Guide for submitting Census/Progress reports online using WebAdvisor

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This guide is intended to help you understand and navigate through submission of Progress/Census Reports online through WebAdvisor.
Where previously we used bubble sheets and manual processes,

you will now be able to submit your Census drops and Progress reports electronically within designated timeframes.
There are three reporting periods each semester. You will be notified of the date that Progress reporting is open and the date it will close at each reporting period.

Online Progress reporting will typically be open for submission for 10 calendar days.

The first report due is the T1 Census/Progress report. This report is a required submission and is due around the fourth week of the term.
Step 1. Access WebAdvisor

1. Log into the Merced College Portal @ https://mc4me.mccd.edu/staff/ then click on WebAdvisor/Faculty/Progress Reports link
Step 2. Log into WebAdvisor/Faculty

Choose “Log In” from the tabs at the right of the screen.

Log in as you normally would to access your GradeBook or Web Grading.
(Your User ID name is the same as what you use when you access the Merced College Portal. Initially your password will be your birthdate MMDDYY and then you will change that to something only you know.)
3. Access the WebAdvisor Faculty Menu

Choose Faculty from the menu on the right of the screen

Choose Progress Reports from the menu on the left
Step 4. Access your section information

All of your assigned classes for the term requiring progress report submission will display here.

Each class must be accessed individually by clicking on the “Choose One” button next to the class name.
Step 5. Enter progress and drop information

- There is a drop down under status/reason to choose Satisfactory, Unsatisfactory, Undetermined Progress or Instructor Drop.

- Instructor Drop for each student must have either a Last Date of Attendance entered or the Never Attended box checked. If the student attended even one day the Never Attended box should not be used.

- Check progress boxes that are applicable (See the Legend for column descriptions).

- When you are finished, simply click SUBMIT at the bottom of the page to submit your progress report to Admissions and Records. Progress Reports can be re-entered and changed/corrected until the end date of the Progress that is in process. After that date your progress report cannot be altered.
Step 6: Confirmation of submission

- After you click submit you will see this page confirming that your progress report has been submitted.

- If for some reason you need to return to your progress report submission to review/change/add additional information you may do so within the open submission time frame and then re-submit. Once the Progress report submission time frame has expired, you cannot alter the Progress Report.
Once you have submitted your Progress Report online for the current reporting period your part in this reporting is done until the next reporting period.

Admissions will do Progress/T1 Census, T2 Progress and T3 Progress report drops and student notifications after the close of each reporting period.