Faculty Navigation:
WebAdvisor, Withdrawals, Change of Grade & Certification

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Log In to WebAdvisor

A. From the internet browser, go to http://www.ctcd.edu/
B. Select WebAdvisor in the top right corner. This will take you directly to the WebAdvisor Guest page.
A. **If** this is your **first time** using WebAdvisor, click on the **Getting Started with WebAdvisor** link on the left side of the home page. This will take you to the CTCD website for specific instructions on password parameters and WebAdvisor troubleshooting.

http://www.ctcd.edu/students/current-ctc-students/registration/webadvisor/
Log In to WebAdvisor – 1st Timer

WebAdvisor Technical Assistance

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A. Review the parameters for entering your user ID and password.

B. Once you have reviewed the Log In Parameters, select Log In back on the WebAdvisor Guest page.
A. Enter the **User ID**, which is the letter “c” (lowercase) + your 7 digit CTC ID (i.e. c1234567).

B. Enter the **Password**, which is your date of birth in the *mmddyy* format (i.e. 122504).

C. Click on **SUBMIT** after entering the User Name and Password.

*Next...*
A. When the **Change Password** prompt appears, enter the following:

1. **User ID**: Re-enter the User Name (i.e. `c1234567`)

2. **Old Password**: Enter the old password – date of birth in the `mmddyy` format (i.e. `122504`)

3. **New Password**: Enter a password that is secure and that can be easily remembered.

4. **Confirm Password**: Re-enter the password.

5. You may choose to enter a password hint.

6. Click **SUBMIT**.

*Next...*
Accessing the Faculty Menu in WebAdvisor

A. Once the new password is accepted, the WebAdvisor Main Menu page will open.

B. Select **Faculty**.

Next...
Viewing a Class Roster through WebAdvisor
Accessing the Faculty Menu in WebAdvisor to View Class Roster

A. Under **Faculty Information**, select **Class Roster**.

B. A list of all the courses you instruct will display beginning with the most recent term. Select the course that you wish to view.

Next...
Accessing the Faculty Menu in WebAdvisor to View Class Roster

A. If you want to shorten your list, scroll to the bottom of the screen and use the drop-down arrow to select the current semester or quarter. Click on the SUBMIT button to process your request. You do not need enter a Start or End Date.

B. The next screen will show you the Class Roster and the Cross-listing section(s) on the top. ALL STUDENTS are listed by the primary course number below.

**Note:** The class roster should include officially enrolled students. Under Student Profile, you can view only students who are currently enrolled in your class. If a student drops the course before the census date, they will not appear on the roster.

C. To view an individual student’s profile, select the student.
Accessing the Faculty Menu in WebAdvisor to View Class Roster

A. The **Student Profile** screen will open with the student’s contact information. Select **CLOSE WINDOW** when finished.

B. Click on **Faculty Menu** in the lower left corner to return to the **Faculty** main page.
Entering Grades through WebAdvisor
Grades must be entered in BOTH Blackboard & WebAdvisor. The grades entered in WebAdvisor translate over to Colleague and will generate to the CTC transcript.
Administrative Withdrawals – Steps to withdraw a student
What Constitutes a Withdrawal?

A. Instructor Initiated Withdrawals
Faculty are authorized to withdraw students who are not making satisfactory course progress as outlined in the section of the Course Catalog entitled "Satisfactory Progress Standards."

B. Administrative Initiated Withdrawals
A student may be administratively withdrawn by a designated member of the administrative staff of the college under the following conditions:

• The student has been placed on Academic Suspension or Disciplinary Suspension;
• The student has an outstanding financial obligation owed to the college; or
• The student registered for a course without the required prerequisite or departmental permission.

The college is under no obligation to refund tuition and fees, or other costs associated with a student who is administratively withdrawn.
Withdrawal – Acceptable Grades for Instructional and Administrative Withdrawals

An instructor may initiate an administrative withdrawal if a student fails to meet the attendance requirements or is not making satisfactory progress toward the course objectives. The instructor may assign a grade of W, FN, or XN (developmental courses) at the time of the administrative withdrawal.

** For reasons that concern Financial Aid, the withdrawal grade must be entered as soon as a student fails to meet attendance and/or performance requirements.

F – Failure due to scholastic dishonesty
Failure may be awarded for lack of academic progress. Students guilty of scholastic dishonesty will be administratively dropped from the course with a grade of F and subject to disciplinary action, which may include suspension and expulsion.

