



# **WebAdvisor For Faculty**

## **On-Line Roster Management – Quick Guide**

This document will assist you in logging onto WebAdvisor and the submission of the necessary rosters.

**Laura Murphey**  
**Admissions & Records, System Specialist**

**August 2013/Ilm**

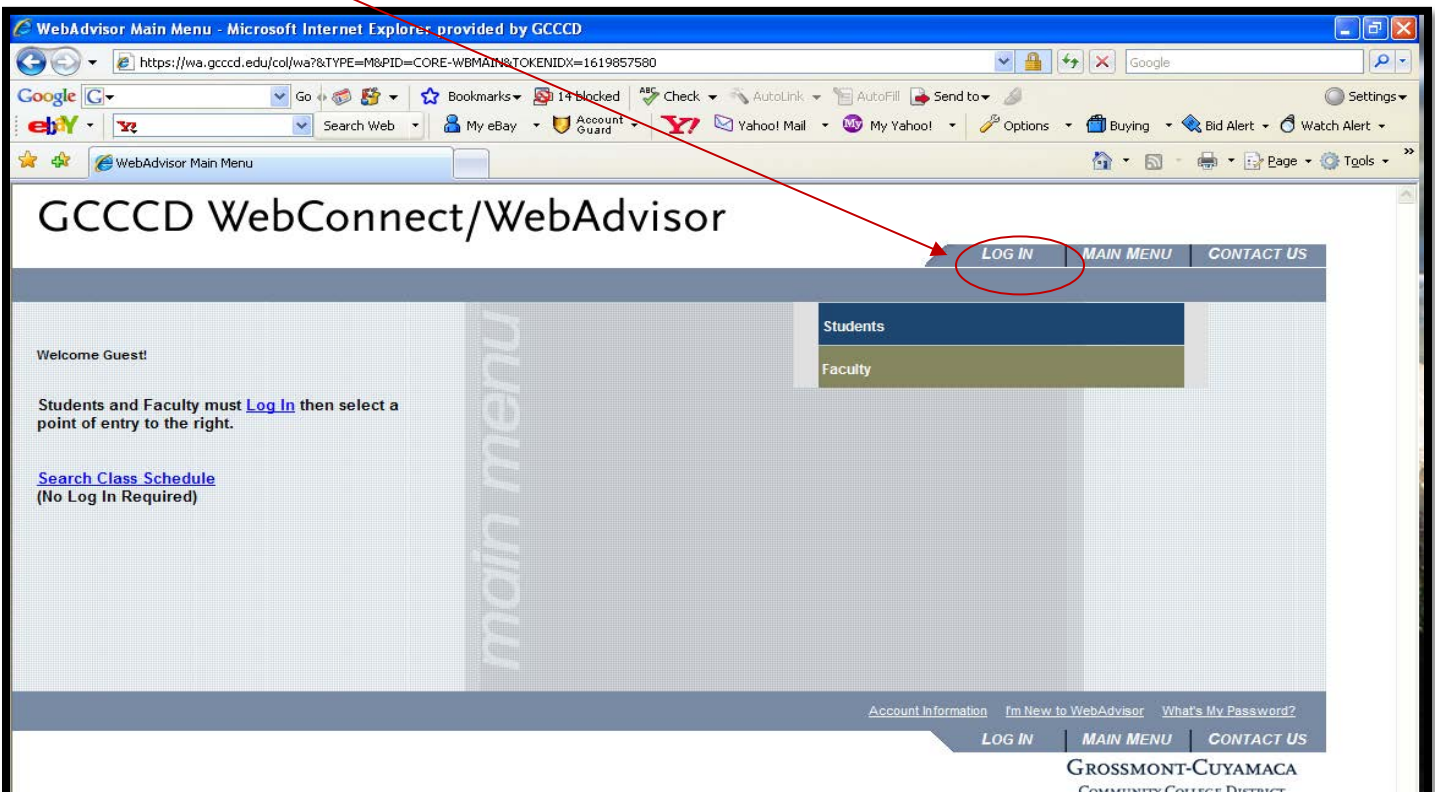
# Attention All Faculty

## FACULTY LOG IN INSTRUCTIONS FOR WEB ADVISOR

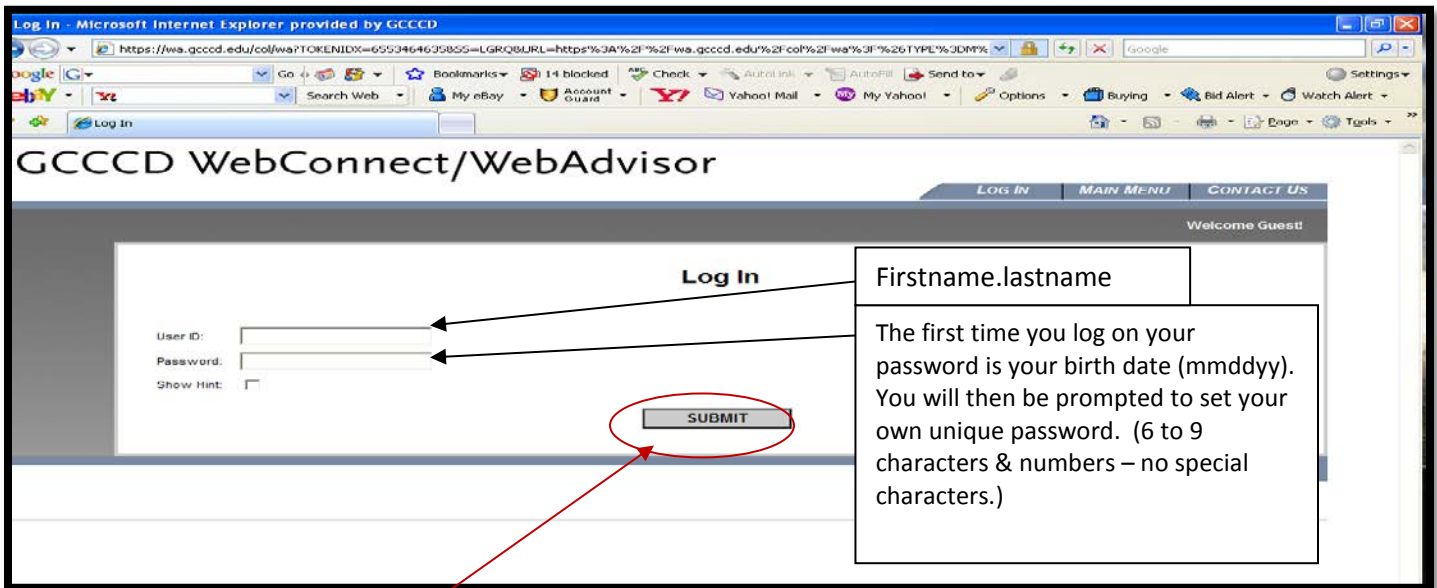
1. Please open your web browser and select "WebConnect/WebAdvisor" from the Grossmont –Cuyamaca Community College home page at [www.grossmont.edu](http://www.grossmont.edu).



