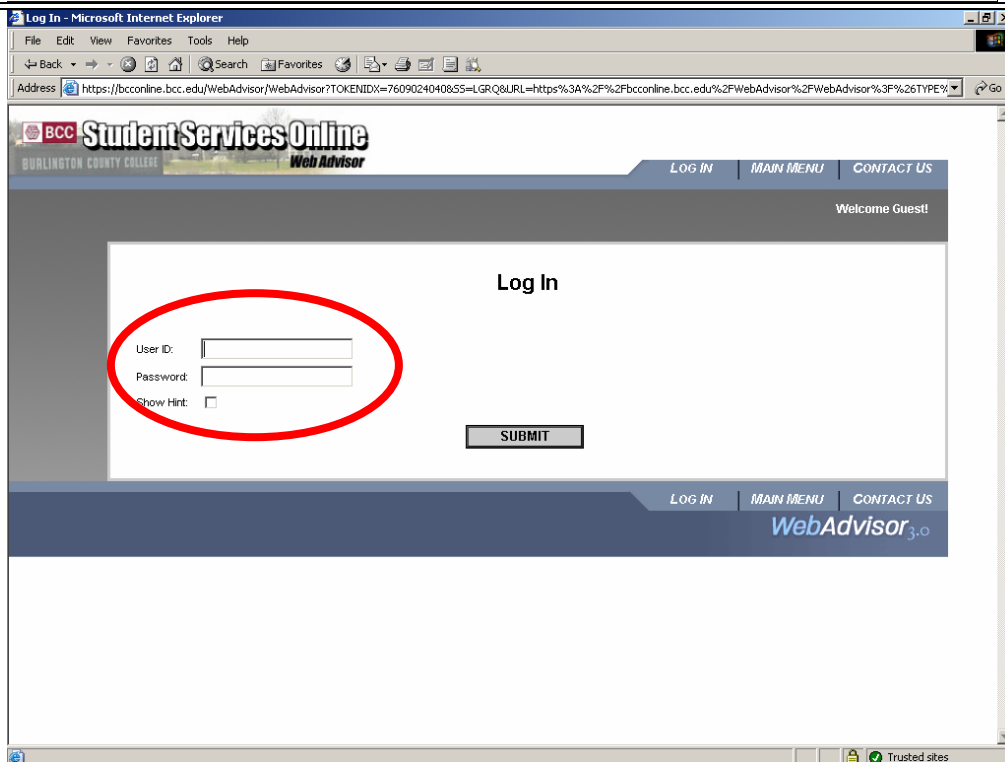
1. Repeat Steps 1-9 from the previous Section of this Handout.

This Section of the Handout assumes you have selected your own password and are familiar with checking Rosters in WebAdvisor. Please refer to the Login and Rosters section to get started using WebAdvisor.

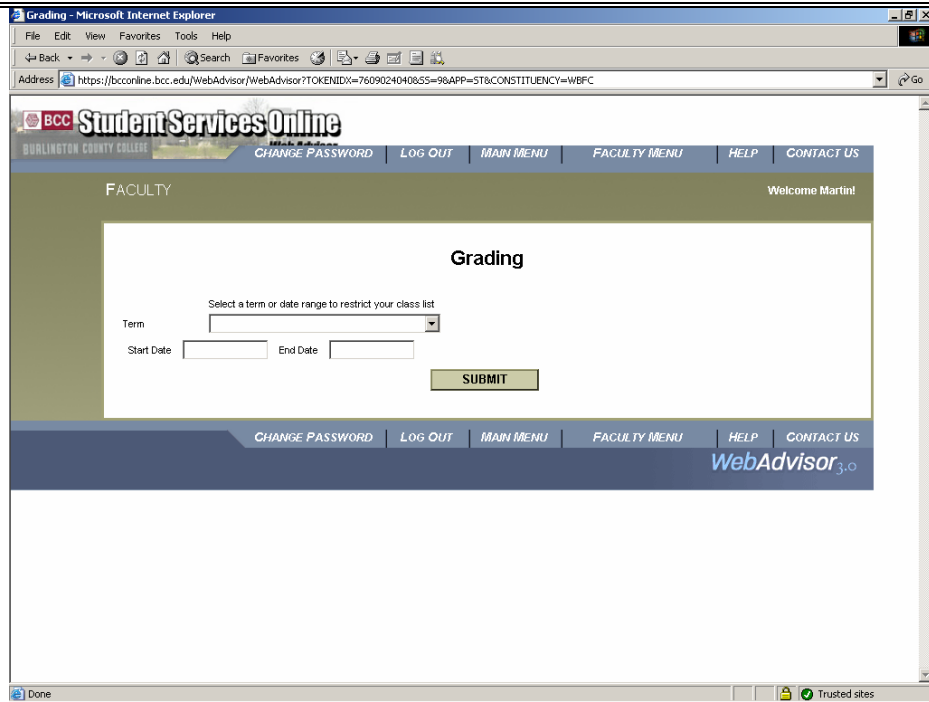
2. Click "Grading"