- Plagiarism - The taking of passages from the writing of others without giving proper credit to the sources.
- Collusion - Using another’s work as one’s own, or working together with another person in the preparation of work, unless such joint preparation is specifically approved in advance by the instructor.
- Cheating - Giving or receiving information on examinations.

FN – Failure due to non-attendance
Failure due to non-attendance.

XN – Non-Attendance
The grade of XN is reserved for use with developmental and designated nontraditional, modular courses and will be assigned to students who have failed to make satisfactory progress due to failure to attend.

Grades choices: W, F, FN, or XN
Accessing Faculty Forms Using CTC eForms

Login into CTC eForms:
https://ctceforms.ctcd.edu

• Welcome to the launch of CTC eForms!

• Login Information:

  ➢ **Username:** Your WebAdvisor username (lower case “c” plus seven digit CTC ID. If applicable, ensure leading zeros are entered.)

  ➢ **Password:** Your date of birth in the format “mmddyy” (not your WebAdvisor password). It is highly recommended that you change your password after logging into eForms.
Welcome, Please Login

Username: 
Password: 
Submit

Forgotten Your password?

Welcome to the launch of CTC eForms
For help logging in, please contact the CTC IT Help Desk at 254-501-3103

By clicking the Submit button, I authorize Central Texas College District to process any form information entered.

LOGIN INFORMATION:
Username: Your WebAdvisor username (lowercase “c” plus seven-digit CTC ID. If applicable, ensure leading zeros are entered.)
Password: Your date of birth in the format (mmddyy)—not your WebAdvisor password. It is highly recommended that you change your password after logging into eForms.

With the initial launch of CTC eForms, you may access eForms if you are a:
- CTG student and meet one of the criteria below:
  ▪ Submitted a CTC Application for Admission on January 1, 2014, or later.
  ▪ Enrolled in a CTC college-level course that ended January 1, 2014, or later.
- CTC active employee.

If you meet the guidelines above and cannot access eForms, contact the CTC IT Help Desk.
- Former and prospective students who do not have access to the eForms directory may retrieve designated forms using the Student Services guest portal.
Document Library

- Create new documents
- Save drafts for later sessions
- Locate documents by departments
Faculty eForms for Administrative Withdrawal

- Select **ST Faculty App for Withdrawal** from the Document Library

- Select **Faculty Application for Withdrawal-Internal**
Example: Faculty Application for Withdrawal Form

- Faculty/Staff ID and name will auto populate

- Highlighted areas are required before document can be submitted

**NOTE:** Click to send, attach documents, leave comments, etc.
Change of Grade Request
– Steps to change a student’s grade
Login/Launch CTC eForms

Login into CTC eForms:
https://ctceforms.ctcd.edu

• Welcome to the launch of CTC eForms!

• Login Information:

  ➢ **Username:** Your WebAdvisor username (lower case “c” plus seven digit CTC ID. If applicable, ensure leading zeros are entered.)

  ➢ **Password:** Your date of birth in the format “mmddyy” (not your WebAdvisor password). It is highly recommended that you change your password after logging into eForms.

  *Now follow steps listed on slides 20 – 22.....*
Faculty eForms for Change of Grade

- Select **ST Change of Grade – Int** from the Document Library

- Select **Change of Grade - Internal**
Example: Change of Grade Form

- Faculty/Staff ID and name will auto populate
- Highlighted areas are required before document can be submitted

**NOTE:** Click to send, attach documents, leave comments, etc.
Submitted Documents

- Submitted documents will be seen as listed below which includes Change of Grades and Faculty Administrative Withdrawals.
Certification of Census Rolls
Types of Certified Class Census Rolls

Distance Learning Courses and Dual Credit Courses

One day after the census date, digital certification rolls are e-mailed from dlrocert (for Distance Learning courses), and dcrolls (for Dual Credit courses). These rolls include all students registered by the census date. It is critical that you ensure all entries are correct because these rolls are the basis for CTC state reporting and funding.

Certification rolls must be signed and returned to dlrocert (for Distance Learning courses) or dcrolls (for Dual Credit courses) within five (5) business days of receiving them. The date signed should reflect the actual day you sign the rolls, not the start date of courses.

**Note:** Before you receive your certification rolls, you will receive e-mailed instructions for completing and returning the rolls (see next slide).

For more information, e-mail dlrocert@ctcd.edu for the Distance Learning courses and dcrolls@ctcd.edu for Dual Credit courses.
Instructions to Verify Census Rolls
(Distance Learning)

A. Here is an example of the instructions to verify Census Rolls for distance learning courses. It is sent by the DL Electronic Records & Grade Coordinator.