2. Select "Log In"

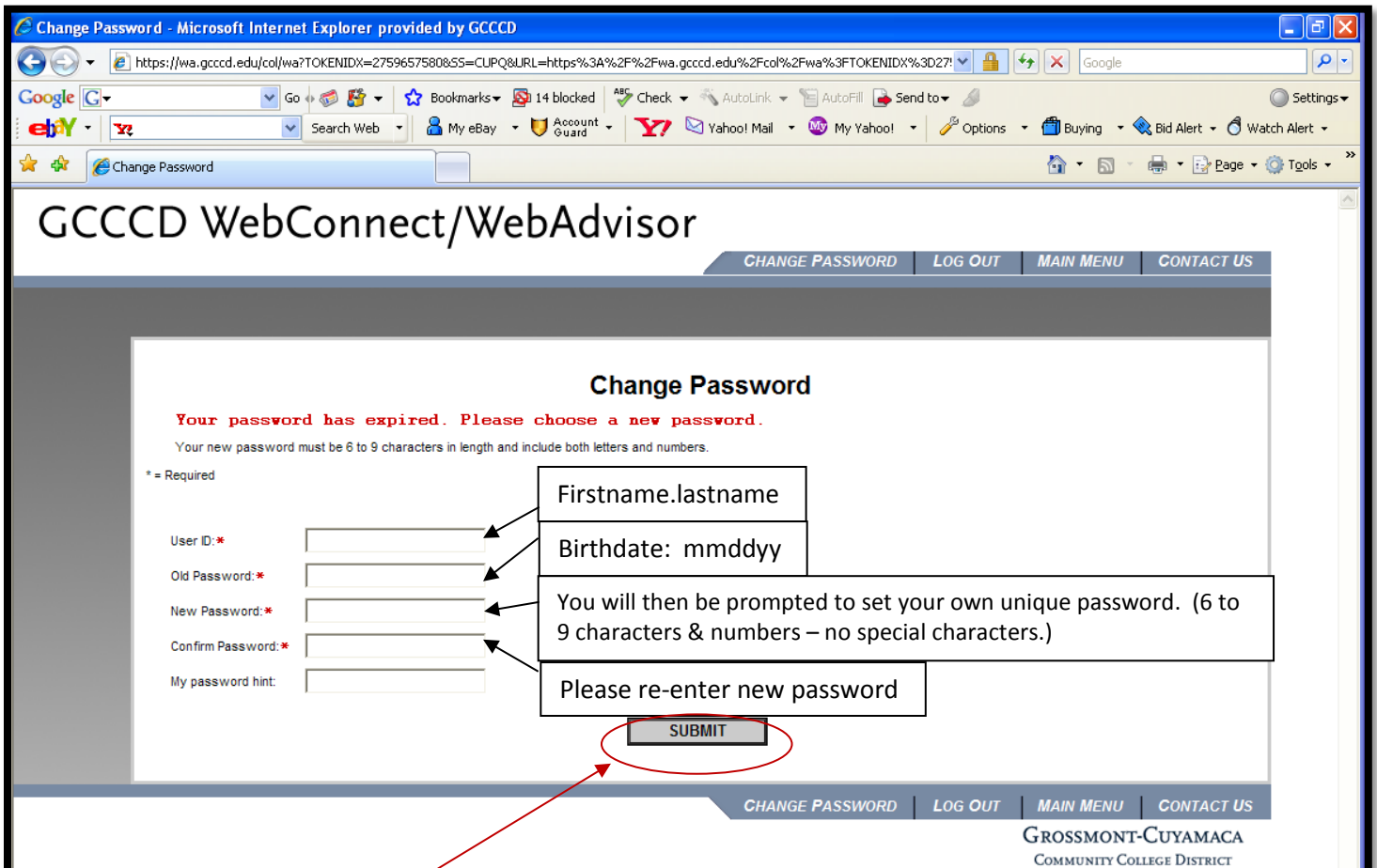


### 3. Enter your district log in information



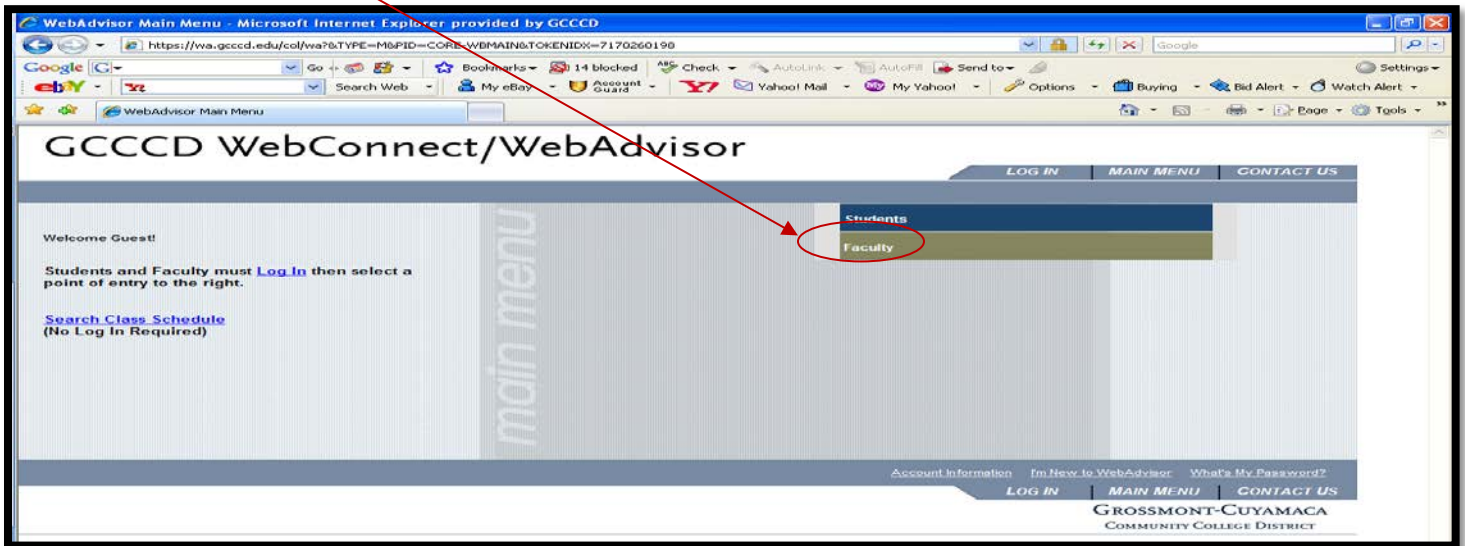
### 4. Click "submit"

### 5. Please change your password



### 6. Click "submit"

## 7. Select "Faculty"

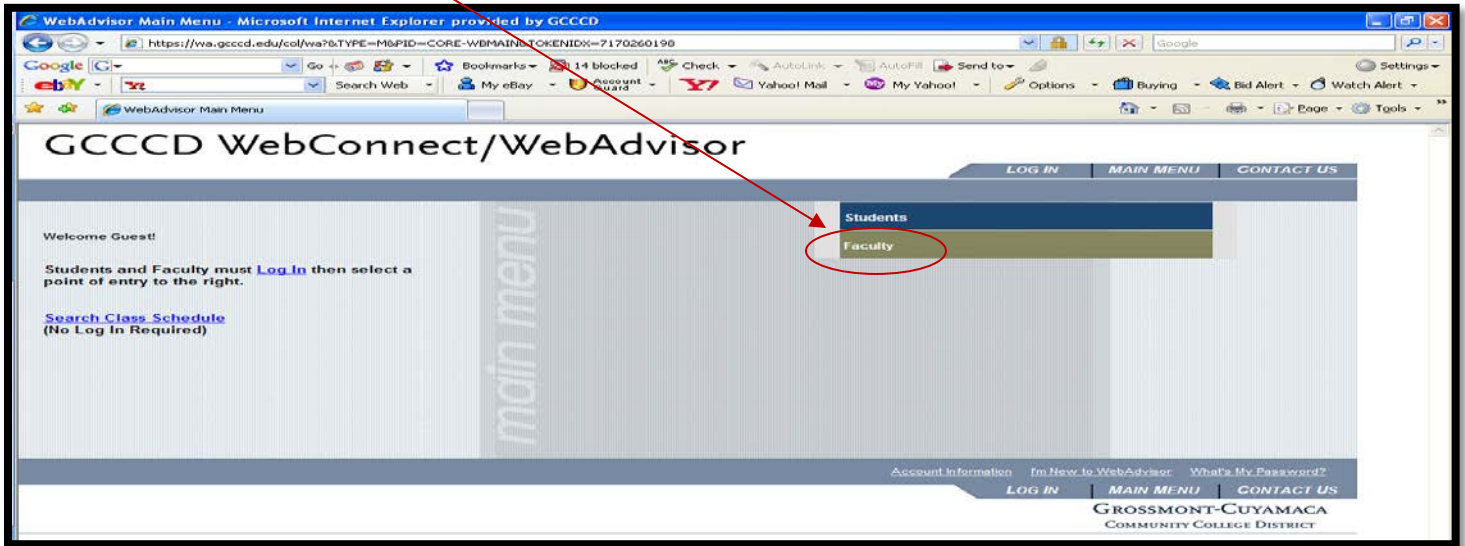


8. You have successfully logged in if you see your name next to the word Welcome on the left side of the screen.

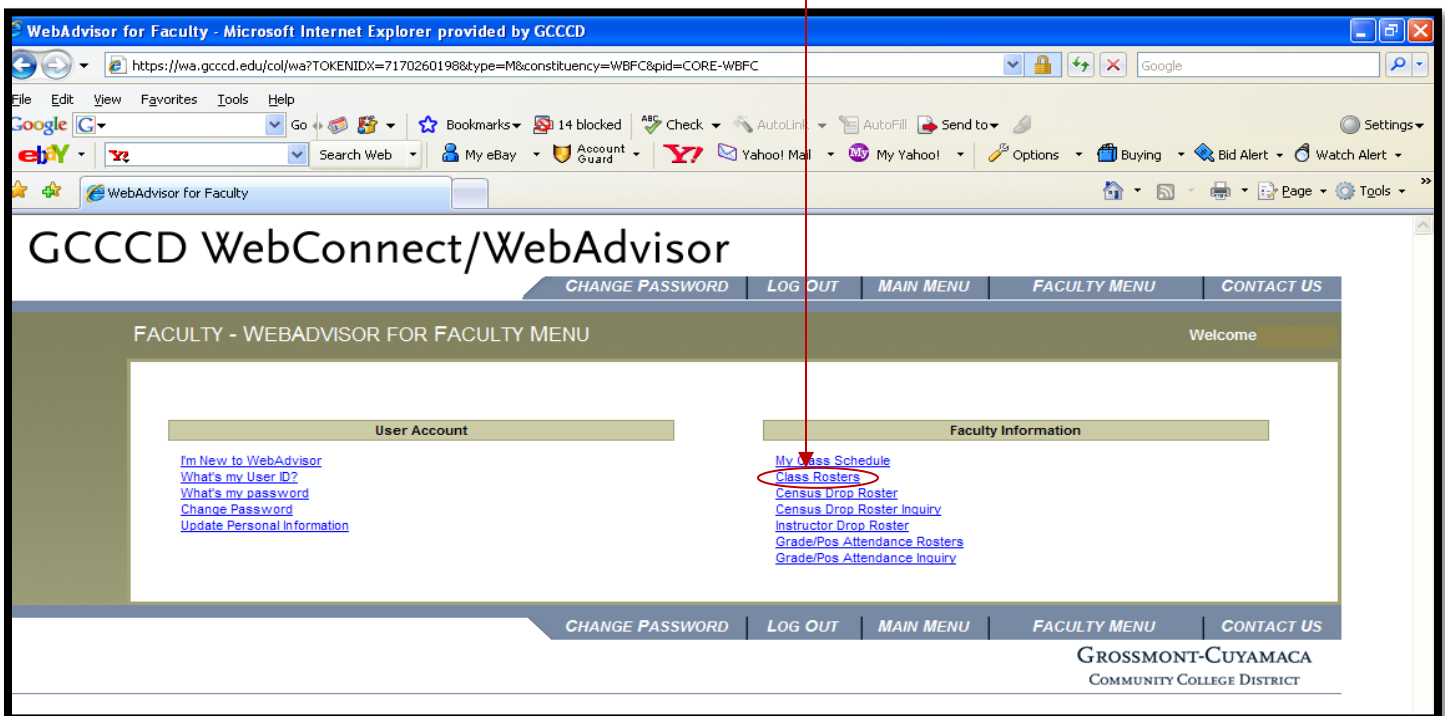
# Electronic Attendance Roster Instructions:

To view your class roster please use the following step-by-step instructions:

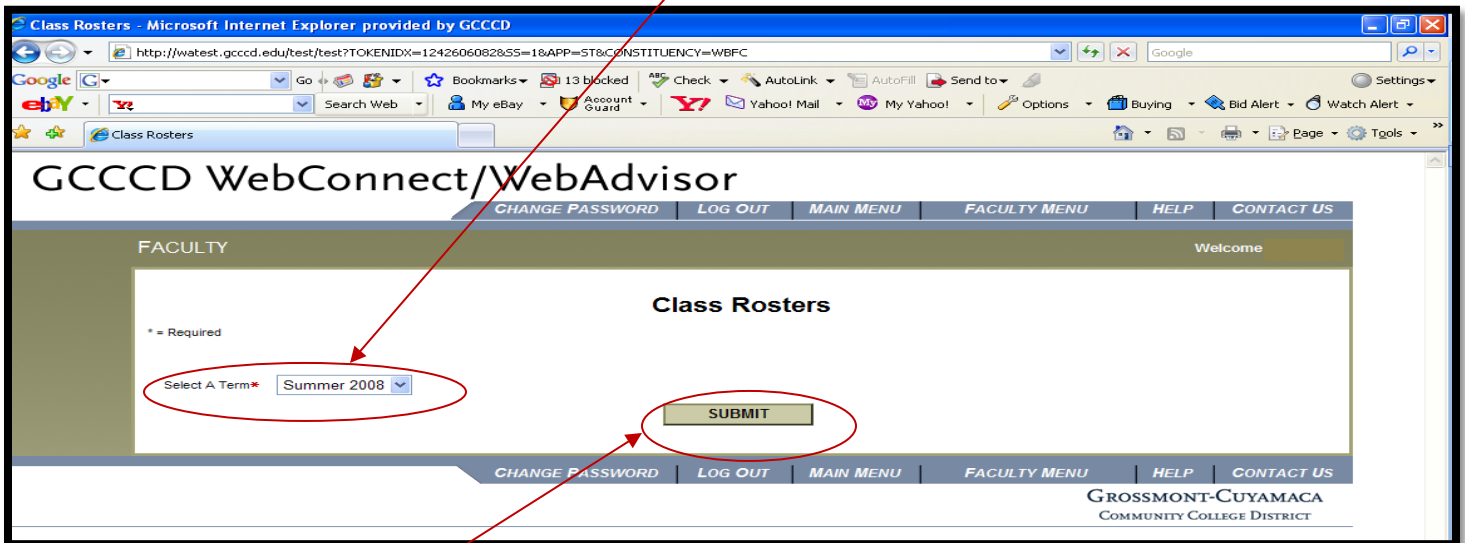
1. Select "Faculty"



2. From the faculty menu select "Class Rosters"

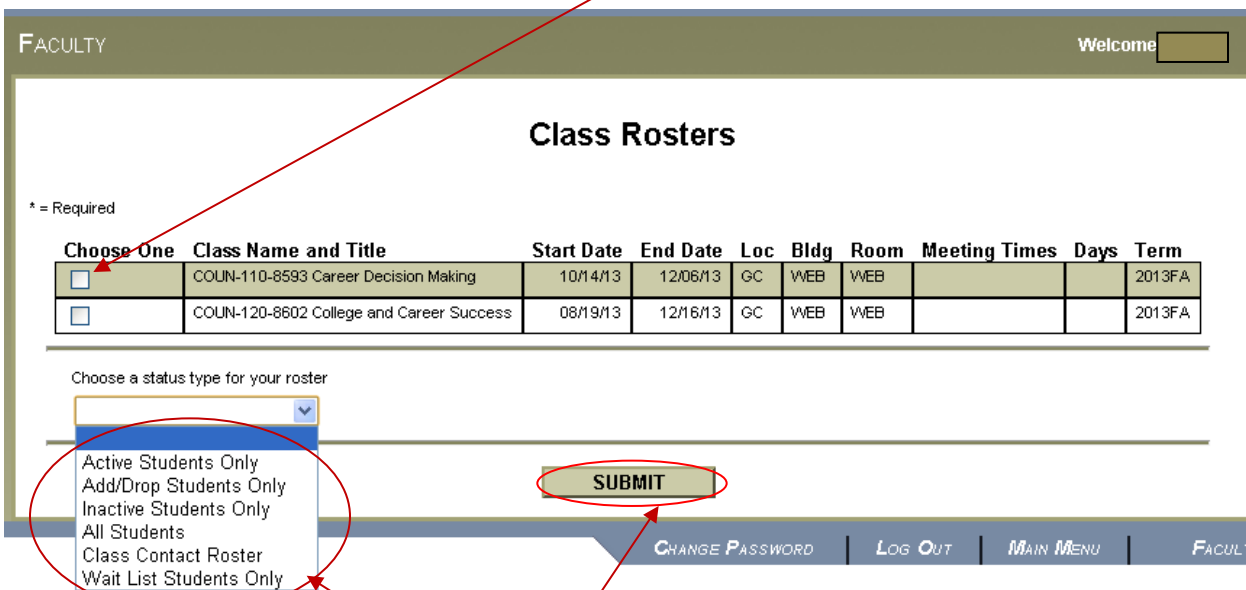


3. Select a term using the pull down menu



4. Click "submit"

5. Select Course by checking the course



6. Choose a status type:

**Active Students Only (Currently enrolled students)**

**Add/Drop Students Only (Those students with add/drop activity)**

**Inactive Students Only (Those students who dropped the course)**

**All Students**

**Class Contact Roster (A roster with phone numbers and emails)**

**(This roster has a link that you may send an email to the entire class)**

**Wait List Students Only (A roster that displays who is on the wait list)**

7. Click "submit"

Your roster will appear on the screen as follows:

FACULTY

Welcome

## Class Rosters

Class Name      ASTR-110-0143  
Title              Descriptive Astronomy  
Location          CC  
Term               Summer 2008  
Instructor        Sherilyn A. Willis  
Number of Students    2

ID	Student	Vet	CR/NC/AU	Status	Status Date	Status Reason	Credits
0060476	Reindeer, Cupid			Add	04/03/08		3.00
0060470	Reindeer, Rudolph			Add	04/03/08		3.00

Select Download Type

SUBMIT

# ELECTRONIC ROSTERS

GCCCD WebConnect/WebAdvisor

CHANGE PASSWORD | LOG OUT | MAIN MENU | FACULTY MENU | HELP | CONTACT US

FACULTY Welcome

### Class Rosters

Class Name    ASTR-110-0143  
Title            Descriptive Astronomy  
Location        CC  
Term            Summer 2008  
Instructor      Sherilyn A. Willis  
Number of Students    2

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Select Download Type

CHANGE PASSWORD | LOG OUT | MAIN MENU | FACULTY MENU | HELP | CONTACT US

GROSSMONT-CUYAMACA  
COMMUNITY COLLEGE DISTRICT

1. From the screen above - Select a download type

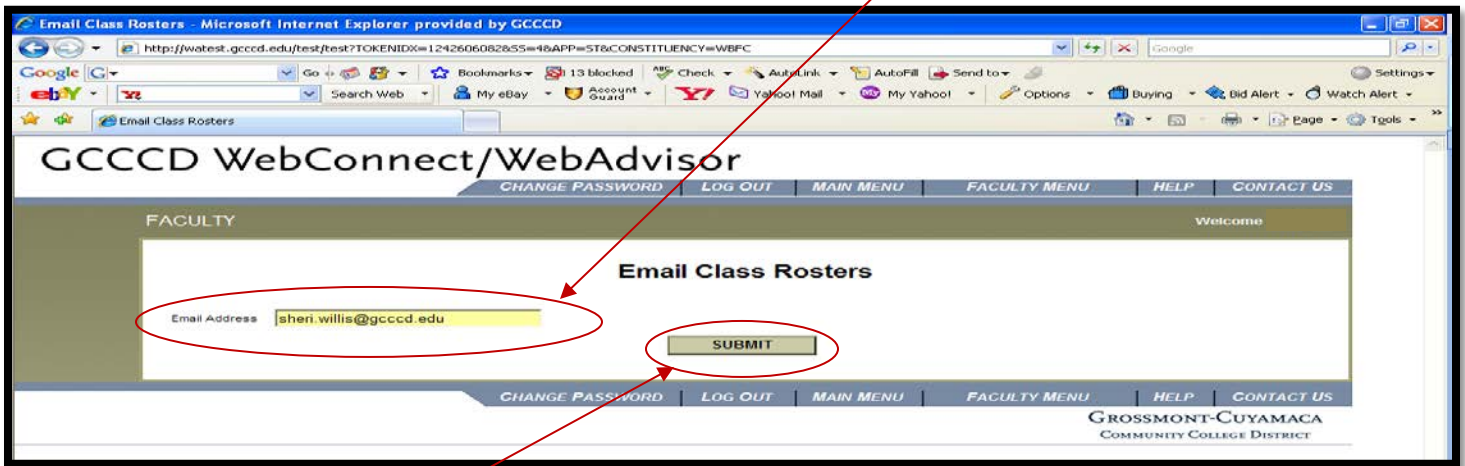
Your options are:

- Attendance Roster = lastname firstname middle initial, studentid
- Micrograde = lastname,firstname,student id,gender,phone1,phone2
- Quiz Master = lastname,firstname,student id,birthdate
- Email – student id,lastname,firstname,email
- Name-ID = lastname firstname middle initial,student id
- Phone = student id,lastname firstname middlename,phone
- Math! = student id,firstname,lastname
- Academic Academy = personal email
- Network = firstname,lastname,user id,birthdate,student id, phone
- World Class 1 = firstname lastname tab student id
- World Class 2 = lastname, firstname tab student id

2. Click "submit"

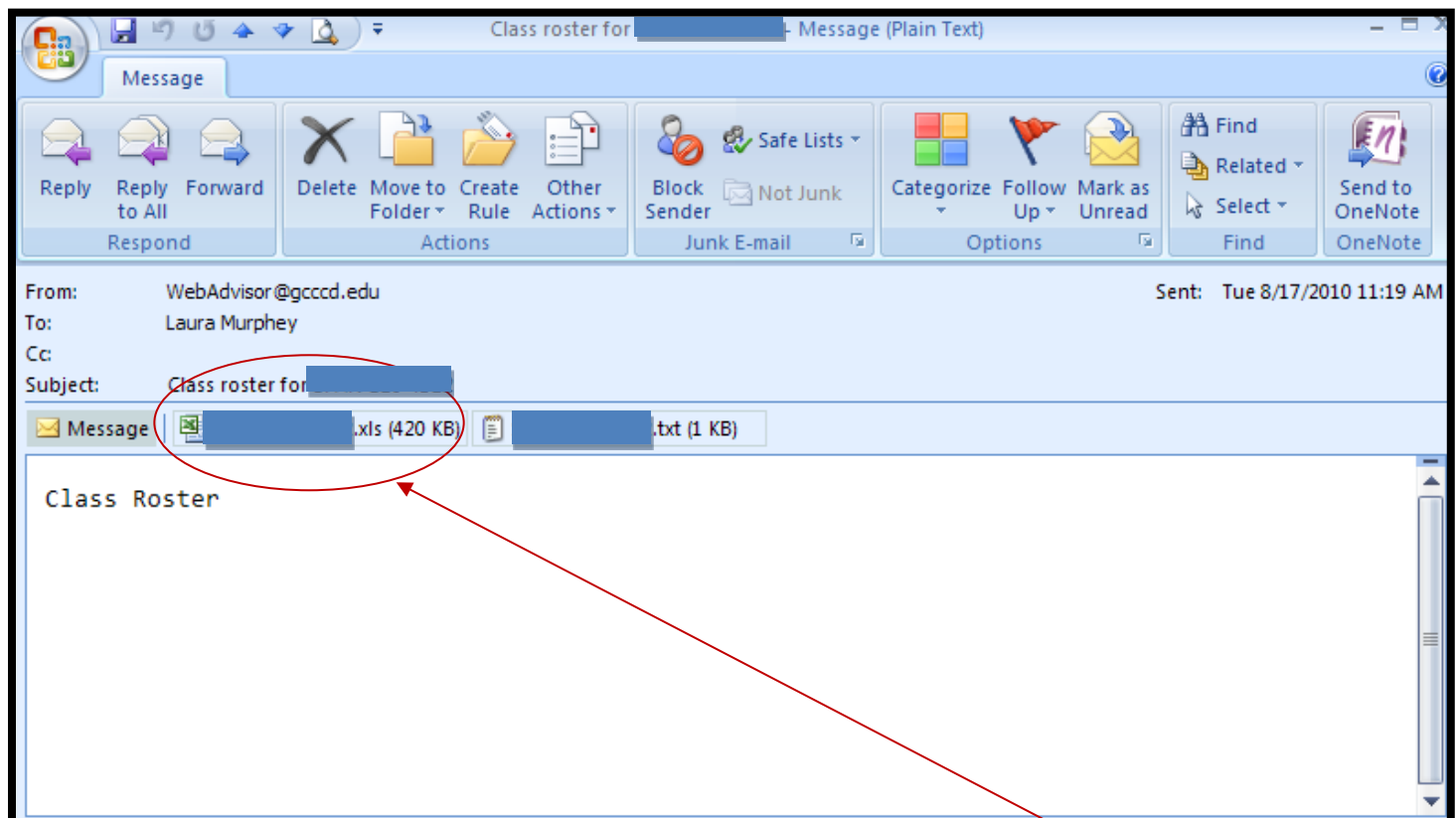


3. Enter the email address you wish to send the Attendance Roster.



4. Click "submit"

5. You will receive an email file that appears like this:



6. Right click the email attachment roster.xls, and then select Print

**Add Code List \*\*\* SPRING 2014 WILL BE THE LAST SEMESTER ADD CODES ARE HANDED OUT \*\*\***

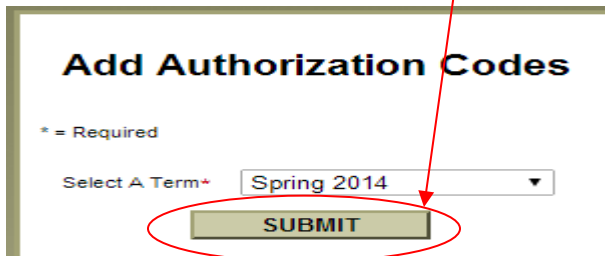
The attached Add Code List has random Add Codes to be issued to students you wish to add to your class. Give each student an Add Code label and encourage him or her to use WebAdvisor ([www.grossmont.edu](http://www.grossmont.edu)) immediately. Add Codes are no longer valid after the "use by" date indicated on the right hand side of the label. For additional Add Codes, please notify Laura (Admissions & Records Office) at extension 7173.

**To access your add codes online**

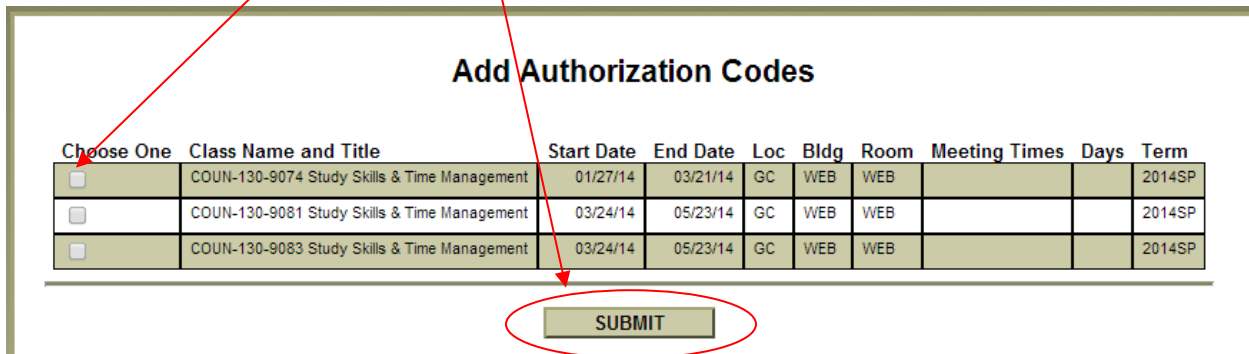
1. Go to the faculty menu



2. Choose Add Authorization Codes
3. Select a term and click submit



4. Select your class and click submit



5. Your add codes will appear in the last column

## Add Authorization Codes

Section Title:

Section Name:

Term: 2014SP Spring 2014

Start/End Dates: 01/27/14 - 03/21/14

Published Add Date: 01/31/14

Section Census Date: 02/06/14

Instructor Name:

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Student ID	Name	Activity Date	Auth Code
			3023
			3602
			9385

