Entering FTSE Grades on WebAdvisor

1. Go to [http://webadvisor.azwestern.edu](http://webadvisor.azwestern.edu), or click on employees on the AWC homepage:

![WebAdvisor homepage](image)

Select WebAdvisor under 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*
3. Click on the Faculty menu:

![Faculty menu diagram]

4. Under *Faculty Information*, click Grading:

![Faculty Information menu]

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]

6. After selecting the term, click Submit. (*It is not required to enter start dates or end dates.*)
7. 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:

8. 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).

9. 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).**
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.

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 with any login problems.