



Progress Reports Online

Guide for submitting Census/Progress reports online using WebAdvisor

By Sherry Elms

How to submit progress reports online

- ▶ This guide is intended to help you understand and navigate through submission of Progress/Census Reports online through WebAdvisor.



????What is changing????

- ▶ 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.



MERCED COLLEGE ATTENDANCE AND PROGRESS REPORT



INSTRUCTOR NAME			
SEC	COURSE	SEM Spring	YEAR 2014
HOURS	DAYS	ROOM	UNITS 3.00

SCAN ID	
1 2 3 4 5 6 7 8 9 0	1 2 3 4 5 6 7 8 9 0
●	●
●	●
●	●
●	●

INSTRUCTIONS:
Mark the appropriate bubble to evaluate each student's progress in your class. Use a No. 2 pencil. Completely fill in the bubble. Erase stray marks. Sign name at bottom of page. Unless a student has been dropped from your class, each student must be evaluated.

CORRECT: ● **INCORRECT:** ○ ⊗ ⊗ ⊗

I.D.	STUDENT NAME	COMMENTS	Instructor Drop	Satisfactory Progress	UnSatisfactory Progress	Assign Completion Difficulties	Poor Test/Quiz Scores	Attendance Difficulties	Not Cooperative	Refer to Counseling	Instructor Requested Meeting
			●	○	○	○	○	○	○	○	○

INSTRUCTOR NAME & DATE:



When to submit:

- ▶ 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.