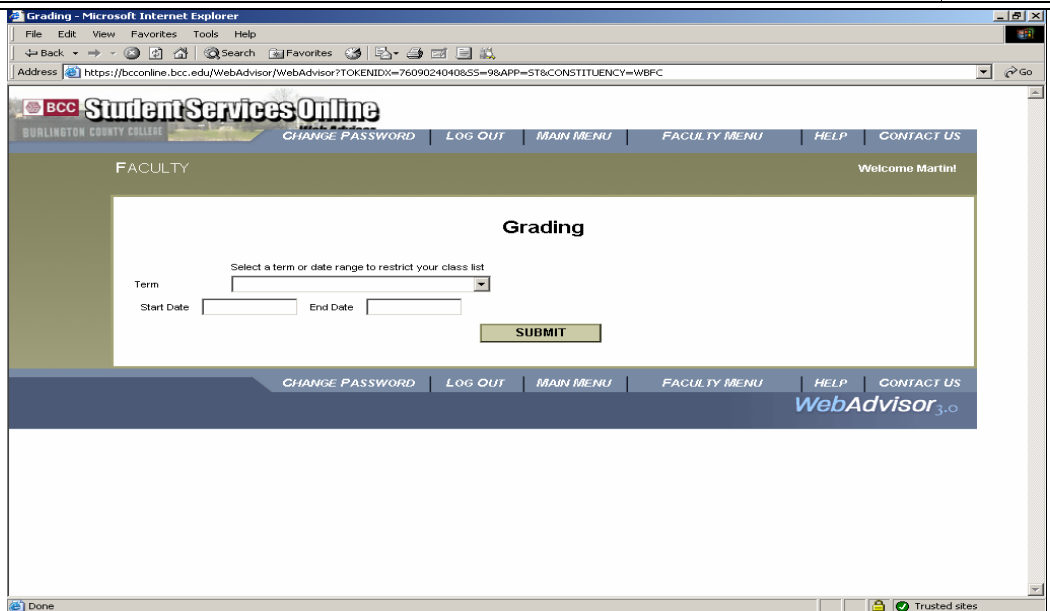
3. The Login Screen will open. This Section of the Handout assumes you have selected your own password so simply enter your username and password and click Submit to continue.



