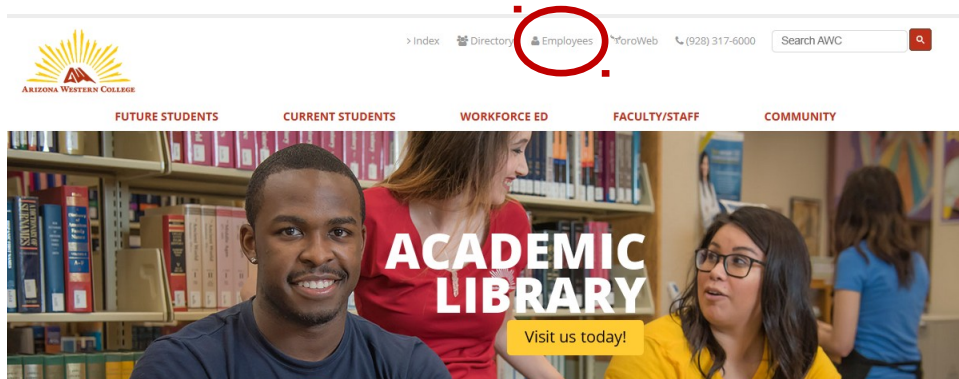


# Entering FTSE Grades on WebAdvisor

1. Go to <http://webadvisor.azwestern.edu> , or click on employees on the AWC homepage:



## Select WebAdvisor under Employee Links:

### Employee Links



#### Human Resources

Apply for Position, Benefits and more.



#### WebAdvisor

Enter your grades.



#### BlackBoard

View your AWC classes.



#### Outlook Web Access

Employee email.



#### Faculty Senate

Faculty Senate



#### Manage My Meal Plan

Manage your meal plan.

2. Click *Log In* (upper-right of the screen), type in User ID and Password\*



ARIZONA WESTERN COLLEGE

LOG IN | MAIN MENU

## Log In

User ID:

Password:

SUBMIT

3. Click on the Faculty menu:



4. Under *Faculty Information*, click Grading:



5. Select term (**Fall 2018 or Spring 2019**) for which you wish to enter FTSE grades from the pull down menu (failure to select a term will result in WebAdvisor listing all of the most recent terms).

Select a term or date range to restrict your class list

Select a term or date range to restrict your class list

Fall 2018 ▼

Start Date  End Date

**SUBMIT**

6. After selecting the term, click Submit. (*It is not required to enter start dates or end dates.*)

- On the Grading screen, select Midterm/FTSE Grading from the pull-down menu. Failure to select a grading type will result in an error message:

### Grading

Final or Midterm/Intermediate Grading ▼

| Choose One            | Class Name and Title                      | Start Date | Final Date | Prereq | Room | Meeting Times     | Days of Week | Loc | Term   |
|-----------------------|---|------------|------------|--------|------|-------------------|--------------|-----|--------|
| <input type="radio"/> | CIS-120-004<br>Intro to Comp Info Syst/GE | 08/20/12   | 12/13/12   | BA     | 119  | 01:40PM - 02:55PM | MW           | CA  | 2012/1 |
| <input type="radio"/> | CIS-120-018<br>Intro to Comp              | 08/20/12   | 12/13/12   |        |      |                   |              | CA  | 2012/1 |

- Choose the section you want to enter grades for by clicking on the appropriate class. (You must select one section. Datatel will not allow you to proceed without first choosing a section).
- The Midterm/FTSE Grading screen will appear along with the class roster. To begin to input FTSE grades, **click on column 2 (FTSE), Student 1 and click on the appropriate menu option (Enrolled, No Show, or Administrative Withdrawal).** To continue to input FTSE grades, Tab to the second student. Do not ENTER, as this will cause you to exit the screen and return to the main menu. Column 3 will be used for mid-term grading. **FTSE data should only be input on Column 2 (FTSE).**

Class Name CIS-120-004  
 Title Intro to Comp Info Syst/GE  
 Location Main Campus-Yuma  
 Term Fall 2012

**Instructor**

| Student | ID | Stat | FTSE  | MID | N/A |
|---------|----|------|---|-----|-----|
|         |    | N    | ▼   | ▼   | ▼   |
|         |    | N    | Enrolled<br>No Show<br>Adm. Withdrawal<br>Withdrawn(DO NOT USE) | ▼   | ▼   |
|         |    | N    | ▼   | ▼   | ▼   |
|         |    | N    | ▼   | ▼   | ▼   |

10. If you are entering an 'Administrative Withdrawal' for a student, you are required to enter the last date the student attended your class in the "Last Date of Attendance" column. Date is entered as Month/Day/Year, such as (09/08/16).

**\* A grade of "AW" must also have a Last Date of Attendance.**

Class Name CIS-120-004  
 Title Intro to Comp Info Syst/GE  
 Location Main Campus-Yuma  
 Term Fall 2012

**Instructor**

| Student | ID | Stat | FTSE                  | MID                  | N/A | N/A | N/A | N/A | Last Date of Attendance | N/A |
|---------|----|------|-----------------------|----------------------|-----|-----|-----|-----|-------------------------|-----|
|         |    | N    | <input type="text"/>  | <input type="text"/> |     |     |     |     | <input type="text"/>    |     |
|         |    | N    | Enrolled              | <input type="text"/> |     |     |     |     | <input type="text"/>    |     |
|         |    | N    | No Show               | <input type="text"/> |     |     |     |     | <input type="text"/>    |     |
|         |    | N    | Adm. Withdrawal       | <input type="text"/> |     |     |     |     | <input type="text"/>    |     |
|         |    | N    | Withdrawn(DO NOT USE) | <input type="text"/> |     |     |     |     | <input type="text"/>    |     |
|         |    | N    | <input type="text"/>  | <input type="text"/> |     |     |     |     | <input type="text"/>    |     |

11. Click Submit after you have entered all FTSE grades. To return to the main page, click on *Main Menu*. **NOTE: You have 15 minutes to enter your FTSE grades for each class.** If you require more time, input grades for 12-13 minutes, then submit them, then go back to the input screen and continue where you left off.

**\*Call the AWC helpdesk (928) 317-5892 or email [helpdesk@azwestern.edu](mailto:helpdesk@azwestern.edu) with any login problems.**