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CHANGES EFFECTIVE REGULAR 2014 SUMMER SEMESTER

1. Census day reporting, or tenth day, will now be known as “Early Verification.”
2. Early Verification will now be done online through WebAdvisor along with Midterm and Final grading verifications. Paper rosters will no longer be mailed.
3. Section start date, End date, Early Verification date, Midterm date, and Last date to withdraw are now listed at the top of the roster on the Class Roster, Drop, and Grading screen. See Completing Early Enrollment Verification instructions step on page 9.
4. Instructors can now:
   A. Drop students within the refund period online via WebAdvisor.
   B. Withdraw students after the refund period up to last day to withdraw online via WebAdvisor.
   C. See Completing Early Enrollment Verification instructions beginning on page 9.
5. When students are dropped, faculty must provide a last date attended or select never attended. Collecting this information electronically will drastically reduce the number of “Dear Faculty” letters mailed out by the Financial Aid office.
6. Verification Submissions are now a two-part process:
   A. Posting Drops/Withdraws or Grades on the Roster, Drop, Grading Screen…then
   B. Reviewing and verifying these changes on the Roster and Grade Verification screen.
   C. Please note a verification must be submitted for:
      ▪ Early Verification
      ▪ Midterm
      ▪ Final Grades
7. All verifications once completed will have a date/time stamp signature.
   
   Early Verification 03/27/2014 03:48PM stacy
   Midterm Verification 02/28/2014 11:34AM Ehmen, Stacy L.
   Final Grade Verification 03/27/2014 03:51PM Ehmen, Stacy L.

8. All verifications must now be submitted one week before up through the day of the verification deadline. Please plan accordingly.

Please note:

To complete any/all verification submissions you will need to log in to your Web Advisor account using your login id and password.
<table>
<thead>
<tr>
<th>Goal</th>
<th>Tips for Accurate Reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Check your DACC email account on a regular basis. It is the main form of communication for early verification, midterm, final grading and last day to withdraw reminders and deadlines.</td>
</tr>
<tr>
<td>2.</td>
<td>Review your class roster for accuracy. Contact the Records Office for errors immediately. Phone: 217-443-8758 or <a href="mailto:records@dacc.edu">records@dacc.edu</a></td>
</tr>
<tr>
<td>3.</td>
<td>If a student is not listed on your Class Roster they are not registered for that course. Please advise student to contact the Admissions &amp; Registration office or their counselor to register.</td>
</tr>
<tr>
<td>4.</td>
<td>Please provide student’s name, ID number, and course section with any enrollment requests. A last date attended is needed if you need to withdraw.</td>
</tr>
<tr>
<td>5.</td>
<td>Please expect to submit three verifications during the semester for each section you teach. <strong>Early verification, Midterm and Final grading.</strong> These are consecutive so please complete verification one before the other as each reports information at different periods during the semester.</td>
</tr>
<tr>
<td>6.</td>
<td><strong>NEW FEATURE</strong> - Your early verification, midterm and last date to withdraw are all listed at the top of each section. Verify as close to date listed as possible.</td>
</tr>
</tbody>
</table>
## Goal: Logging onto WebAdvisor

**When:** Available anytime

**Step:**

1. **Action:** Access the DACC website: www.dacc.edu

2. **Action:** Click on the Jaguar Spot or the Quicklinks WebAdvisor tab

3. **Action:** Click on the Log in tab:
4. Log in using your existing ID and Password. Contact the Administrative Data Systems Department if you are having trouble logging in at (217) 443-8881 or (217) 443-8769.

5. Once you have logged into the system, it will recognize who you are and the information you have access to according to your job(s) on campus:

*All Verification Submissions will be submitted using the Faculty Tab.*

6. Please note, your User ID and password will verify and secure your electronic signature for the electronically-submitted, roster/grade processes noted below.