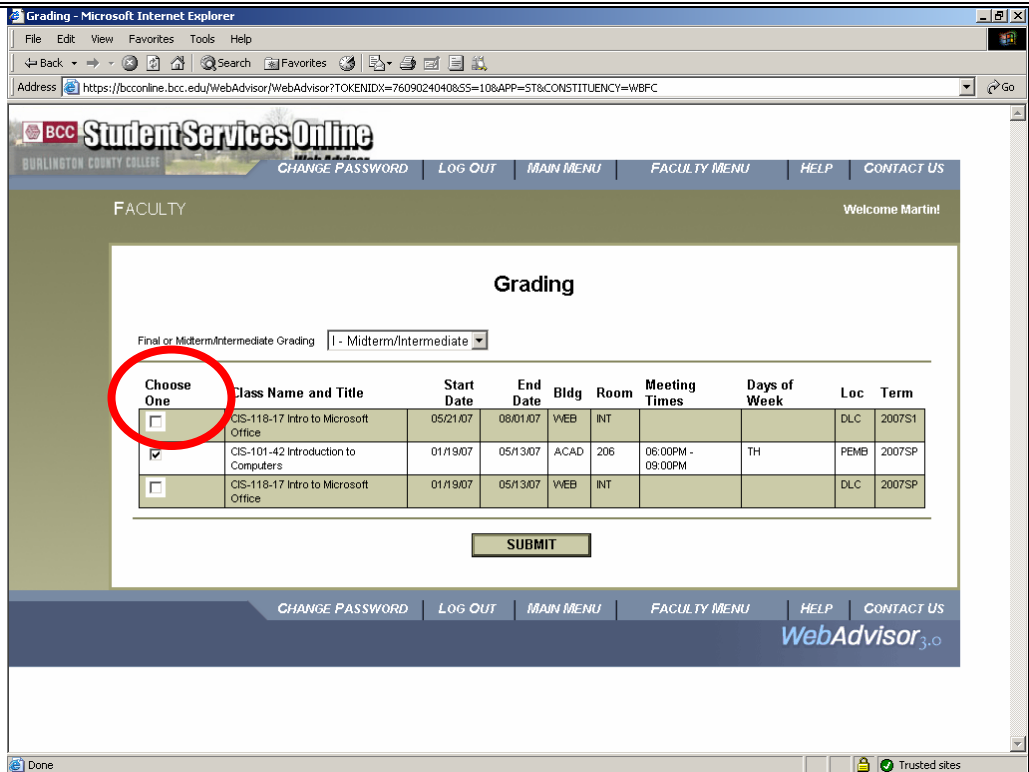
4. The "Select Term" screen for your class grades will open. It works exactly the same as the "Select Term" screen for Rosters.



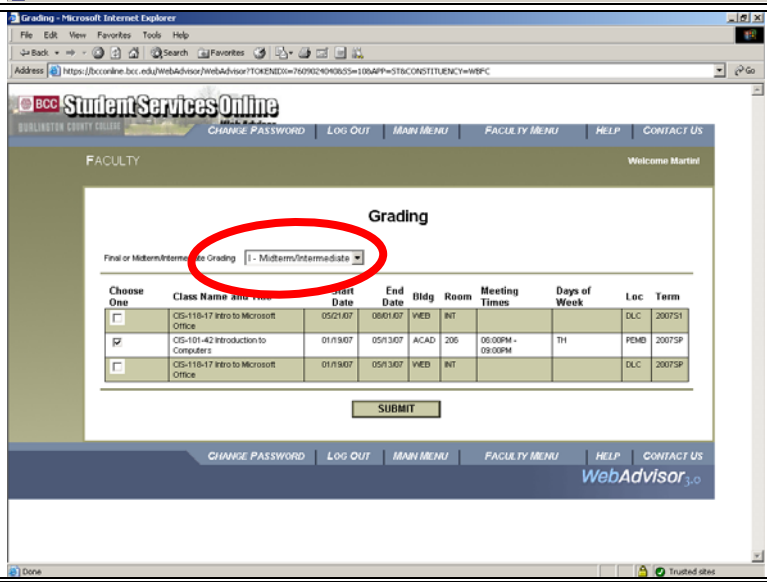
5. Select a valid term, or leave all fields blank to see all of the classes available to you in the DataTel system. Click Submit when done



6. You will then see all of the available classes (sections) for the specified Term or date range. Place a check in the "Choose One" box for the section you wish to grade

