

HawkNet WebAdvisor: Adding Student Grades

June 2005

NOTES:

Logging in to Hawknet Web Advisor

It's that time of year again! Time to assign grades to your students at the end of a term. Here's a set of simple instructions that describes how to enter grades for college credit courses.

1. Point your browser (Internet Explorer, Firefox) to the HCC Home Page, **www.hccfl.edu**.
2. Click on the **HawkNet** link under the pictures
3. Click the **HawkNet – WebAdvisor** link to continue.
4. Click the **Log-in** link at the top of the page.
5. Enter your **username** and **password** in the appropriate box, then click **Submit**.



NOTE: Your username is the first initial and last name, your password is your seven digit employee id number.

Choose Your Campus

Dale Mabry Plant City Ybor City

On-line Registration for Classes Now Available!

Vision, Mission and College Goals

Student Refunds via HCC OneCard

Tuition Installment Plans (TIPS) now available

Departments Transcripts Check Your Grades Current Catalog

E-mail | Jobs | Libraries | Student Services | **2** | HawkNet

HILLSBOROUGH Community College

HOME CONTACT US

HCC Home > HawkNet

HCC HawkNet

HawkNet is a term used to describe the Web-based resources for Hillsborough Community College. There are three main tools with Cruiser, and Wireless Internet access.

Choose from a link below to either access a HawkNet resource or

Click this link to access your **HawkMail** view student calendars, and enter your C

[HawkNet - Campus Cruiser](#)

Click this link to **register** for classes, view educational records.

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[HawkNet - WebAdvisor](#)

Click this link to view tutorials on how to

[HawkNet Instructions](#)

WKnet

4 LOG IN MAIN MENU

Faculty, and Employees must LOG-IN using the Log In tab above or menu options.

Guest Access

and the community access

right.

HAWKnet

LOG IN

Log In

User ID:

Password:

Show Hint:

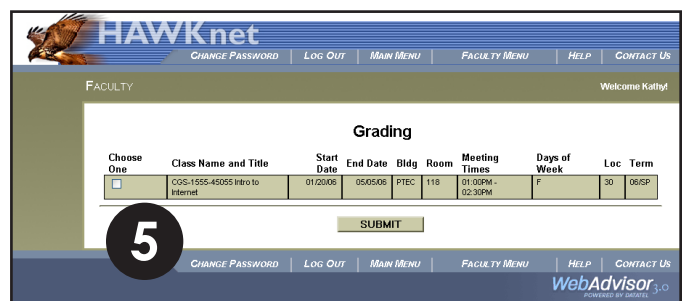
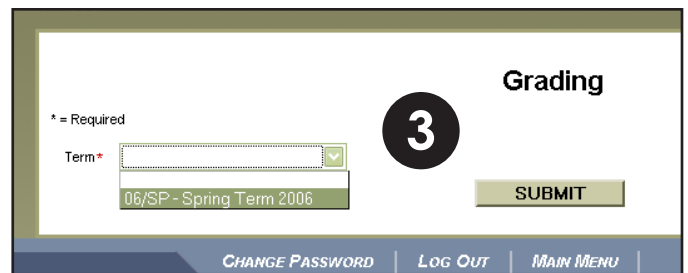
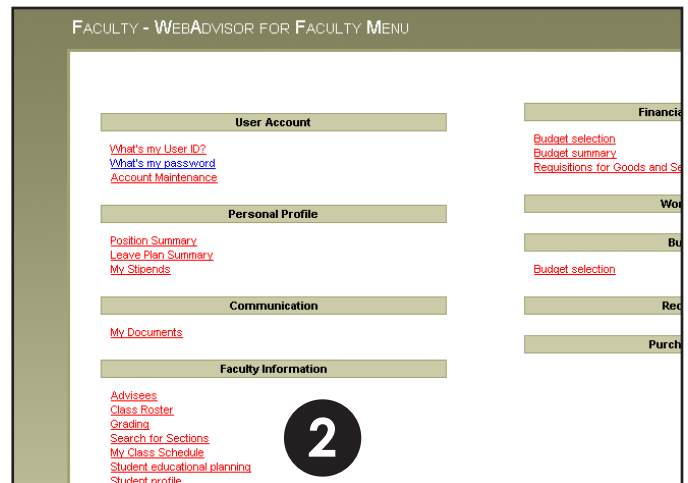
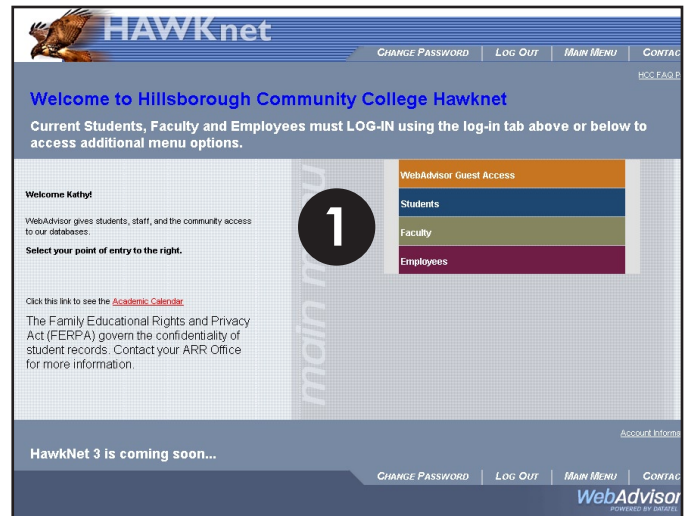
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SUBMIT