6. As a student uses the add codes, their student ID and name will be visible on the roster.

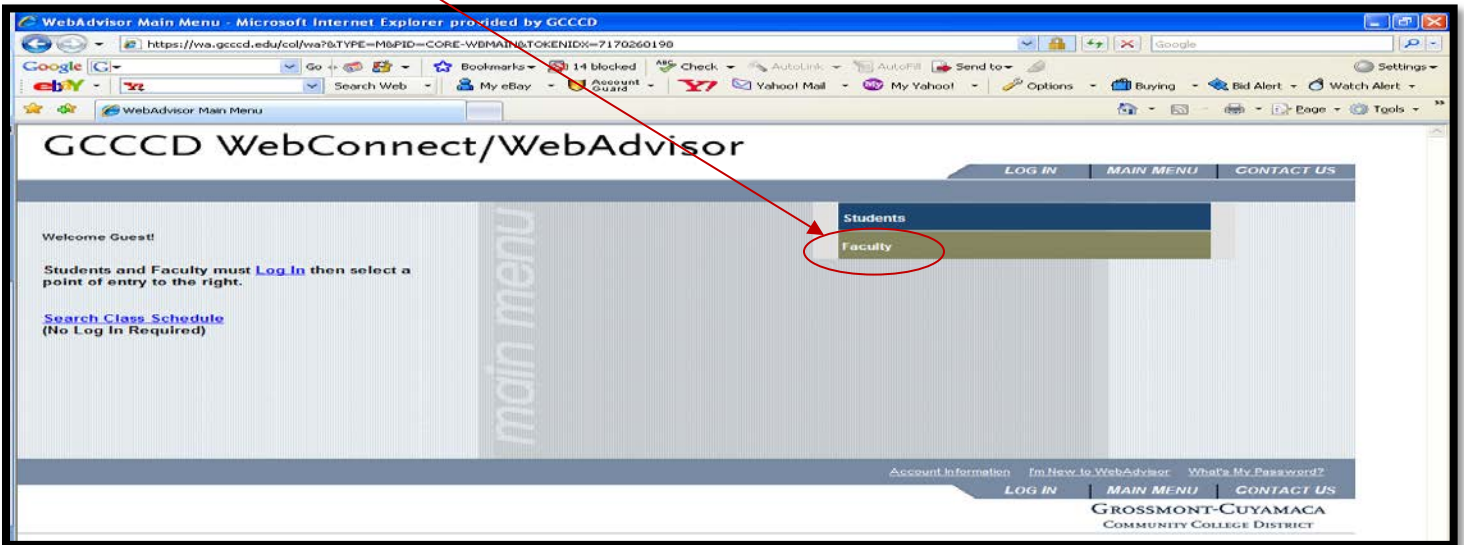
# Electronic Census Drop Roster Instructions:

When you have successfully logged in to WebAdvisor (Please see faculty log in instructions) you may complete a census drop roster and clear inactive students please use the following step-by-step instructions:

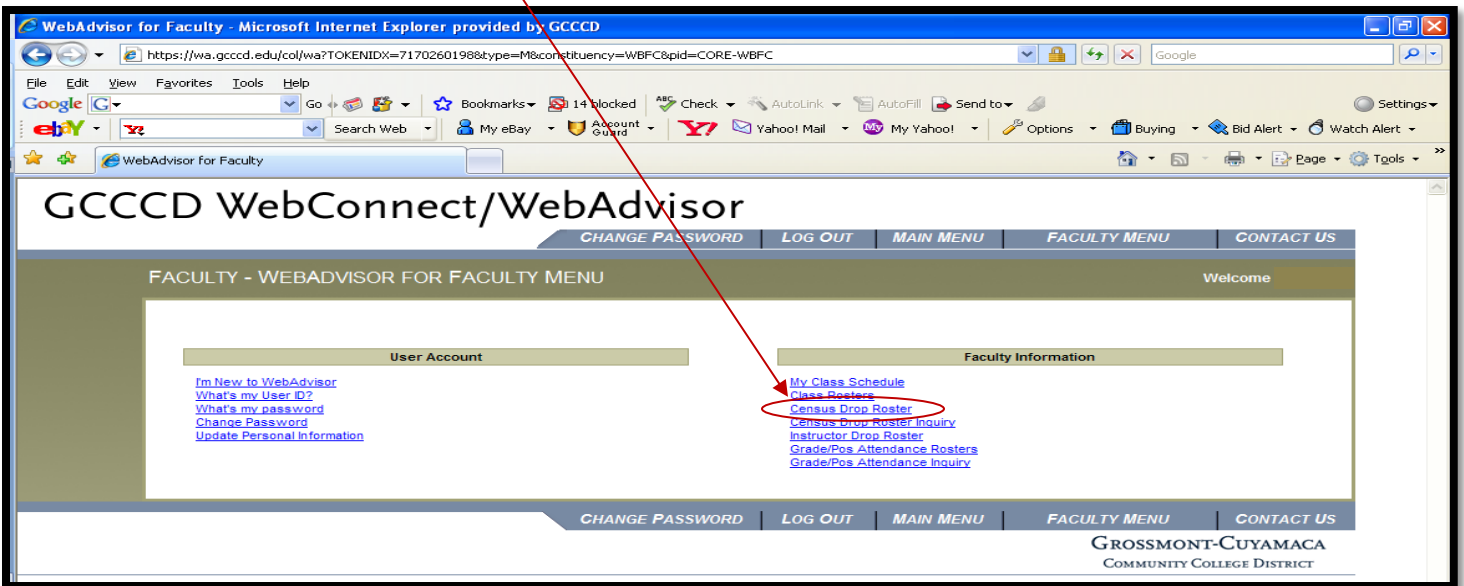
(This roster is available the first day of class until the census date.)

(If you do not submit your census roster you will not be able to access your final grade roster and students that remain on your roster will be billed for any/all fees and may receive a grade.)

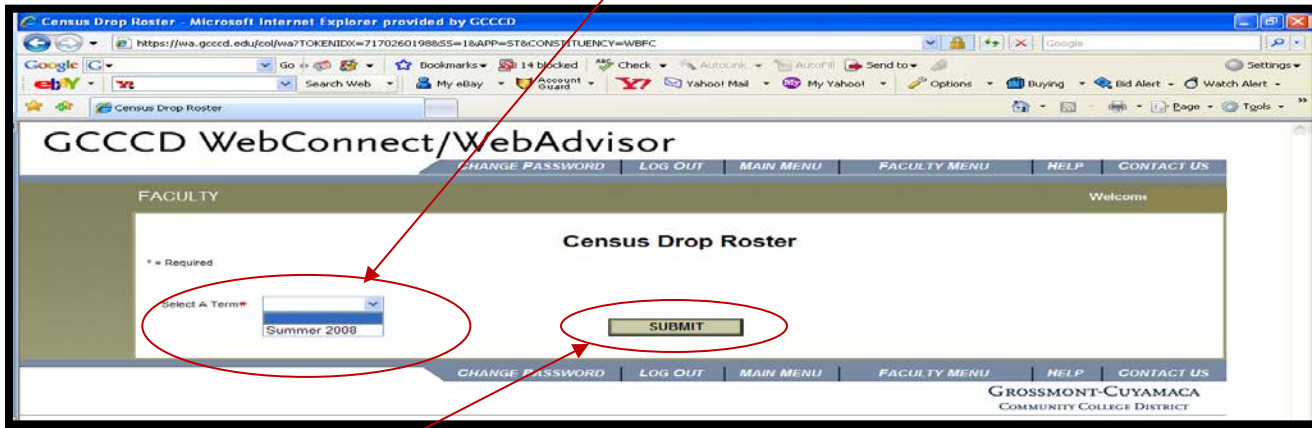
## 1. Select "Faculty"



## 2. Click on "Census Drop Roster"



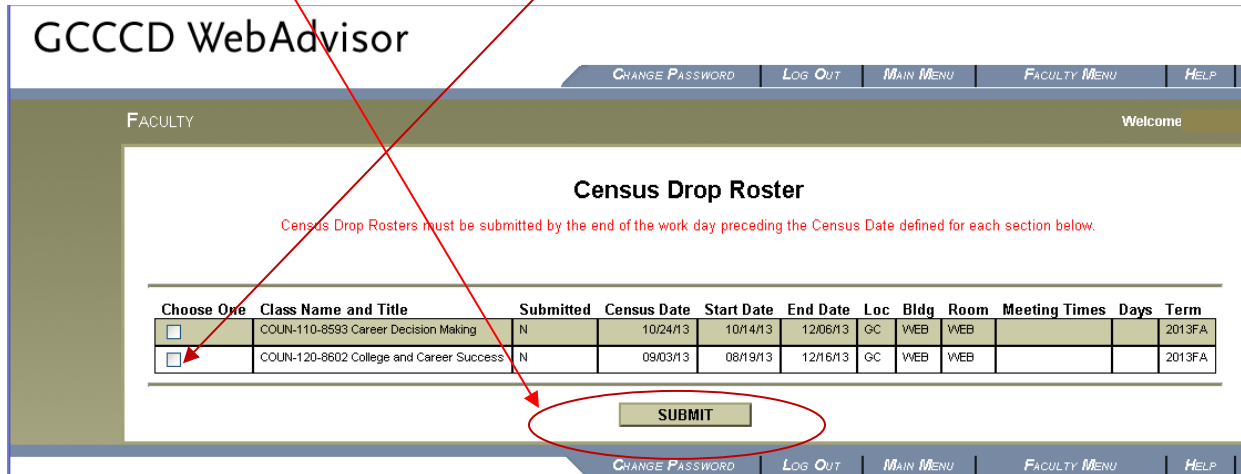
3. Select a term using the pull down menu