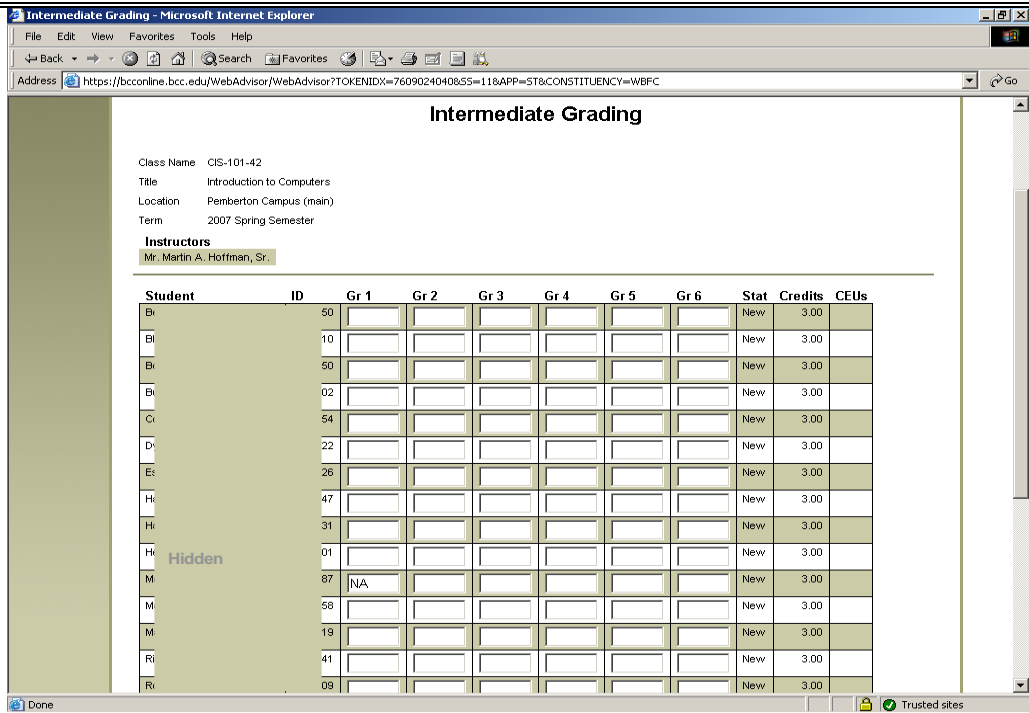


7. This screen has a required field - you must specify whether you are entering the Final grade or intermediate grades. Select Intermediate then click Submit



Your Notes:

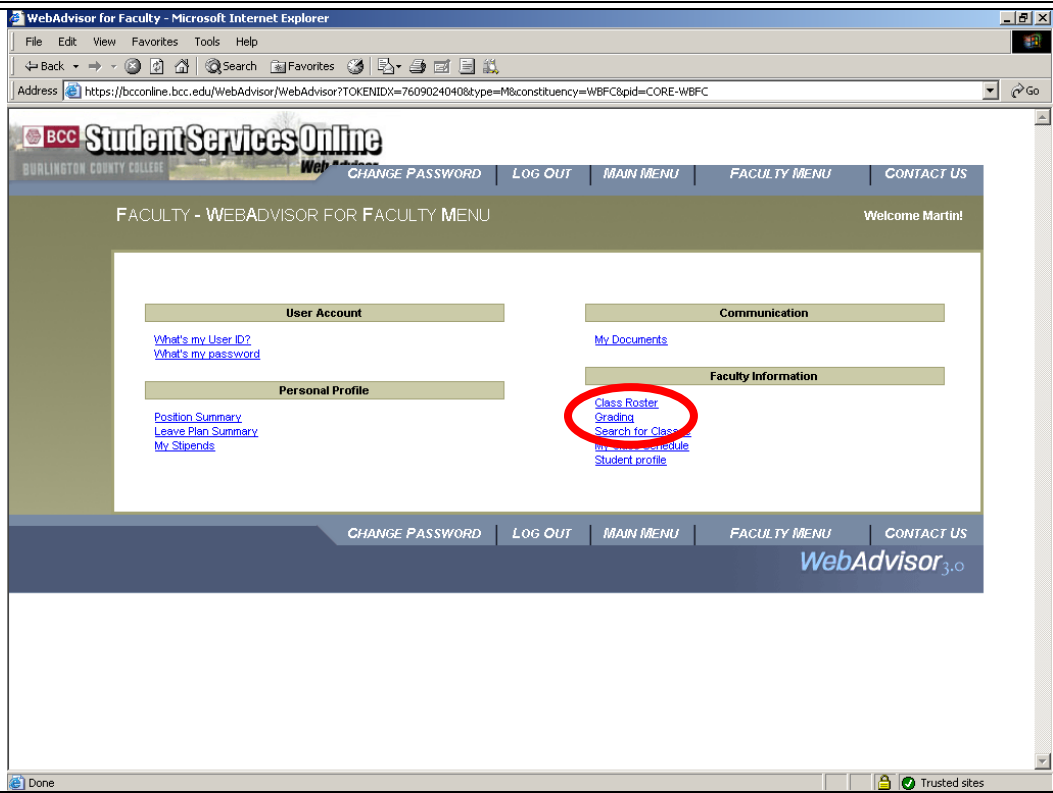
8. You may enter up to six intermediate grades, which will be visible to your students, but which will neither affect nor compute the Final grade in the DataTel system. The system will only accept valid BCC grades. When done click Submit