7. All passwords within the system are stored in an encrypted format and are not readable by any process available to employees; including the ADS staff. ADS staff cannot view or lookup passwords for User ID’s, but can force a new temporary password, which will allow the user to log in and change their own password. Users are E-mailed their User ID, temporary password and instructions on procedures to log on and change their password.
<table>
<thead>
<tr>
<th><strong>Goal</strong></th>
<th>Viewing your Class Roster</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>When:</strong></td>
<td>Available anytime. (This roster is LIVE. All information is current.)</td>
</tr>
<tr>
<td><strong>Step:</strong></td>
<td><strong>Action</strong></td>
</tr>
<tr>
<td>1.</td>
<td>Log in onto your WebAdvisor Account.</td>
</tr>
<tr>
<td>2.</td>
<td>Click on the <strong>Faculty Tab</strong>.</td>
</tr>
<tr>
<td>3.</td>
<td>On the Faculty Main Menu choose the <strong>Class Roster</strong> link.</td>
</tr>
<tr>
<td>4.</td>
<td>The <strong>Class Roster Select Section Page</strong> will appear…</td>
</tr>
</tbody>
</table>

**Please Note:**
You must be listed as first or second instructor to view a section. If a section that you are currently teaching is not listed please contact your Division Dean.
5. Click the blue link with your section from the **Class Roster Select Section** page.

6. Your **Class Roster** for this section will appear.

   (For confidentiality purposes we have concealed the student’s name, id, email address and phone number in this illustration. Your class roster will have these identifiers listed.)

   **Tip:** Instructors are able to email students from this page by clicking on the blue link.

7. Instructors can review if a student is currently enrolled by viewing the **Status** column. Make sure the **Show Dropped/Withdrawn Students** box is checked.
Instructors can also choose to view if any students are waitlisted for the section. Note: The students who are waitlisted will have a Status of “Waitlist”

8. Instructors can click on a specific student to view their student profile and contact information.

9. This page will list pertinent information about your section (e.g. section term, start/end dates, meeting times, room assignment etc…)

   **Meeting Information**

   03/24/2014-04/25/2014 Lecture Monday, Wednesday, Friday 12:00PM - 12:50PM, Lincoln Hall, Room 106

   *Tip: Use these dates to calculate Last day to drop (w/refund) and withdraw as seen on the Drop/Withdrawal Policy. Check it out at [www.dacc.edu/ar/withdraw.html](http://www.dacc.edu/ar/withdraw.html)*

10. This is a live roster. At any point in time you can view who is currently enrolled or who has been added, dropped or withdrawn from your section. Please expect changes to occur on this roster throughout the semester.

    *Tip: Instructors should review this class roster weekly and/or when enrollment changes are requested (e.g. reinstates, drops/withdrawals.)*

11. NOTE: Drops/Withdraws CAN NOT be performed through this page.
### Goal | Completing Early Enrollment Verification (Formerly Tenth Day)
--- | ---
**When:** | Refund period (5th or 10th business day) *previously known as census; tenth day*

### Step | Action
--- | ---
1. | Log onto your WebAdvisor Account.
2. | Click on the **Faculty Tab**.
3. | Select the **Class Roster & Grading** link on the Faculty Main Menu.
4. | Select the **Roster, Drop, Grading** option in the drop-down dialog box at the top of the screen.
5. | Select the specific section you need to verify. Click the **Submit** button.
New Feature: At the top of the Class Roster, Drop, Grading page pertinent dates are now listed.

- **Start date** of your section
- **End date** of your section
- **Tenth day**: 5\textsuperscript{th} day if meets < 12 wks.; or 10\textsuperscript{th} day if meets \( \geq 12 \) wks.
- **Midterm date**: Calculated based on start/end dates & meeting times
- **Last Drop date**: 75\% of coursework

6. Your Class Roster, Drop, Grading page will appear.

   ![Class Roster, Drop, Grading](image)

   Grade, Expiration date, and Last Date attended is not needed during the enrollment verification period.

