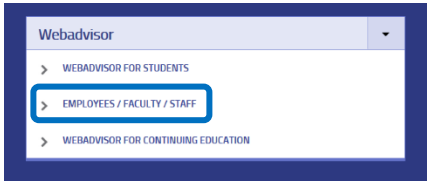
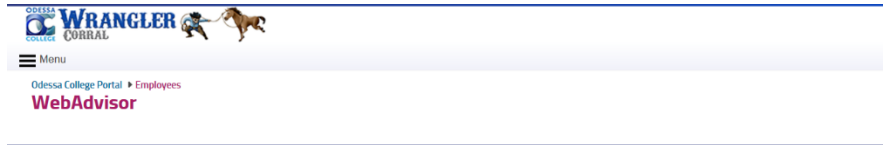


How To Enter Final Grades into WebAdvisor



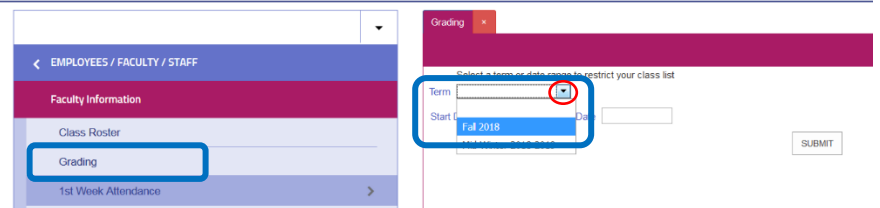
From the Odessa College Portal (<https://corral.odessa.edu>) select **Employees/Faculty/Staff** from the **Webadvisor** menu.

NOTE: You can access the Odessa College Portal using the same credentials that you use to access your email.



Under **Faculty Information**, select **Grading**

Then select the **Term** from the dropdown menu.



OR you can access WebAdvisor directly:

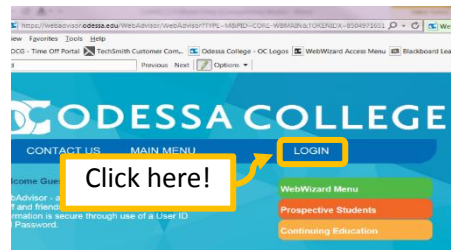
In the address line, enter <http://webadvisor.odessa.edu>

Click **LOGIN**

Log In

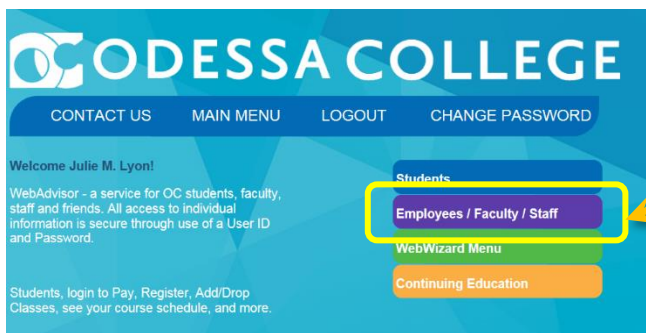
User ID

Password



Your username consists of	Password is
<ul style="list-style-type: none"> the first letter in your first name plus your last name 	<ul style="list-style-type: none"> oc (lowercase) plus last 4 of SSN

So for user Jane Doe, ID 0987654, with SSN ending in 3456, **User ID** would be **jdoe**; **password** would be **oc3456** (OR the password you selected if you changed this!)



Click **Employees / Faculty / Staff**

1 Select a **Term** from the drop-down list, **or** enter a **Date Range** for your course

2 and click **Submit**

3. Select **Final** from the drop-down menu
4. Click the **radio button** next to the course for which you are adding grades
5. Click **Submit**

3 Select **Final** from the drop-down menu

4 Click the **radio button** next to the course for which you are adding grades

5 Click **Submit**

6 Enter **Letter Grade** for each student

7 If student received letter grade **F**, enter **Last Date of Attendance**. (Don't put anything for **Expire Date**)

8 If the student **never attended**, click the checkbox under **Never Attended** for that student.

9 Review/Verify for accuracy. Click **Submit**

That's it!

Student ID	Status	Grade	Expire Date	Last Date of Attendance	Never Attended	Midterm Grade
[REDACTED]	N	A			<input type="checkbox"/>	
R.		F			<input checked="" type="checkbox"/>	02 3.00
[REDACTED]	N	A			<input type="checkbox"/>	01 3.00

** Please review carefully before submitting. Once submitted, these grades will be transcribed and cannot be changed through this form.

9 **SUBMIT**

Yes, you can enter final grades for some students, then go back later to enter the rest!