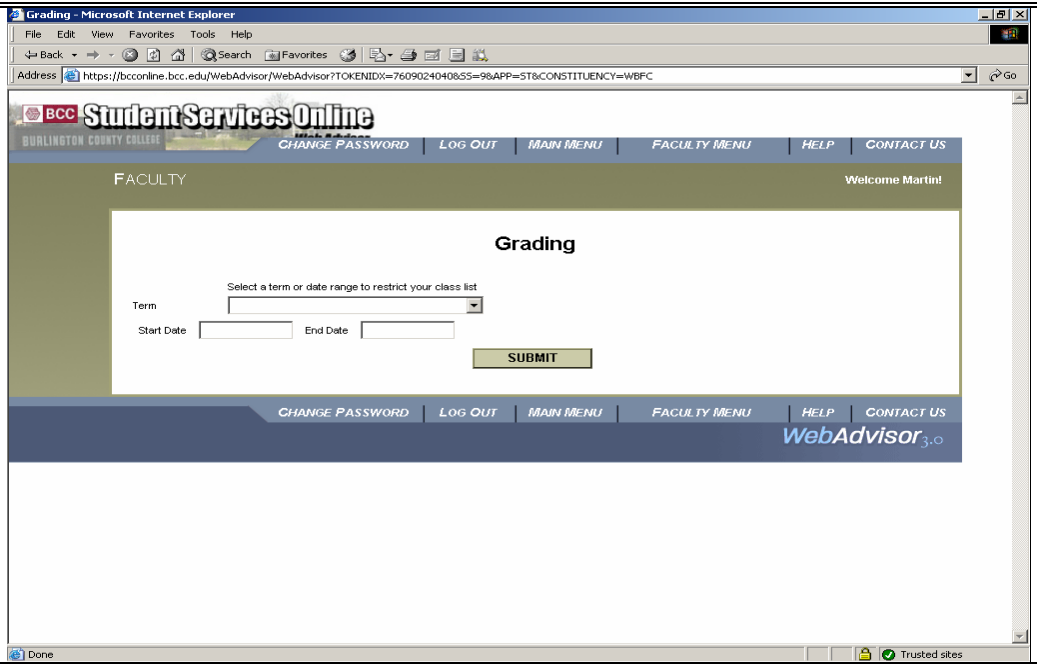
9. Clicking Submit will present you with a system message - when done viewing the page, click Menu.



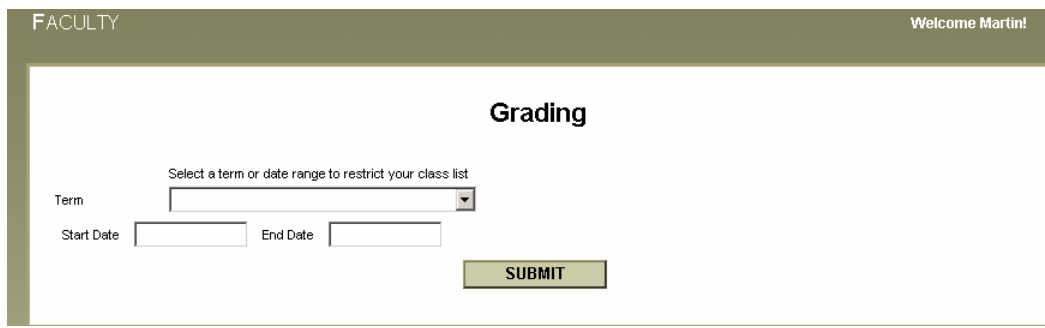
10. Then Click "Grading" again to enter more grades.