7. Check the Drop box by the student’s name who is not attending.
   **Note**: A last date attended is NOT needed during the early enrollment (refund) period.

8. An error message will appear if you place a “W” in the Grade column during the refund period. A “Grade” will not be accepted at this time.
IF you receive this error message, simply remove the Grade/“W” and proceed with the following steps.

9. If the student never attended please check the Never Attended box.

10. **Tip:** Review carefully before submitting, changes cannot be corrected on this screen once submitted. All information will be transcripted and students WILL be able to view this information through the Jaguar Spot.

11. Once all drops are complete click the Submit button.

12. A confirmation screen will show you the actions completed. The Status column will display the drops submitted. Click on the OK button.

13. After posting drops, **Instructors must now verify** that the information submitted is correct.

14. Go Back to the Faculty Main Menu; select the Class Roster & Grading link again.

15. Choose the Verification option from the drop-down dialog box at the top of the screen.

16. Select the section to be verified. Click the Submit button.
17. The **Roster and Grade Verification** screen will appear:

![Image of the Roster and Grade Verification screen](image)

These were drops processed on the Class Roster, Drop, and Grading Screen.

18. **Review the roster.** If information is correct, select the **Early Verification** option from the drop down dialog box at the bottom of the screen labeled Verification Action.
19. If the information is not correct, go back to the Class Roster, Drop, Grading screen to drop students or call the Records Office at 217-443-8758 for students who need to be reinstated.

20. Click on Submit.

21. After you submit the verification, a Verification Confirmation screen will appear. A note that the Verification was completed is noted at the top of the screen.
22. Select *OK* to go back to the Faculty Menu.

23. Once your verification has been submitted, a Date/Time/ID stamp will be noted on the *Roster and Grade Verification* screen.

<table>
<thead>
<tr>
<th>Class Name</th>
<th>INST-105-ZZ2</th>
<th>Title</th>
<th>Library Research Skills</th>
<th>Term</th>
<th>2014SP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>03/24/14</td>
<td>End Date</td>
<td>04/25/14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refund/Tenth Day</td>
<td>03/28/14</td>
<td>Midterm Date</td>
<td>04/09/14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Drop Date</td>
<td>04/18/14</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*This is your confirmation that your submission has been processed.*

24. Contact the Records Office as soon as possible if you miss early enrollment verification. Phone: 217-443-8758 or records@dacc.edu

25. Courtesy reminders will be emailed. Please check your DACC email account.

26. Instructors should be aware of their early enrollment due dates.
**Goal** | **Withdrawing**
---|---
**When:** | Any time after the refund/early verification period up to last day to withdraw of the section. View last day to withdraw at www.dacc.edu/ar/withdraw.html
**A “W” grade AND Last Date Attended is required.**

**Step:** | **Action**
---|---
1. | Log in onto your WebAdvisor Account.
2. | Click on the **Faculty Tab** on the Main Menu.
3. | Select the **Class Roster & Grading** link on the Faculty Main Menu.
4. | Select the **Roster, Drop, Grading** option in the drop-down dialog box at the top of the screen.
5. | Select the specific section you are working with. Click the **Submit** button
6. Your **Class Roster, Drop, Grading** page will appear.

7. Check the **Drop** box by the student’s name who is not attending.

Expiration Date is not needed at this point.
8. Post a “W” in the Grade Column. **After the refund period, a “W” grade is REQUIRED.**
9. Post a date in the Last Date Attended Column. **A Last Date Attended is REQUIRED.**
10. An expiration date is not needed.
11. At this point, the *Never Attended* box **SHOULD NOT** be checked. Marking *Never Attended* at this time could result in financial aid issues and ICCB credit hour claim issues.
12. If you failed to drop a student that NEVER ATTENDED within the refund/early verification period **and need to do so now**, you will be required to complete the Course Enrollment/Grade change form at [www.dacc.edu/documents/Grade_Change_Form.pdf](http://www.dacc.edu/documents/Grade_Change_Form.pdf).
13. **Tip:** Review carefully before submitting, changes cannot be corrected on this screen once submitted. All information will be transcripted and students WILL be able to view this information through the Jaguar Spot.
14. Once all withdraws are complete click the **Submit** button.
15. A confirmation screen will show you the actions completed. The **Final Grade** column will display the “W’s” submitted.

