HawkNet WebAdvisor: Adding Student Grades

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NOTES:
Logging in to Hawknet Web Advisor

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 for college credit courses.

2. Click on the HawkNet link under the pictures.
3. Click the HawkNet – WebAdvisor link to continue.
4. Click the Log-in link at the top of the page.
5. Enter your username and password in the appropriate box, then click Submit.

NOTE: Your username is the first initial and last name, your password is your seven digit employee id number.
Web Advisor 3.0

The first thing you will notice is the new look of the Web Advisor interface. While the look may be quite different, the functionality is the same as the previous version.

1. From the main screen, click on the Faculty link.

2. Click the Grading link in the left side “Faculty Information” area.

3. From the drop-down list, choose the term of the section to which you want to add grades.

4. Click Submit.

5. Choose the class for which you would like to assign grades by placing a check mark in the box to the left of the class.

6. Click the Submit button to continue.
Adding Grades

The following steps will guide you through the process of correctly entering your students’ grades.

1. Notice there are two text entry boxes for each student.

2. Place your cursor in (and click) the box under the one entitled Grade for grade student.

3. Type in the grade you wish to assign.

Grades entered can be any of the following: A, B, C, D, or F, FX (failure for excessive absences), I (Incomplete), N (prep courses only).

4. 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).

5. To move from one grade entry box to the next, you can click the TAB button on your keyboard or place your cursor (and click) directly in the next grading text box.

6. **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.

7. **ONLY ENTER A “LAST ATTEND DATE” IF YOU ENTER A GRADE OF FX** (The FX grade is assigned to a student who stops going to class rather than attending sporadically.)

8. The system will enter the Expiration Date of the “I” grade for you automatically based on end date of the term for the class.

9. 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.

10. If everything is done correctly, you will get a confirmation page showing your entered grades.

11. 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.

12. After you have finished reviewing the final grade confirmation page, click OK to return to the term course listing.