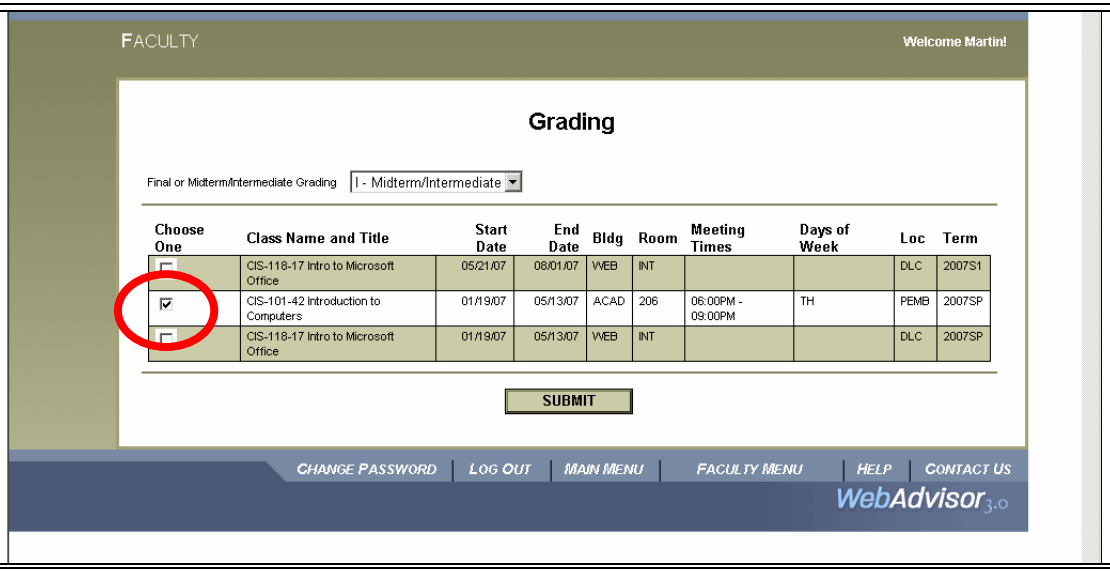
11. The "Select Term" screen for your class grades will open. It works exactly the same as those seen previously.



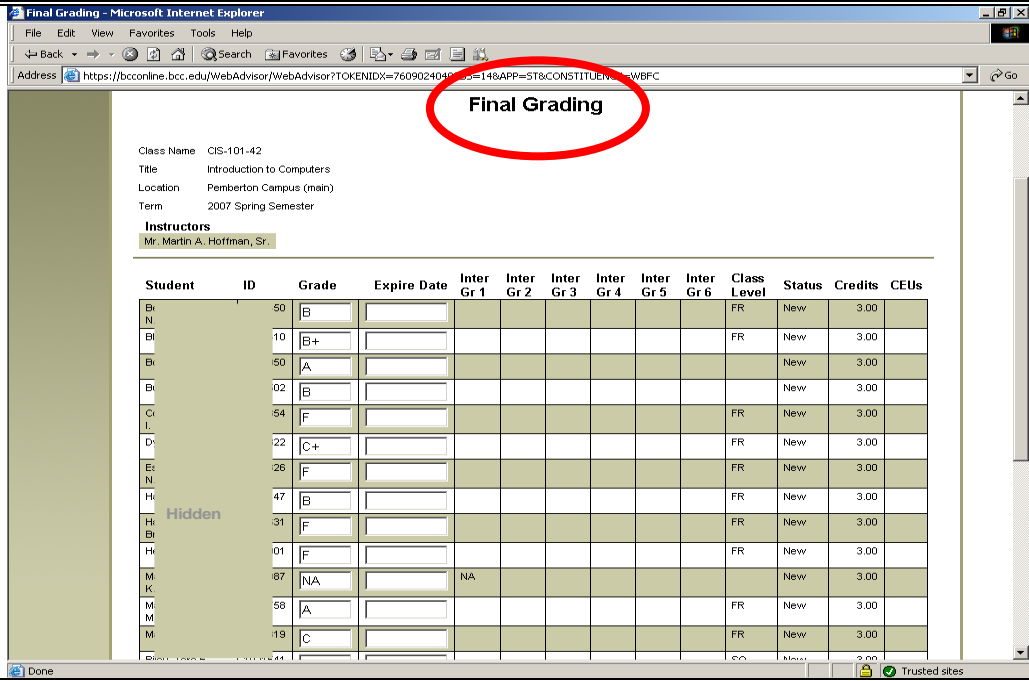
12. Select a valid term, or leave all fields blank to see all of the classes available to you in the DataTel system. Click Submit when done