![Grading Confirmation Form](image)

16. Click on the **OK** button.
17. **IF you are NOT** dropping during the **Early Verification (old Tenth Day) or Midterm Verification** period, your transaction is complete.
18. All withdrawals will be visible through your **Class Roster**. Please review for accuracy.
<table>
<thead>
<tr>
<th>Goal</th>
<th>Completing Midterm Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>When:</td>
<td><strong>Beginning a week before and up to Midterm.</strong> Verify on or as close to the midterm date as possible.</td>
</tr>
<tr>
<td>Step:</td>
<td>Action</td>
</tr>
<tr>
<td>1.</td>
<td>Log in onto your WebAdvisor Account.</td>
</tr>
<tr>
<td>2.</td>
<td>Click on the <strong>Faculty Tab</strong> on the Main Menu.</td>
</tr>
<tr>
<td>3.</td>
<td>Select the <strong>Class Roster &amp; Grading</strong> link on the Faculty Main Menu.</td>
</tr>
<tr>
<td>4.</td>
<td>Select the <strong>Roster, Drop, Grading</strong> option in the drop-down dialog box at the top of the screen.</td>
</tr>
<tr>
<td>5.</td>
<td>Select the specific section you are working with. Click the <strong>Submit</strong> button</td>
</tr>
</tbody>
</table>
6. Your **Class Roster, Drop, Grading** page will appear.

7. Review the screen; check the **Drop** box by the student’s name who is not attending.

8. Post a “W” in the Grade Column. **After the early verification/refund period, a “W” grade is REQUIRED.**

9. Post a date in the Last Date Attended Column. **A Last Date Attended is REQUIRED.**

10. An expiration date is not needed.

11. At this point, the **Never Attended** box SHOULD NOT be checked. **Marking Never Attended at this time could result in financial aid issues and ICCB credit hour**
12. If you failed to drop a student that NEVER ATTENDED within the refund/early verification period and need to do so now you will be required to complete the Course Enrollment/Grade change form at www.dacc.edu/documents/Grade_Change_Form.pdf.

13. **Tip:** Review carefully before submitting, changes cannot be corrected on this screen once submitted. All information will be transcripted and students WILL be able to view this information through the Jaguar Spot.

14. Once all withdraws are complete click the **Submit** button.

15. A confirmation screen will show you the actions completed. The **Final Grade** column will display the “W’s” submitted.

16. Click on the OK button.

17. After posting withdrawals, **Instructors must now verify** that the information submitted is correct.

18. Go Back to the Faculty Main Menu; select the **Class Roster & Grading** link again.

19. Choose the **Verification** option from the drop-down dialog box at the top of the screen.

20. Select the section to be verified. Click the **Submit** button.
21. The **Roster and Grade Verification** screen will appear:

![Class Roster and Grading Screen]

- **Note:** Date/Stamp of previous verification submissions processed.
- These were drops processed on the Class Roster, Drop, and Grading Screen at midterm

22. **Review the roster.** If information is correct, select the **Midterm Verification** option from the drop down dialog box at the bottom of the screen labeled Verification Action.

23. If the information is not correct, go back to the **Class Roster, Drop, Grading** screen to drop students or call the Records Office at 217-443-8758 for students who need to be reinstated.

24. Click on **Submit**.

25. After you submit the verification, a **Verification Confirmation** screen will appear. A note that the Verification was completed is noted at the top of the screen.
26. Select **OK** to go back to the Faculty Menu.

27. Once your verification has been submitted, a Date/Time/ID stamp will be noted on the *Roster and Grade Verification* screen. 

