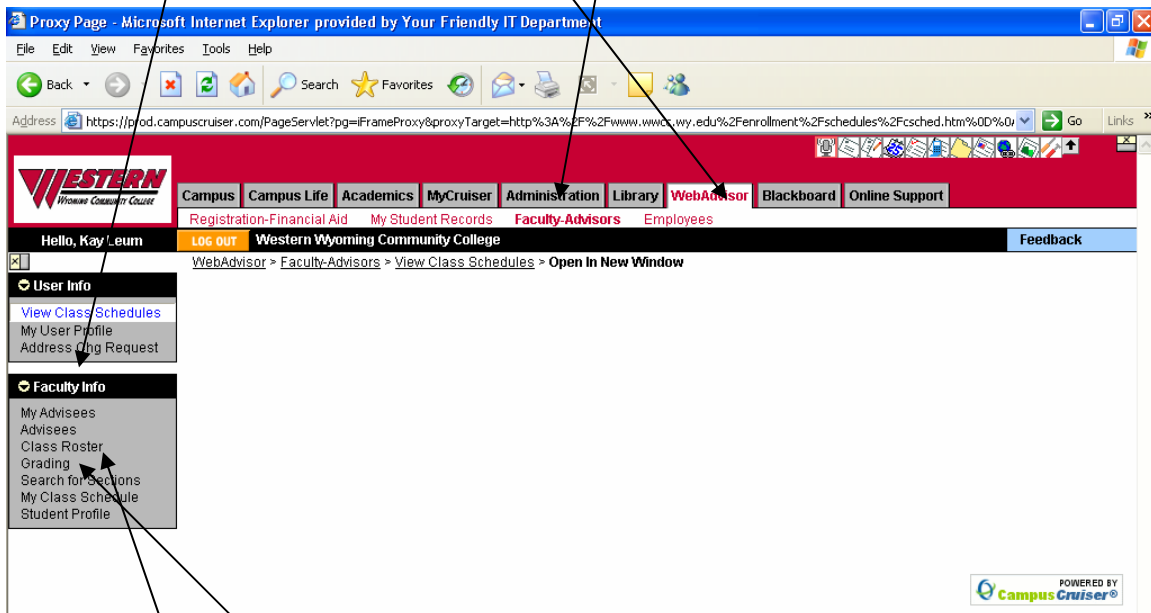


GRADES and ROSTERS USING WEBADVISOR

- Go to WWCC Website (www.wvcc.wy.edu).
 - Go to Online Services, choose Campus Cruiser.
 - Login using your password and login.
 - Contact a WWCC Outreach Office or Registration & Records (307-382-1637) if you need your login information.
-
- Click on the gray WebAdvisor tab across the top of the screen.
 - Be sure you are in the “Faculty-Advisor” area.
 - Menu items are displayed in the left margin.



GRADES

- Click on Grading.
 - Use the drop down arrow to pick the term, click submit.
 - Now use the drop down arrow to choose either Midterm Grading or Final Grading.
 - Click the box for the course that you want to enter grades for, click submit.
 - Your students will be listed. Enter grades (A, B, C, D, F, AU, S, U or I).
 - If assigning an “I” grade (incomplete) use the “Expire Date” column to enter the date the work must be completed by (end of the following term).
 - Check, double check, **print** and *then* click submit.
 - Use the menu on the left side to go back and enter grades for another course.
-
- If you enter grades using WebAdvisor you do not need to submit a hard copy.
 - Campus Cruiser does have a time out. “Submit” must be pressed at least every 15 minutes or you will be timed out.

ROSTERS

- Click on Class Roster
- Use the drop down arrow to pick the term, click submit.
- Choose the course by clicking in the box.
- Use the Student Profile (far right column) for demographic information.
- The roster is “real time”.

Contact Kay in Registration and Records if you have questions – 382-1618
kleum@wvcc.wy.edu