---

CENTRAL TEXAS COLLEGE
(254) 526-1547

To: Faculty
From: Dolly Kinder, DL Electronic Records & Grade Coordinator
       Central Texas College
Subject: Instructions for Certification of Class Rolls

Soon you will receive an email from Dolly Kinder, Elec. Records & Grade Coordinator of the DL Records Office, containing your Certified Rolls for the course that just recently started. These Rolls include all students registered by the census date of your class. It is critical that you ensure all entries are correct because these rolls are the basis for CTC state reporting and funding.

Please follow these instructions:

1. Click on “Reply” to the Cert Roll Email and do the following before clicking on “Send.”
   a. Type the Discrepancies Text Box and list student names. If appropriate. If there are no discrepancies, you do not need to type this text box in your reply.

Discrepancies (Add more lines for student names if needed.)

   A. The following students are listed on this roll but are NOT in my gradebook.
      Student name and CTC ID #____________________________
      Student name and CTC ID #____________________________

   B. The following students are in my gradebook but are NOT listed on this roll.
      Student name and BB Logon ID#________________________
      Student name and BB Logon ID#________________________

3. Verify that your name is correct.
4. Verify that the students’ names are correct.
5. Type this certification statement at the bottom of the cert roll after the cross-listed sections.

I certify that the above students and no others are enrolled in this class as of _______.
(Date)__________________________ (Instructor Name and ID#)

6. Date this certification statement, type your name or insert your electronic signature, and enter your CTC ID# on the space provided. (Your Employee ID# is available on your pay voucher/pay advice in WebAdvisor and on your PTEA. Do not use your SSN.)
7. Click on “Send” and your cert roll will automatically be returned to Dolly. Dolly will acknowledge receipt of your cert rolls. If there are discrepancies, she will notify you what they are. If the rolls are correct, she will simply say “thank you,” and you can consider this requirement met.

Return rolls to Dolly within 5 days after receipt. Retain your “sent” email copy for a file copy for 1½ years. If you have any questions about your certified rolls, please contact Dolly Kinder at dkerst@ctcd.edu or (800) 792-3348 x1547 (remote) (254) 526-1547 (local).

Thank you for your attention to this important matter.
Instructions for Grade Books (Distance Learning)

A. As a reminder, 1 week prior to the last day of class, instructors will receive the following memo for gradebooks from the **DL Quality Assurance Manager** as a reminded to post grades on WebAdvisor and to submit gradebooks.

---

Subject: April 7th Grade Reminder - 8 week

Good afternoon!

Please post grade for your April 7th class in Web Advisor and submit grade books to grades.dtam@ctcd.edu by Friday, June 6, 2014.

Ann May
DL Quality Assurance Manager
Public Education & Special Projects

Central Texas College
P.O. Box 1800
Killeen, TX 76540-1800
254-526-1185
800-792-3348 ext. 1185

Visit us at: [www.ctcd.edu](http://www.ctcd.edu)
Central Texas College’s accessible education supports student success and employability.
All grades must be entered in WebAdvisor within five business days of the class end date. If a student has been given additional time to complete their course requirements, instructors should enter an ‘IP’ until the student earns a final grade. CTC is required to meet specific grade reporting deadlines to maintain compliance with the GoArmyEd contract. When instructors enter grades within five business days of the class end date, it ensures that CTC submits grades to GoArmyEd in a timely manner.

Sincerely,

Coordinator, Distance Learning Records & Registration
A. Here is an example of the instructions to verify Census Rolls for dual credit courses. It is sent by the Dual Credit Quality Control Admin.

Instructions to Verify Census Rolls (Dual Credit)

To: Faculty
From: Stephen O'Donovan, Systems Registrar/Associate Dean of Admissions, Records and Registration Central Texas College
Subject: Instructions for Certification of Class Rolls

Soon you will receive an email from Rebecca Brooks, Office Assistant II for Dual Credit Records, containing your Certified Rolls for the course that just recently started. These Rolls include all students registered by the census date of your class. It’s critical that you ensure all entries are correct because these rolls are the basis for CTC state reporting and funding. Signing an unverified roll is considered a fraudulent action.

Please follow these instructions:

1. Click on “Reply” to the Cert Roll Email and do the following before clicking on “Send.”
2. Type the appropriate Discrepancy Text Box and list student names. If there are no discrepancies, you do not need to type this text box in your reply.

Discrepancies: (Add more lines for student names if needed.)