   ![](image1.png)

   **Verification Confirmation**

   Midterm Verification completed.

   Class Name: CUUS-204-BZ Title: Business Law II Term: 2014SP
   Start Date: 02/10/14 End Date: 05/15/14
   Tenth Day: 02/24/14 Midterm Date: 03/29/14 Last Drop Date: 04/16/14

   Tenth Day Verification
   Midterm Verification
   Final Grades Verified

   Instructor
   Ms. Stacy L. Ehmen

   ![](image2.png)

   **Student ID** | **Current Status** | **Date** | **Last Date** | **Never Attended** | **Tenth Day** | **Midterm Drop** | **Last Drop** | **Grade** | **Expire Date**
   --- | --- | --- | --- | --- | --- | --- | --- | --- | ---
   02/27/14 | P | 03/07/14 | 03/23/14 | F | 02/07/14 | F | 02/07/14 | F | 02/07/14
   02/18/14 | P | 03/07/14 | 03/23/14 | F | 02/07/14 | F | 02/07/14 | F | 02/07/14

   **This is your confirmation that your submission has been processed.**

28. If you try to verify a midterm after the midterm verification timeframe (1 week before and up to the midterm) WebAdvisor will give an error message.

29. Contact the Records Office as soon as possible if you miss midterm verification. Phone: 217-443-8758 or email records@dacc.edu

30. Courtesy reminders will be emailed. Please check your DACC email account.

31. **Instructors should be aware of their midterm due dates.**
<table>
<thead>
<tr>
<th>Goal</th>
<th>Completing Final Grading Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>When:</td>
<td>Can be completed once course section is complete. Final grades are due at the end of semester. Due Dates will be posted on DACC Dates &amp; Deadlines Calendar.</td>
</tr>
<tr>
<td>Step:</td>
<td>Action</td>
</tr>
<tr>
<td>1.</td>
<td>Log onto your WebAdvisor Account.</td>
</tr>
<tr>
<td>2.</td>
<td>Click on the <strong>Faculty Tab</strong>.</td>
</tr>
<tr>
<td>3.</td>
<td>Select the <strong>Class Roster &amp; Grading</strong> link on the Faculty Main Menu.</td>
</tr>
<tr>
<td>4.</td>
<td>Select the <strong>Roster, Drop, Grading</strong> option in the drop-down dialog box at the top of the screen.</td>
</tr>
<tr>
<td>5.</td>
<td>Select the specific section you need to verify. Click the <strong>Submit</strong> button.</td>
</tr>
</tbody>
</table>
6. Your **Class Roster, Drop, Grading** page will appear.

7. Enter the grades of the students who are still **actively enrolled** in the **Grade** column. Only A, B, C, D, F, I, U, S letter grades are accepted; "W" grades are not accepted at this time. At this point you may NOT drop/or Withdraw students. (Please note, students who have been
withdrawn previously will still show on the roster with W grades.)

8. At this point, the Never Attended box SHOULD NOT be checked. 
   Marking Never Attended at this time could result in financial aid issues and ICCB credit hour claim issues.

9. If you failed to drop a student that NEVER ATTENDED within the refund/early verification period and need to do so now you will be required to complete the Course Enrollment/Grade change form at www.dacc.edu/documents/Grade_Change_Form.pdf.

10. If a student is not listed on the roster, call the Records Office since this student is not registered for the course.

11. Tip: Review carefully before submitting, changes cannot be corrected on this screen once submitted. All information will be transcribed and students WILL be able to view this information through the Jaguar Spot.

12. Once all grades are posted click the Submit button.

13. A confirmation screen will show you the actions completed. The Final Grade column will display the grades submitted.

14. Click on the OK button.

15. After posting grades, Instructors must now verify that the information submitted is correct.

16. Go Back to the Faculty Main Menu; select the Class Roster & Grading link again.
17. Choose the **Verification** option from the drop-down dialog box at the top of the screen.