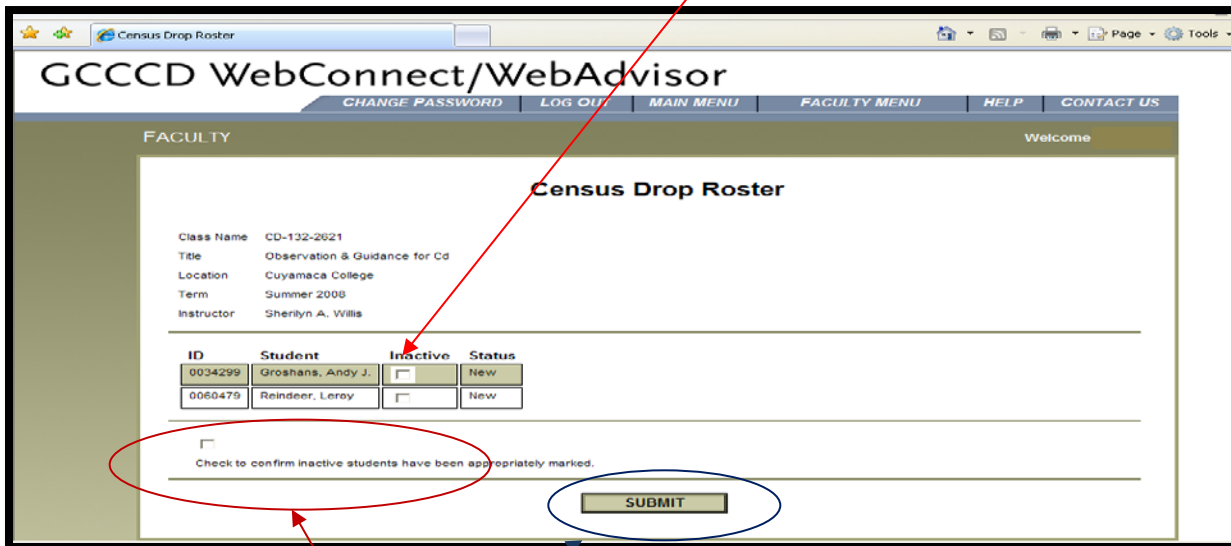
4. Click "submit"

5. Select a Course by clicking the box

6. Click "submit"



7. Select student(s) to drop by checking the box



8. Check box to confirm the Census drop roster is correct.

9. Click "submit"

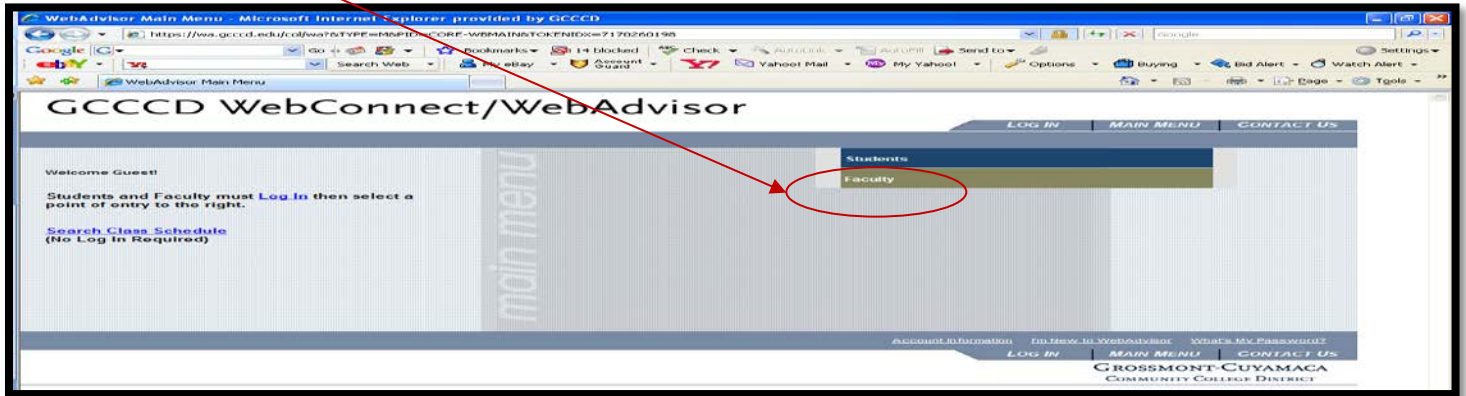
10. You have now completed the Census Drop Roster submission process

# Instructor Drop Rosters

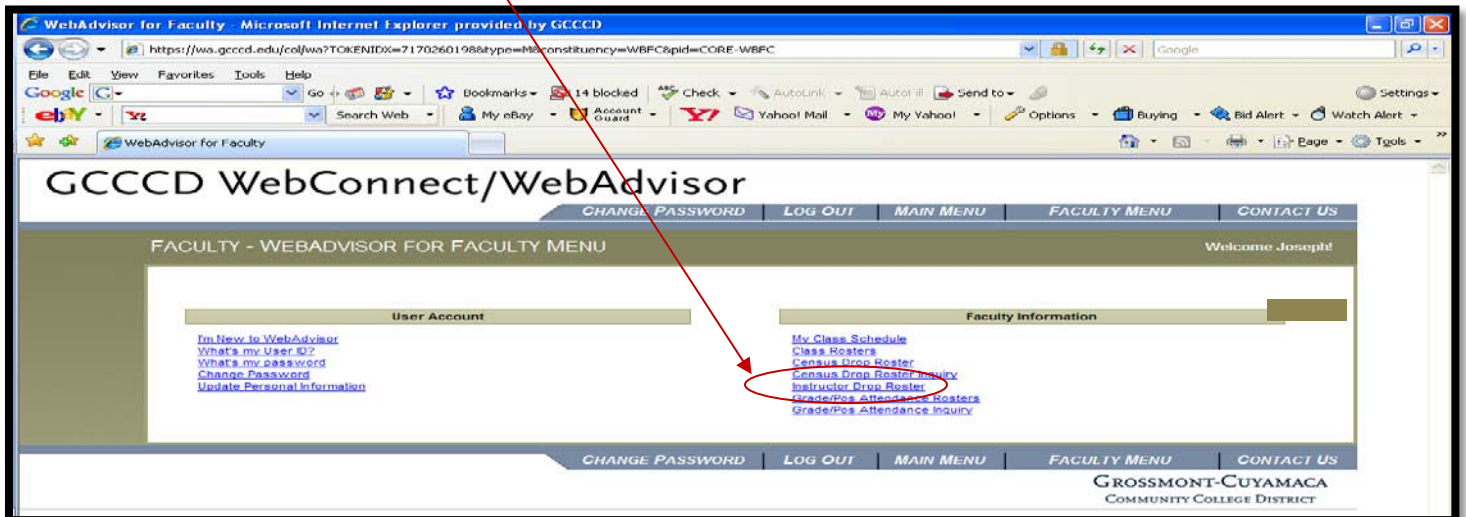
You may use this roster to drop students who have stopped attending your class any time after you have submitted your Census Drop Roster, you may submit this roster multiple times until the final drop date.

When you have successfully logged in to WebAdvisor (Please see faculty log in instructions) you may complete an instructor drop roster and clear inactive students using the step-by-step instructions below.

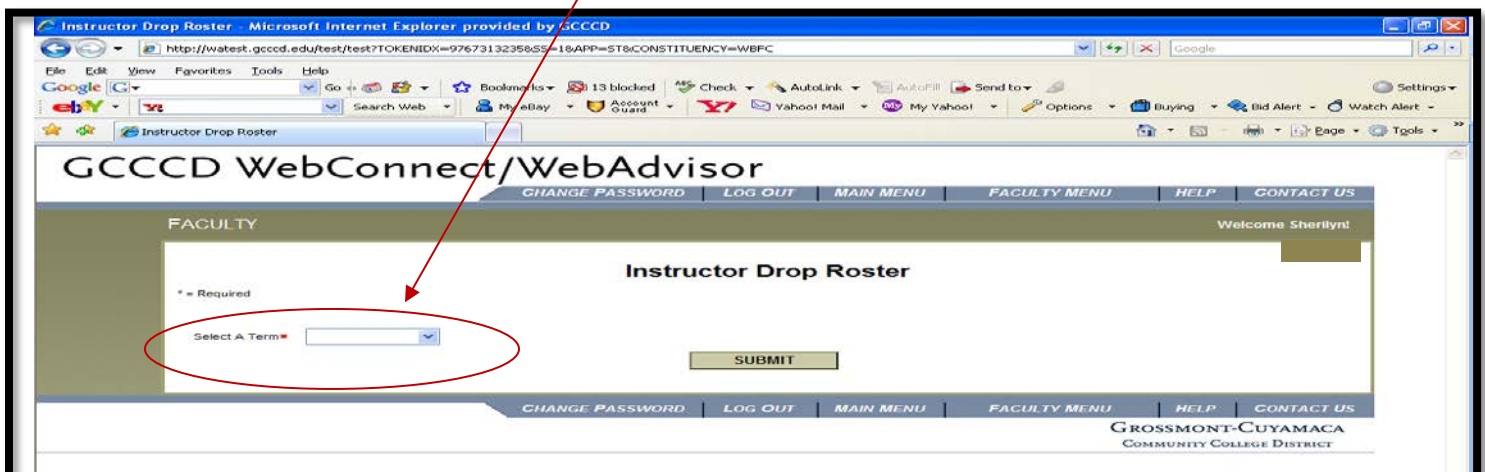
1. Click "Faculty"