13. You will then see all of the available classes (sections) for the specified Term or date range. Place a check in the "Choose One" box for the section you wish to grade



14. In this screen it is again important to specify whether you are entering the Final grade or intermediate grades. This time select Final and click Submit.



15. At the end of the semester, you will be entering Final grades. The system will only accept valid BCC grades, but it will accept inappropriate grades, so each faculty member must be very careful to enter grades for the type of course they are teaching. (See below.)

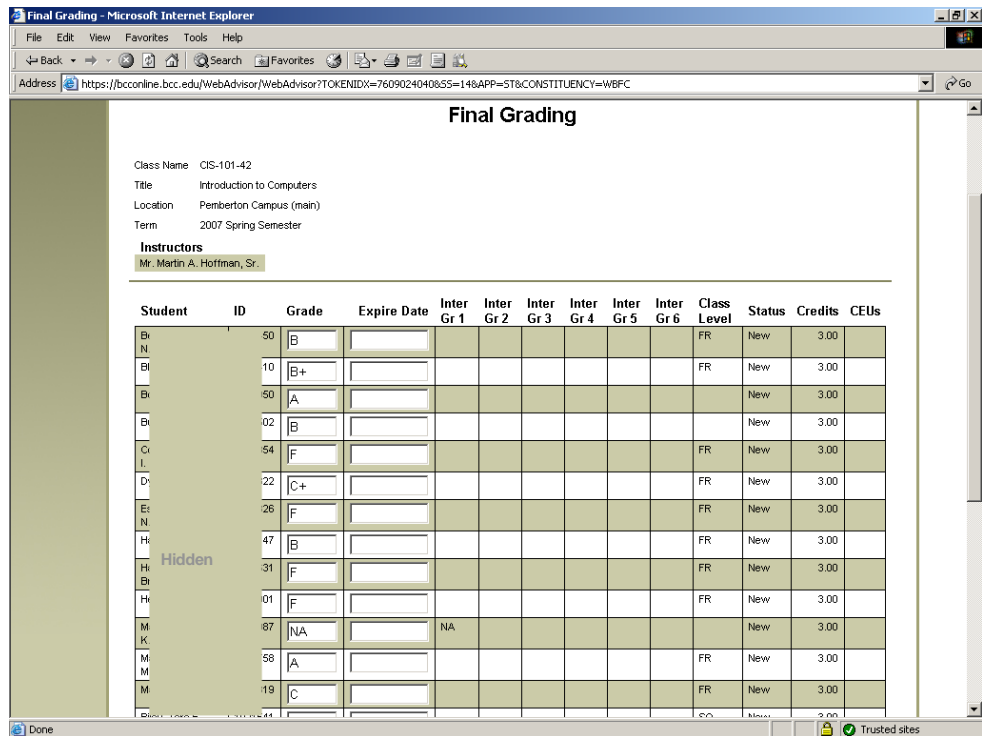
Final Grading

Class Name CIS-101-42
 Title Introduction to Computers
 Location Pemberton Campus (main)
 Term 2007 Spring Semester

Instructors
 Mr. Martin A. Hoffman, Sr.

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	Status	Credits	CEUs
Br	50	B								FR	New	3.00	
N													

16. Only submit valid BCC grades. Grades will be "locked in" several times a day and available to students on-line. To change a grade, you must use the existing procedure. Also use the existing procedure for 'I' and 'X' grades. Never enter anything in the "Expire Date" field!