18. Select the section to be verified. Click the Submit button.

19. The **Roster and Grade Verification** screen will appear:
20. **Review the roster.** If information is correct, select the **Final Verification** option from the drop down dialog box at the bottom of the screen labeled Verification Action.

21. If the information is not correct call the Records Office at 217-443-8758 to edit.

22. Click on **Submit**.

23. After you submit the verification, a **Verification Confirmation** screen will appear. A note that the Verification was completed is noted at the top of the screen.

24. Once your verification has been submitted. A Date/Time/ID stamp will be noted on the **Roster and Grade Verification** screen.

   **This is your confirmation that your submission has been processed.**
<table>
<thead>
<tr>
<th>Additional Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>25. Check with your Division Dean for grade scheme if unsure.</td>
</tr>
<tr>
<td>26. Do not post percentages, + or - signs</td>
</tr>
<tr>
<td>27. Post a pass/fail for labs.</td>
</tr>
<tr>
<td>28. Once grades are verified, edits/changes cannot be submitted by instructor via</td>
</tr>
<tr>
<td>Web Advisor.</td>
</tr>
<tr>
<td>29. If you need to change a grade due to clerical error please email the Record’s</td>
</tr>
<tr>
<td>Office to update. Phone: 217-443-8758 or <a href="mailto:records@dacc.edu">records@dacc.edu</a></td>
</tr>
<tr>
<td>30. If a grade change is needed for anything other than clerical errors please</td>
</tr>
<tr>
<td>fill out the Course enrollment/grade change form to update grade change.</td>
</tr>
<tr>
<td><a href="http://www.dacc.edu/documents/Grade_Change_Form.pdf">www.dacc.edu/documents/Grade_Change_Form.pdf</a></td>
</tr>
<tr>
<td>31. <strong>It is the student’s responsibility to review their final grades.</strong> Any</td>
</tr>
<tr>
<td>errors or omissions need to be reported to the Record’s Office within 30</td>
</tr>
<tr>
<td>calendar days after the end of the term.</td>
</tr>
</tbody>
</table>
Goal: Incomplete Grades

When: Can be completed once course section is complete. Final grades are due 30 days from end of term. This date can found posted on the DACC Dates & Deadlines Calendar. www.dacc.edu/employees/?page=schedules

1. An Incomplete grade is a temporary grade. All incomplete work involved with a temporary “I” grade will be performed within 30 calendar days after the end of the term so that a grade may be recorded.

2. See steps 1-6 in Completing Final Grading Verification.

Post an “I” grade when submitting final grades.

3. Post an expiration date up to 30 days from end of term. In MM/DD/YY format. An error message will appear if expiration date is not posted.

4. A confirmation screen will show you the actions completed. The Final Grade column will display the “I’s” submitted.
5. Click the OK button.
6. Grade changes will need to be submitted to the Records Office. records@dacc.edu or by calling 217-443-8758.
7. Incomplete grades will turn into an “F” or “U” once the date expires.
8. One courtesy reminder will be emailed to instructor before the 30 day period has expired.
9. **It is the student’s responsibility to check if a final grade was issued.** Any errors or omissions need to be reported to the Record’s Office within 30 calendar days after the end of the term.

### Goal

#### Changing Grades

1. It is the student’s responsibility to review final grades.
2. Grade changes will only be considered during the 30 day time period after the semester ends.
3. Grade change forms will need to **be completed by the instructor** and approved by their Division Dean and VP of Instruction and submitted to the Records Office to process.
4. Forms can be found on the DACC website. [www.dacc.edu/documents/Grade_Change_Form.pdf](http://www.dacc.edu/documents/Grade_Change_Form.pdf)

### Goal

#### Additional Resources

1. DACC College Catalog
2. Website: Jaguar Spot
3. Website: Working at DACC/Current Employees/Forms
4. DACC Records Office, Vermilion Hall, Room 109 Phone: 217-443-8758 or records@dacc.edu