A. The following students are listed on this roll but are NOT in my class.
   Student name and CTC ID #
   Student name and CTC ID#

B. The following students are in my class but are NOT listed on this roll.
   Student name and CTC ID#
   Student name and CTC ID#

3. Verify that your name is correct.
4. Verify that the students’ names are correct.
5. Date this certification statement, type your name or insert your electronic signature, and enter your CTC ID# on the space provided. NOT at the top of the cert roll. (Your Employee ID# is available on your pay voucher/pay advice in WebAdvisor and on your PTEA. Do not use your SSN.)
6. Click on “Send” and your cert roll will automatically be returned to Rebecca. Rebecca will acknowledge receipt of your cert rolls. If there are discrepancies, she will notify you what they are. You are expected to return a corrected copy within 48 hours. If the rolls are correct, she will simply say “thank you,” and you can consider this requirement met.

Return rolls to Rebecca within 5 days after receipt. Retain your “sent” email copy for a file copy for 1 ½ years. If you have any questions about your certified rolls, please contact Rebecca Brooks at brebecca@ctcol.edu or (800)722-3348 x1872 (remote) (512)526-1872 (local).

Thank you for your attention to this important matter.
<table>
<thead>
<tr>
<th>Name</th>
<th>Title or Function</th>
<th>Ext.</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>WebAdvisor Assistance</td>
<td>WebAdvisor Assistance <a href="http://www.ctcd.edu/students/current-ctc-students/registration/webadvisor/">http://www.ctcd.edu/students/current-ctc-students/registration/webadvisor/</a></td>
<td>Ext. 1637</td>
<td><a href="mailto:WebAdvisor.tech@ctcd.edu">WebAdvisor.tech@ctcd.edu</a></td>
</tr>
<tr>
<td>Sheree Stover</td>
<td>AIS/Trainer</td>
<td>Ext. 1643</td>
<td><a href="mailto:Sheree.Stover@ctcd.edu">Sheree.Stover@ctcd.edu</a></td>
</tr>
<tr>
<td>Rebecca Brooks</td>
<td>Dual Credit Quality Control</td>
<td>Ext. 1679</td>
<td><a href="mailto:Rebecca.Brooks@ctcd.edu">Rebecca.Brooks@ctcd.edu</a></td>
</tr>
<tr>
<td>Gilda Pinto</td>
<td>Reset WebAdvisor Password for Faculty</td>
<td>Ext. 1303</td>
<td><a href="mailto:Gilda.Pinto@ctcd.edu">Gilda.Pinto@ctcd.edu</a></td>
</tr>
<tr>
<td>Michelle Yamasta</td>
<td>Coordinator, Distance Learning Records &amp; Registration</td>
<td>Ext. 1686</td>
<td><a href="mailto:Michelle.Yamasta@ctcd.edu">Michelle.Yamasta@ctcd.edu</a></td>
</tr>
<tr>
<td>Margaret “Peggy” Jones</td>
<td>DL Electronic Records &amp; Grade Coordinator, DL Records &amp; Registration</td>
<td>Ext. 1547</td>
<td><a href="mailto:dlrocert@ctcd.edu">dlrocert@ctcd.edu</a> <a href="mailto:Margaret.Jones@ctcd.edu">Margaret.Jones@ctcd.edu</a></td>
</tr>
<tr>
<td>Stephen O’Donovan</td>
<td>Associate Dean (Systems Registrar)</td>
<td>Ext. 1663</td>
<td><a href="mailto:Systems.Registrar@ctcd.edu">Systems.Registrar@ctcd.edu</a></td>
</tr>
<tr>
<td>Laura Lutke</td>
<td>Office Assistant II – Associate Dean’s Office (Systems Registrar) Withdrawals, Change of Grade Processing</td>
<td>Ext. 1663</td>
<td><a href="mailto:Laura.Lutke@ctcd.edu">Laura.Lutke@ctcd.edu</a></td>
</tr>
<tr>
<td>Caroline Williams</td>
<td>Coordinator, Records &amp; Registration</td>
<td>Ext. 1711</td>
<td><a href="mailto:centralcampuscrolls@ctcd.edu">centralcampuscrolls@ctcd.edu</a> <a href="mailto:Caroline.Williams@ctcd.edu">Caroline.Williams@ctcd.edu</a></td>
</tr>
<tr>
<td>Billy Woodson</td>
<td>Instructional Developmental Manager</td>
<td>Ext. 1720</td>
<td><a href="mailto:Billy.Woodson@ctcd.edu">Billy.Woodson@ctcd.edu</a></td>
</tr>
<tr>
<td><strong>Within TX (800) 223-4760</strong></td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Out of State (800) 792-3348</strong></td>
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FOR STUDENTS OF THE REAL WORLD