Entering Grades in HawkNet

It’s that time of year again! Time to assign grades to your students at the end of a term? Here’s a set of simple instructions that describes how to enter grades on your own in HawkNet/WebAdvisor 3.0 (online student system).

1. Point your browser (Internet Explorer, Firefox) to the HCC Home Page
2. Click on the HawkNet link under the pictures
3. Click the HawkNet - WebAdvisor link to continue.

4. Click the Logon tab or icon on the top right of the page
5. Enter your User ID and password in the text boxes provided.
6. Click the Submit button to continue.
7. Click the <Grading> link in the right side
   “Faculty Information” area.

8. The next screen is to logon as an instructor with your User ID and password.
9. Click inside the User ID text box and enter your User ID
10. Tab to or click inside the Password text box and enter your Password.
11. Click the Submit button to continue.
12. A screen will display that asks you for which term you would like to assign grades. This is done by using the drop down box in the middle of the page that says “Term” like the sample below.

13. For this sample we will use the Fall Term of 2005.

14. Once your choice is made, click the Submit button.

15. You will be presented with a full size screen that shows all the course sections you are teaching for that term.

16. Choose the one for which you would like to assign grades by placing a checkmark in the box to the left of the class like the sample below.

17. Click the Submit button to continue. A large screen will appear with some helpful Hints and your instructor information - check for accuracy and continue scrolling down on the page.
18. The middle section of the screen has a grid-like structure with a list of all the students currently registered for your class.
19. There will be two text entry boxes for each student.
20. Place your cursor in (and click) the very first box under the one entitled “Grade” for grade student.
21. Type in the grade you wish to assign. It may be any of the following:

   A, B, C, D, F, FX (failure for excessive absences), I (Incomplete), N (for Prep courses only)

22. There are spaces for two letters, but enter only one of the grades from those listed above (the only one using two spaces is the FX grade).
23. To move from one grade entry box to the next - entitled “Last Attend Date.” You can click the TAB button on your keyboard twice or place your cursor (and click) directly in the next grading text box.
24. DO NOT ASSIGN A W GRADE! These are entered by the system after a student has dropped a class online or by an admissions office clerk. This student should NOT appear on the grade assignment list at all.
25. **DO NOT ENTER A “LAST ATTEND DATE” UNLESS YOU ENTER AN <FX> GRADE** *(The FX grade is assigned to a student who stops going to class rather than attending sporadically.)*

26. Once you have entered all the grades for your students in this class, press the Submit button to actually let the system assign your grades.

27. If everything is done correctly, you will get a confirmation page that resembles the screenshot below.

<table>
<thead>
<tr>
<th>Student</th>
<th>ID</th>
<th>Grade</th>
<th>Credits</th>
<th>GEUs</th>
<th>Expiration Date</th>
<th>Last Attend Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fish, Biggie G.</td>
<td>0596961</td>
<td>F</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fish, Junior</td>
<td>0596957</td>
<td>A</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fish, Padrooga F.</td>
<td>0596955</td>
<td>FX</td>
<td>3.00</td>
<td></td>
<td>10/14/05</td>
<td></td>
</tr>
<tr>
<td>Rogal, Patches F.</td>
<td>0596955</td>
<td>C</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Swatches, Fish N.</td>
<td>0596960</td>
<td>I</td>
<td>3.00</td>
<td></td>
<td>03/07/06</td>
<td></td>
</tr>
</tbody>
</table>

28. Notice that while the text boxes are gone from the screen and the grades and date you entered for the FX grade have been entered for you.

29. **NOTE: DO NOT ENTER THE “LAST ATTEND DATE” FOR THE INCOMPLETE GRADE!** The system will enter the Expiration Date of that I grade for you automatically based on end date of the term for the class.

30. Remember, the following message must appear for your grades to be entered and assigned properly:

*This page is a confirmation that your grades have been recorded in the on-line system.*

*If this page does not show the grades you submitted, the grades were not recorded.*

*Please review for accuracy. If correct, print, sign and date, and submit to your academic dean.*

This completes the task of entering grades for one class section. If you have another class section to grade, you may go back to the original Menu screen by clicking the Menu link near the bottom right hand side of the screen. You can also check out the Frequently Asked Questions (FAQ) section. If this completes your work, you should Log Out of HawkNet by clicking on the Log Out link at the bottom right hand side of the page.

This concludes this documentation on Faculty Info Screens. If you have any problems or further questions, please contact: Maridru Clark (253-7082) mclark@hccfl.edu