



Continuing Education

Students

Faculty

Employees

Advisors



Overview
For Faculty



www.seark.edu

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.

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, use the Quick Links in the top right and select "WebAdvisor."
3. On the landing page, scroll down to the "WebAdvisor" link to go to the actual application. Click Log In top or bottom right to sign in.
4. The userID is unique to your account. This can be found by clicking on the Account Information link on the bottom right. If more assistance is needed, please call the Helpdesk at 850-4900.
5. Enter your 6 digit Date of Birth as a default password.
Ex: mmddyy . If this does not work, please attempt a password recovery with the "What's My Password?" on the main page, or call the Helpdesk at 850-4900.
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 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.

Viewing the Class Roster (Faculty Menu)

1. After you have logged in, you can then go to the Faculty area by selecting “Faculty” in the main menu.
2. On the right of the screen is the Faculty Information area; the third option is “Class Roster” link.
3. Once the link is clicked, all classes that are available to the instructor are displayed. The section name and title will be a clickable link; select the class desired to display the class roster.
4. Once the roster is displayed, student information will be displayed. Information about dropped or withdrawn students can be obtained by a check box at the bottom of the screen; if desired, select the box and click SUBMIT. This will display the class roster including dropped or withdrawn students.

Grading in 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 placed 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.

WebAdvisor for Faculty - Submitting Your Grades

1. After you have logged in, you can then go to the Faculty area by selecting “Faculty” in the main menu.
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. The format is the year followed by the semester abbreviation. For example, 2010FA for Fall 2010, 2013SP for Spring 2014. Then click SUBMIT.
4. Next, you must select the TYPE OF GRADES to submit (FINAL or MIDTERM --- 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.**

If a grade that was entered is incorrect, a Grade Change Form must be completed and submitted to the Student Affairs office.

PLEASE NOTE

It is recommended that you print the grades page before you click submit to have a record of the submission. To get the entire page view on your paper, print the page "Landscape".

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

The system will time out after 15 minutes of inactivity. We recommend entering grades and saving frequently to avoid issues with grade submissions.

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.

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

Moodle Access

Moodle is the Learning Management System (LMS) used by SEARK College. Access to the Moodle system is managed through the library, and support for classes can be obtained by contacting them at (870) 850-3118, or at moodlehelp@seark.edu. The Moodle Administrator is Gene White.

Email Access (Gmail)

Adjunct Faculty are issued email accounts through Gmail in a domain created for SEARK College. Email can be accessed by visiting www.seark.edu and selecting [ACCESS EMAIL ACCOUNTS](#) at the bottom of the page. Users can also log in directly at the Gmail login page by using the full email address format (first.last@inst.seark.edu)

Technical Assistance

**For additional assistance with WebAdvisor or Email, please
feel free to contact us:**

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

Administrative Assistants

Admissions	Shirley Kelley/ Jamiya Foote	(870)543-5900	admissions@seark.edu
Academic Affairs	W. Andrew Vogler	(870) 850-4822	wvogler@seark.edu
Advisement/ Retention	Renee Hunthrop	(870)850-2182	rhunthrop@seark.edu
Career Pathways	Lisa Ponder Tamara Watts	(870)543-5999	lponder@seark.edu tlwatts@seark.edu
Data Entry/ Registrar/Student Records	Connie Anderson	(870) 543-5958	canderson@seark.edu
Financial Aid	Destiany Thompson	(870) 543-5909	dthompsson@seark.edu
General Studies	Wanda Grimmatt	(870) 543-5973	wgrimmatt@seark.edu
Library Circulation Desk		(870) 543-5936	library@seark.edu
NAH	Rosemary Ellis Deborah Domineck	(870) 543-5934 (870) 543-5917	rellis@seark.edu ddomineck@seark.edu
Student Affairs	Kelley Bohlmann	(870) 850-2187	kbohlmann@seark.edu
Technical Studies	Jenny McVay	(870) 543-5931	jmcvay@seark.edu
TRIO Student Support Services	Errica Buckhanan	(870) 850-8582	ebuckhanan@seark.edu



main menu

Continuing Education

Students

Faculty

Employees

Advisors

Southeast Arkansas College

1900 Hazel Street

Pine Bluff, Arkansas 71603

Updated October 2016