Web Advisor 3.0

The first thing you will notice is the new look of the Web Advisor interface. While the look may be quite different, the functionality is the same as the previous version.

1. From the main screen, click on the **Faculty** link.
2. Click the **Grading** link in the left side “**Faculty Information**” area.
3. From the drop-down list, choose the **term** of the section to which you want to add grades.
4. Click **Submit**.
5. Choose the class for which you would like to assign grades by placing a check mark in the box to the left of the class.
6. Click the **Submit** button to continue.



Adding Grades

The following steps will guide you through the process of correctly entering your students' grades.

1. Notice there are two text entry boxes for each student.
2. Place your cursor in (and click) the box under the one entitled **Grade** for grade student.
3. Type in the grade you wish to assign.



Grades entered can be any of the following:
 A, B, C, D, or F,
 FX (failure for excessive absences),
 I (Incomplete),
 N (prep courses only).

4. There are spaces for two letters, but enter only one of the grades from those listed above (the only one using two spaces is the FX grade).
5. To move from one grade entry box to the next, you can click the **TAB** button on your keyboard or place your cursor (and click) directly in the next grading text box.
6. **DO NOT ASSIGN A W GRADE!** These are entered by the system after a student has dropped a class online or by an admissions office clerk. This student should NOT appear on the grade assignment list at all.
7. **ONLY ENTER A "LAST ATTEND DATE" IF YOU ENTER A GRADE OF FX** (The FX grade is assigned to a student who stops going to class rather than attending sporadically.)
8. The system will enter the Expiration Date of the "I" grade for you automatically based on end date of the term for the class.
9. Once you have entered all the grades for your students in this class, press the Submit button to actually let the system assign your grades.
10. If everything is done correctly, you will get a confirmation page showing your entered grades.
11. Notice that while the text boxes are gone from the screen and the grades and date you entered for the FX grade have been entered for you.

[CHANGE PASSWORD](#) | [LOG OUT](#) | [MAIN MENU](#) | [FACULTY MENU](#)

FACULTY

Final Grading

Class Name: COS-1555-45055
 Title: Intro to Internet
 Location: Plant City Campus
 Term: Spring Term 2006

Instructors
 Ms. Ashley B. Harrier
 Ms. Kathy T. Cecil

Student	ID	Grade	Credits	CEUs	Expiration Date	Last Attend Date
Arnold, Teresa D.	0000000	A	3.00			
Burroughs, Deborah L.	0000000	I	3.00		10/16/06	
English, Brittany L.	0000000	C	3.00			
Fuentes, Gloria A.	0000000	D	3.00			
Green, Latrena D.	0000000	F	3.00			
Hanna, Robert J.	0000000	F	3.00			
McDonald, Dawn M.	0000000	C	3.00			
Miller, Andrew J.	0000000	C	3.00			
Mowery, Kristi L.	0000000		3.00			
Perkins, Candy M.	0000000	B	3.00			
Pretz, Josalyn S.	0000000		3.00			
Scott, Stephanie S.	0000000		3.00			
Stone, Angela D.	0000000	FX	3.00			02/25/06
Starratt, Jenna R.	0000000		3.00			
Thomas, Thyson S.	0000000		3.00			

12. After you have finished reviewing the final grade confirmation page, click **OK** to return to the term course listing.