Southeast Arkansas College

WebAdvisor Instructor Overview

WEBADVISOR ASSISTANCE

FALL/SPRING SEMESTERS
Monday-Friday  8:00 a.m. to 5:00 p.m.

SUMMER TERM
Monday – Thursday 7:30 a.m. to 5:30 p.m.
Friday 8:00 a.m. to 12:00 p.m.
Southeast Arkansas College
WebAdvisor Assistance

If the password for WebAdvisor has been forgotten or there are problems accessing WebAdvisor, please send an online WebAdvisor request to helpdesk@seark.edu or contact us at (870) 850-4900.

NOTICE TO ALL FACULTY ADVISORS

First-time entering students MUST register in person. WebAdvisor is open to self-pay students (100% via credit card) and financial aid recipients (approved and awarded).

EXCEPTIONS:
1. Students accepted into any Nursing and Allied Health programs DO NOT register via WebAdvisor.
2. Third Party Sponsored Students should contact the Cashier's office in Business Services prior to registering online.

How to log in to WebAdvisor

1. Open your Web Browser, for example: “Mozilla Firefox” or “Internet Explorer.”
2. From the home page www.seark.edu, scroll over “Other” Click “WebAdvisor.”
3. Click on “Log In” on the WebAdvisor Main page.
4. The userID is unique to your account. Please contact the WebAdvisor Office at 870-850-4900, if you do not know your userID.
5. Enter your 6 digit Date of Birth as a default password. Ex: mmddyy.
6. Click on “SUBMIT.”
7. On the “Change Password” page, “Enter User ID” and default password (mmddyy). Then enter new password must be 6-9 characters in length.

Information Booth  Shirley Kelley (870)543-5900 skelley@seark.edu
Academic Affairs  Rosemary Ellis (870) 543-5934 rellis@seark.edu
Admissions  Jasmine Jones (870) 850-8605 jjones@seark.edu
Career Pathways  Sandra Ratcliff (870)543-5999 sratcliff@seark.edu
Data Entry  Renee Hunthrop (870) 543-5917 rhunthrop@seark.edu
Financial Aid  Shelia Inman (870) 543-5909 sinman@seark.edu
General Studies  Wanda Grimmet (870) 543-5973 wgrimmet@seark.edu
Library Circulation Desk  (870) 543-5936 library@seark.edu
NAH  Deborah Domineck (870) 543-5917 ddomineck@seark.edu
NAH  Amber Munnerlyn (870) 543-5917 amunnerlyn@seark.edu
Technical Studies  Jenny McVay (870) 543-5931 jmcvay@seark.edu
TRIO Student Support Services  Dora Jones (870) 850-8582 djones@seark.edu
Student Resources

For help with student email (login issues, etc.) , student printing issues, or Wi-Fi, please contact us at helpdesk@seark.edu or 850-4900

For Moodle and Distance Learning: kboyle@seark.edu or 543-5992

with a combination of numbers (431) and letters (AbC). Then confirm the new password.

8. Passwords are case sensitive and must be entered exactly the same each time you log in, for example: “HAPPY2BME” is not the same as “happy2bme.”

9. Click on “SUBMIT” You are now logged in to WebAdvisor.

Please take the time to explore all the options within WebAdvisor.

All Faculty Must Enter Grades via WebAdvisor

1. Please be sure there is a grade recorded for each student, unless they are receiving an Incomplete. (Please see number 5.)

2. A “W” grade can not be assigned by an instructor. A “W” is only issued if a student officially completes the withdrawal process in Data Entry. Withdrawals have been recorded and thus all remaining students must receive a grade from you.

3. For grades of ‘F’ you are required to enter the date the student last attended class. You cannot submit your grades if you have an F without a last date attended.

4. Make certain when entering grades thru Web Advisor, to click Submit when grading is complete. If you fail to do so, your grades will not be saved.

5. “I” (Incomplete) grades cannot be recorded electronically. You must submit an “Incomplete Grade Contract” to Data Entry, with all required signatures. For your convenience this form has been place on Public for you. If you do not have access to Public, ask your department secretary.

Do not attempt to change any “W” grades. If you have any questions, please call Data Entry at 543-5958, 5955, or 850-8632.
WebAdvisor for Faculty - Submitting Your Grades

1. After you have logged in, you can then go to the Faculty area.

2. To submit GRADES, look for the link titled GRADING under the Faculty Information section and click on the "Grading" link.

3. Be sure to choose the pull down menu and select the current term - 2010FA (for Fall 2010). Then click SUBMIT.

4. Next, you must select the TYPE OF GRADES to submit (FINAL or MID-TERM --- please use FINAL as we do not submit Mid-Term grades).

5. Please select the class you are grading. You can only submit grades for one class at a time.

6. Place all of your grades in the column labeled GRADE. Incomplete grades can not longer be submitted by Faculty. You must submit the incomplete grade contract to the Office of Student Affairs.

For grades of ‘F’ you are required to enter the date the student last attended class. You cannot submit your grades if you have an F without a last date attended.

NOTE
Print the grades page, BEFORE YOU CLICK SUBMIT. To get the entire page view on your paper, print the page “Landscape”.

IF YOU DO NOT CLICK SUBMIT, YOUR GRADES WILL NOT SAVED.

If your grades were submitted successfully, it will take you back to the main Faculty Menu. Repeat this process to submit grades for each of your classes.

NOTE
If you are giving a grade of ‘F’, you must provide the last date attended on the grade submission form. This is a required field.

If you entered an incorrect grade, you must complete and submit a grade change form to the Student Affairs office.

You have submitted your semester grades! Repeat this process for all classes.

For additional assistance with WebAdvisor contact us:

WebAdvisor Assistance
Southeast Arkansas College
1900 Hazel Street
Pine Bluff, Arkansas 71603
(870) 850-4900
helpdesk@seark.edu

WebAdvisor Log-in Information

Username _____________________________________________________

Password______________________________________________________

The standard format for usernames is as follows:
Lastnamefirstname middlename (or initial).
For example: smithjohna or smithjohnalbert