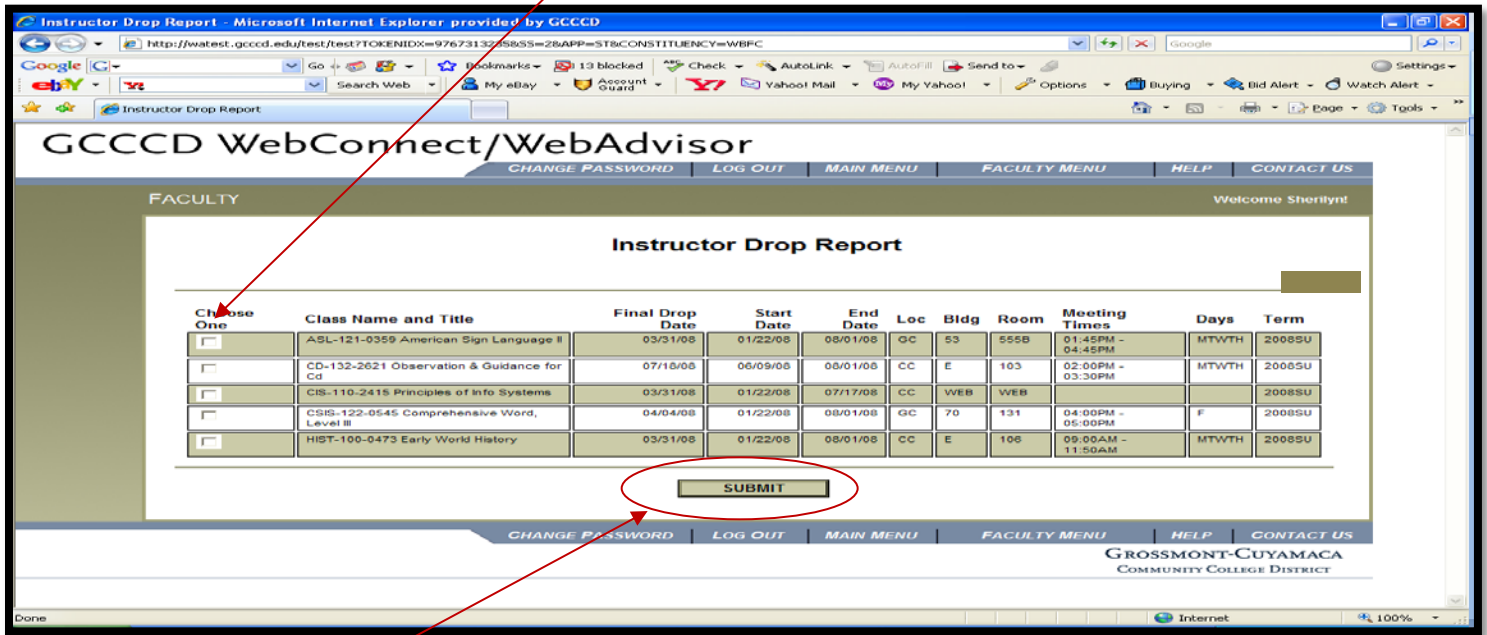
2. Click on "Instructor Drop Rosters"



3. Select a term from the pull down menu

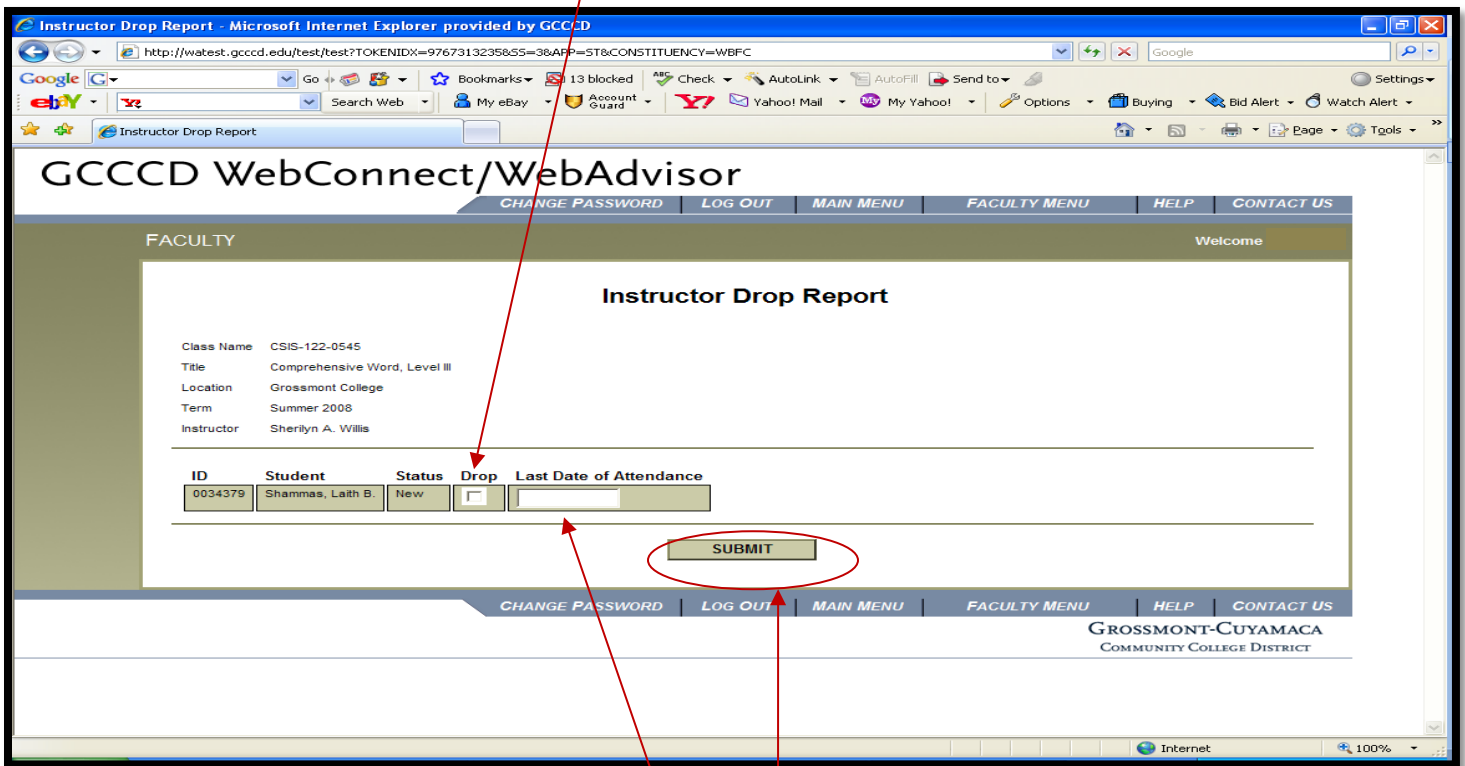


4. Select a course by clicking the box



5. Click "submit"

6. Check the box of inactive student(s)



7. Enter the last day of attendance: mmddyy

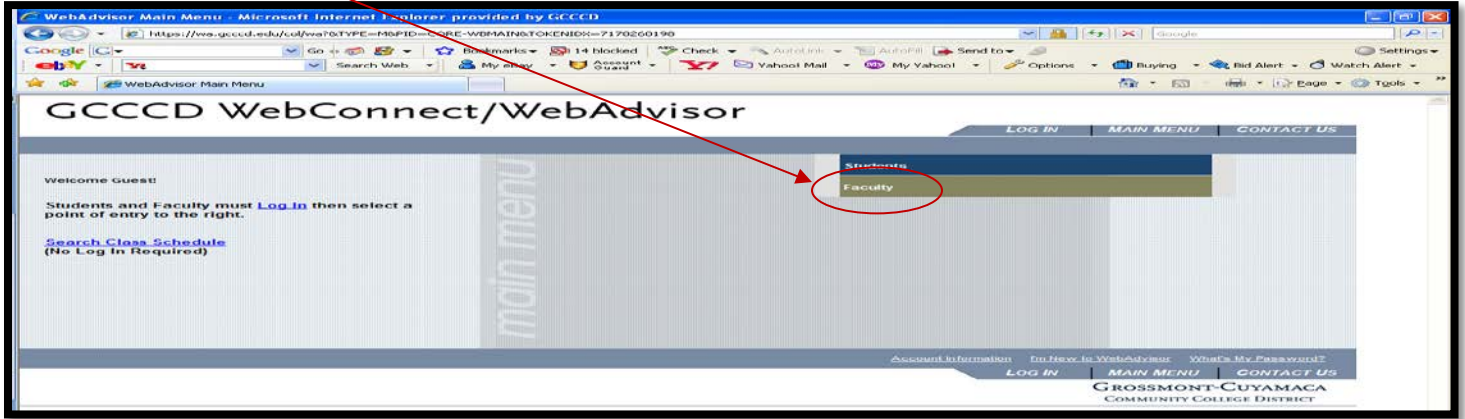
8. Click "submit"

# Instructor Grade Rosters

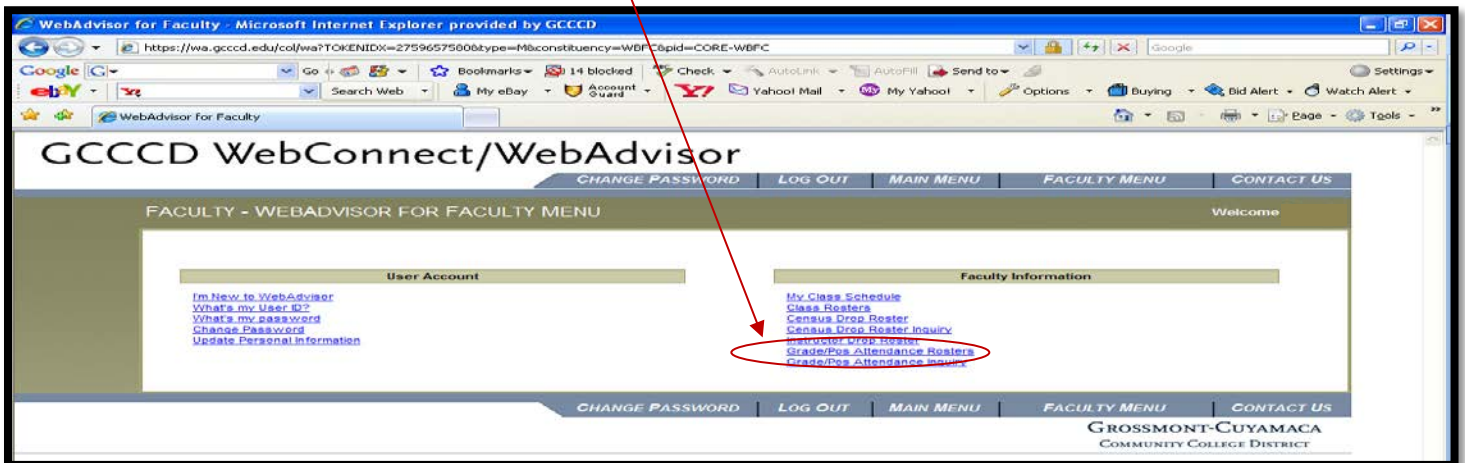
To submit an instructor grade roster please use the following step-by-step instructions:

**Important: You must have completed your Census Drop Roster before you proceed.**

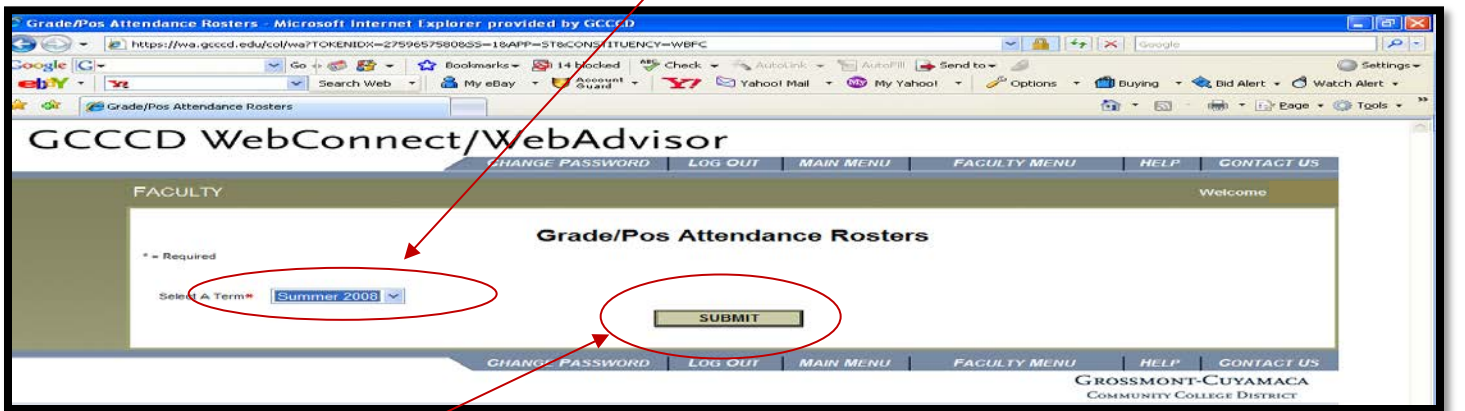
1. Select "Faculty"



2. Select "Grade/Pos Attendance Rosters"



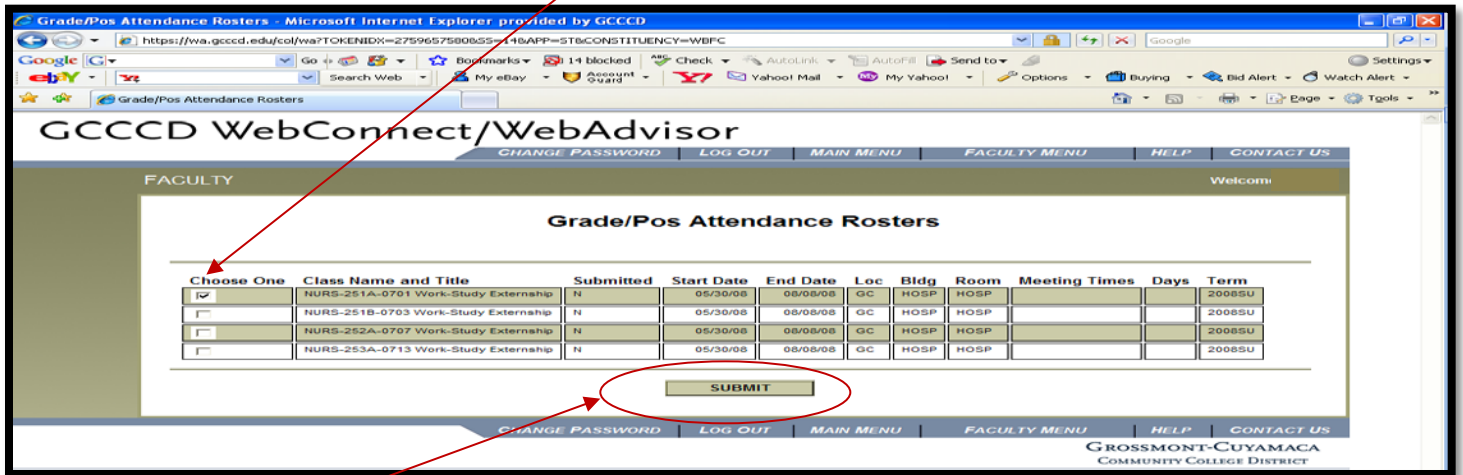
3. Select a term by using the pull down menu



4. Click "submit"

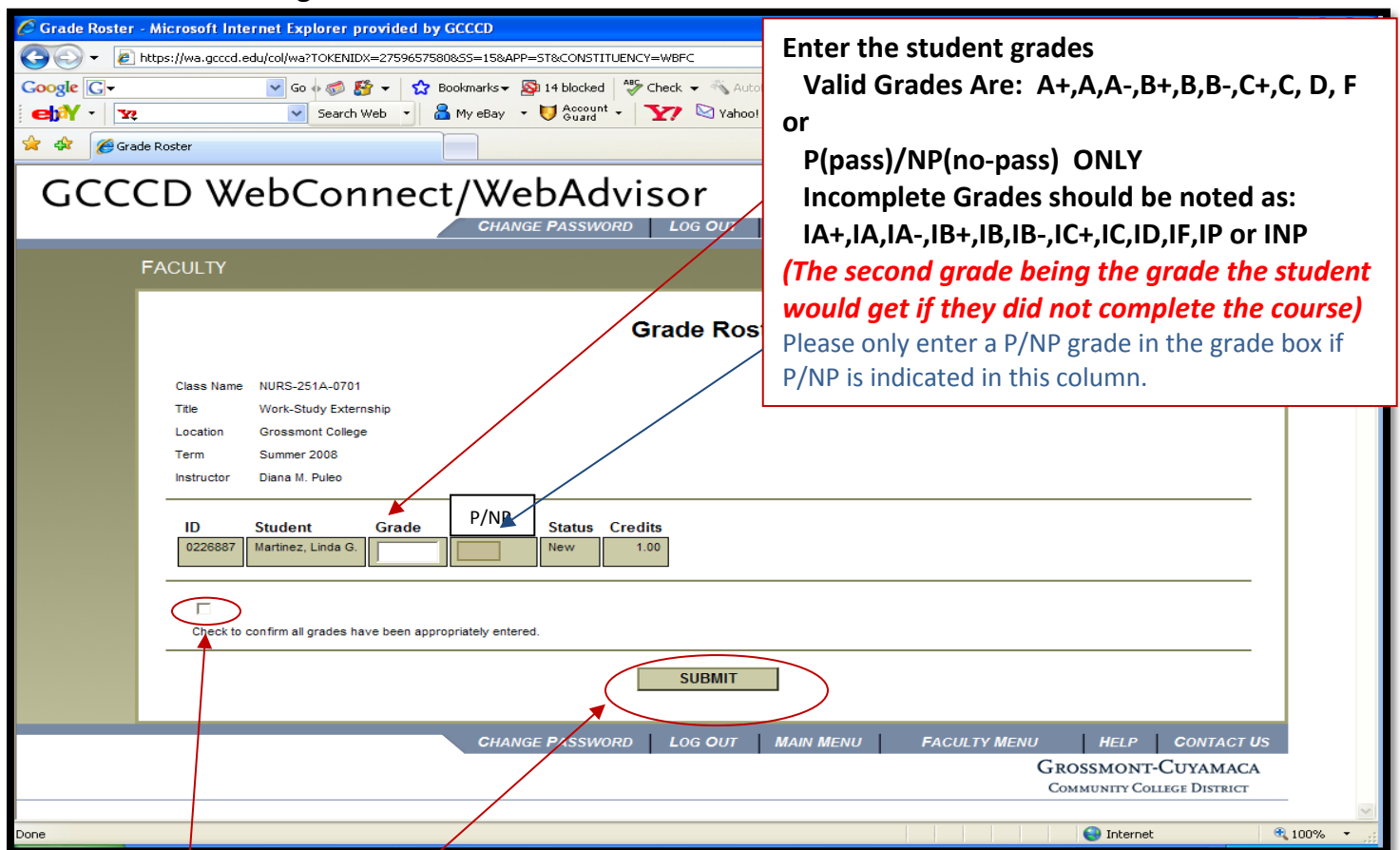


5. Select a course by checking the box



6. Click "submit"

7. Enter student's grades



8. After entering the grades please check to confirm that all grades are entered correctly

9. Click "submit"