17. Repeat Repeat as needed to enter more grades.

18. When you are finished using WebAdvisor, be sure to click "Log Out"



Your Notes:

Valid and Appropriate BCC Grades

Please note: the system may accept the entry of grades which are not shown here, but which were used by BCC in the past. As of the publication of this document, however, faculty may only use the grades shown below when entering grades in the Final Grade screen. It is the responsibility of each faculty member to make sure that they are entering valid and appropriate grades for the type of class they are teaching.

VALID GRADES FOR COLLEGE LEVEL COURSES:

A, B+, B, C+, C, D, F, NA

INVALID GRADES FOR COLLEGE LEVEL COURSES:

W (unless preprinted on roster not to be assigned by instructor)

AW (unless preprinted on roster, only given due to special circumstances with approval by designated administrators)

0

P (Only given for college courses with prior approval such as certain nursing courses)

U

AU (Preprinted grade not to be assigned by the instructor)

VALID GRADES GIVEN WITH SIGNED CONTRACTS ONLY:

I

X

VALID GRADES FOR DEVELOPMENTAL COURSES:

O, P, U, I (signed contract), X (signed contract), NA

INVALID GRADES FOR DEVELOPMENTAL COURSES:

A, B+, B, C+, C, D, F, S, W (unless preprinted), AW (unless preprinted), AU (unless preprinted)

What are "Cookies"?

Cookies are small files downloaded from a web server and usually stored on the hard drive of your computer. Most web browser software allows the user to refuse cookies because:

1. They take up space on your hard drive (usually very little)
2. They can contain personally identifiable information about you!

WebAdvisor uses a special type of cookie called a "per-session" cookie, which is *not* stored on your hard drive. It remains in memory only as long as your web browser and/or associated software remains open. When you close your web browser WebAdvisor's cookie is automatically erased. It is perfectly safe to accept per-session cookies, and in fact you must accept WebAdvisor's cookie to use the system.

How to Enable Cookies

You need to enable "per-session" cookies in order to use WebAdvisor.

How to enable cookies for Microsoft Internet Explorer 6.x

- Select "Internet Options" from the Tools menu
- Go to Privacy (tabs)
- Adjust preset settings so that cookies are enabled or click on "Advanced" to customize the settings
- Click "OK" for each window and then close your web browser and re-open it to use WebAdvisor.

How to enable cookies for Netscape 6.x

- Select "Preferences" on the "Edit" menu.
- Click on the arrow next to "Advanced" in the left hand menu and click "Cookies."
- Select "Enable all cookies" or "Enable cookies" for the originating website only.
- Click "OK" and then close your web browser and re-open it to use WebAdvisor.

How to enable cookies for Microsoft Internet Explorer 5.x

- Select "Internet Options" from the Tools menu.
- Click on the "Security" tab.
- Click on the "Custom Level" button.
- Scroll down to the "Cookies" section.
- To enable: Set "Allow cookies that are stored on your computer" to "Enable."
- Set "Allow per-session cookies" to "Enable."
- Click "OK"

How to enable cookies for Microsoft Internet Explorer 4.x

- Select "Internet Options" from the View menu.
- Click on the "Advanced" tab.
- Scroll down to find "Cookies" within the "Security" section.
- To enable: Select "Always accept cookies."
- Click "OK"

How to enable cookies for Netscape Communicator 4.x

- Select "Preferences" from the Edit menu
- Find the "Cookies" section in the "Advanced" category
- To enable: Select "Accept all cookies" or "Enable all cookies."
- Click "OK"



Burlington County College
OIT

Announces

**7 X 24 Help Desk Coverage to Assist You
Effective July 1st, 2004**

- 1. New Extended Hours**
- 2. Faster Response Time**
- 3. Trained Staff to Assist You**
- 4. Improved Customer Service**
- 5. Follow-up on Services Performed**

Our New Hours of Operation Are:

**Monday through Sunday
Seven days a week, 24 hours a day**

For Service, For Support, For Answers, call:

Extension - 1304

at (609) 894-9311 or (856) 222-9311

Or e-mail helpdesk@bcc.edu