FALL 2014 SEMESTER

AUGUST 2014						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

07 - 08 FLEX

11 - Start of 18 & first 9 wk sessions

SEPTEMBER 2014						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

01 - Holiday, Labor Day

02 - Census, 18 wk session

OCTOBER 2014						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

10 - End first 9 wk session

13 - Start second 9 week session

NOVEMBER 2014						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

11 - Holiday, Veteran's Day

27 - 28 Holiday, Thanksgiving Break

29 - No Saturday Classes-College Closed

DECEMBER 2014						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

08 - 12 Final exams 18 wk session

12 - End 2nd 9 wk session

15 - 19 College Open-No Classes

20 - 31 College Closed, Winter break

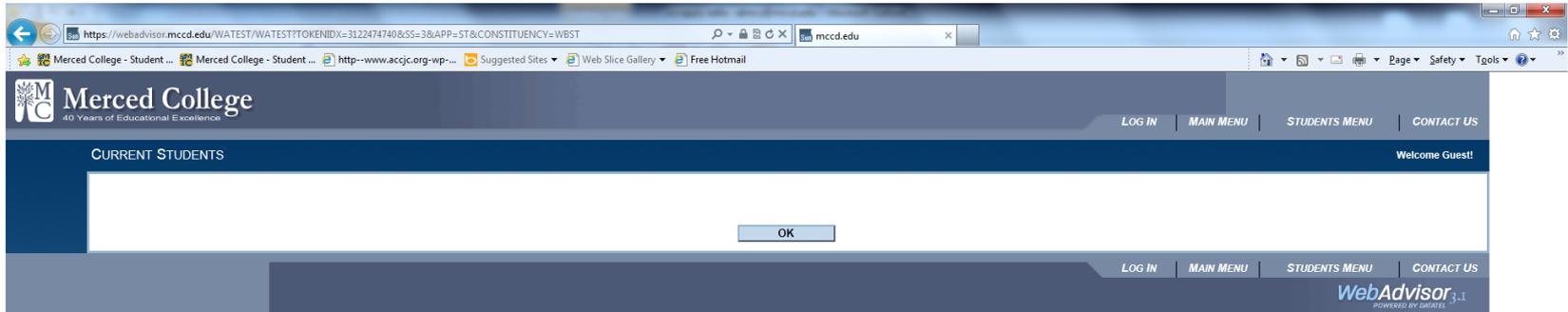
Step 1. Access WebAdvisor

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

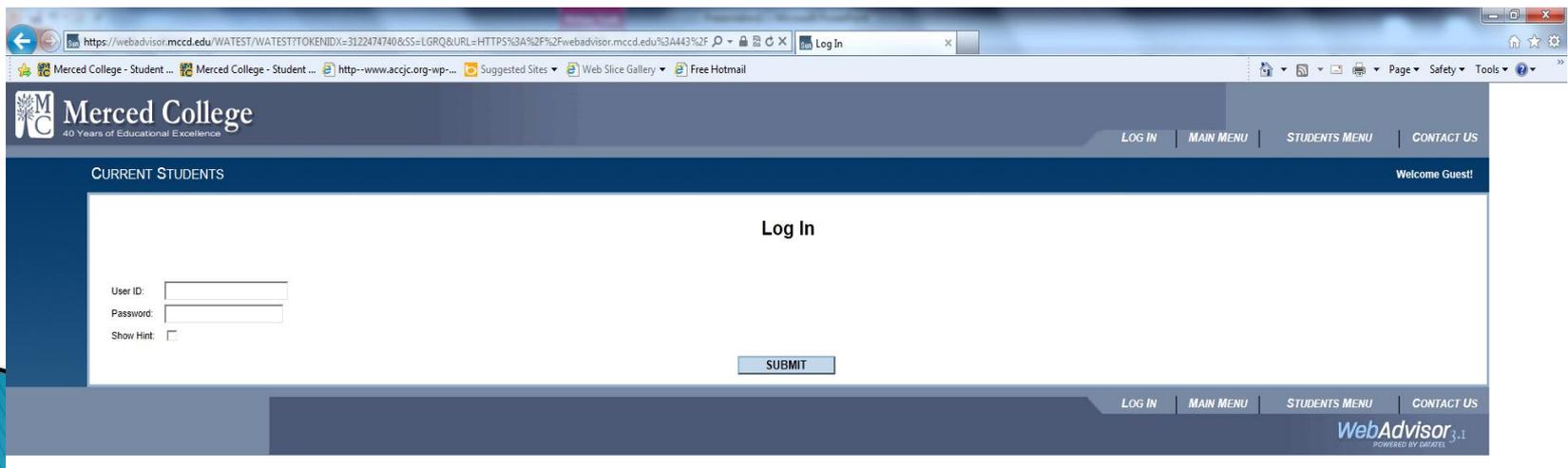
WebAdvisor	
	↻ ?
WebAdvisor for Students	^
WebAdvisor for Faculty	v
User Account	^
Faculty Information	v
My Advisees	
Advisees	
Class Roster	
Grading	
Search for Sections	
My Class Schedule	
Student educational planning	
Student profile	
Gradebook Select Section	
Student Planning	
Progress Reports	

Step 2. Log into WebAdvisor/Faculty

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

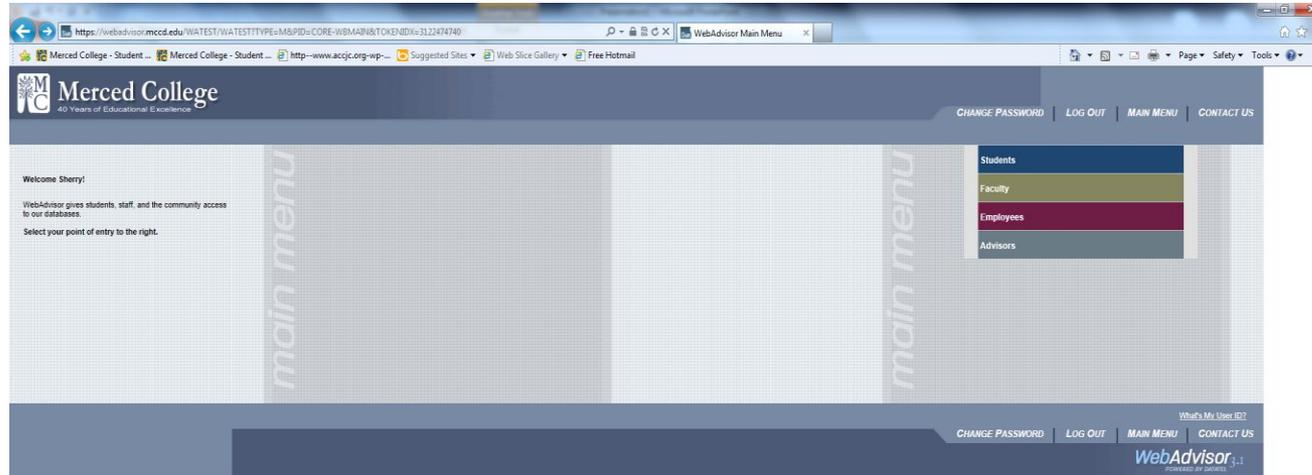


Log in as you normally would to access your GradeBook or Web Grading.
(Your User ID name is the same as what you use when you access the Merced College Portal. Initially your password will be your birthdate MMDDYY and then you will change that to something only you know)



3. Access the WebAdvisor Faculty Menu

Choose Faculty from the menu on the right of the screen

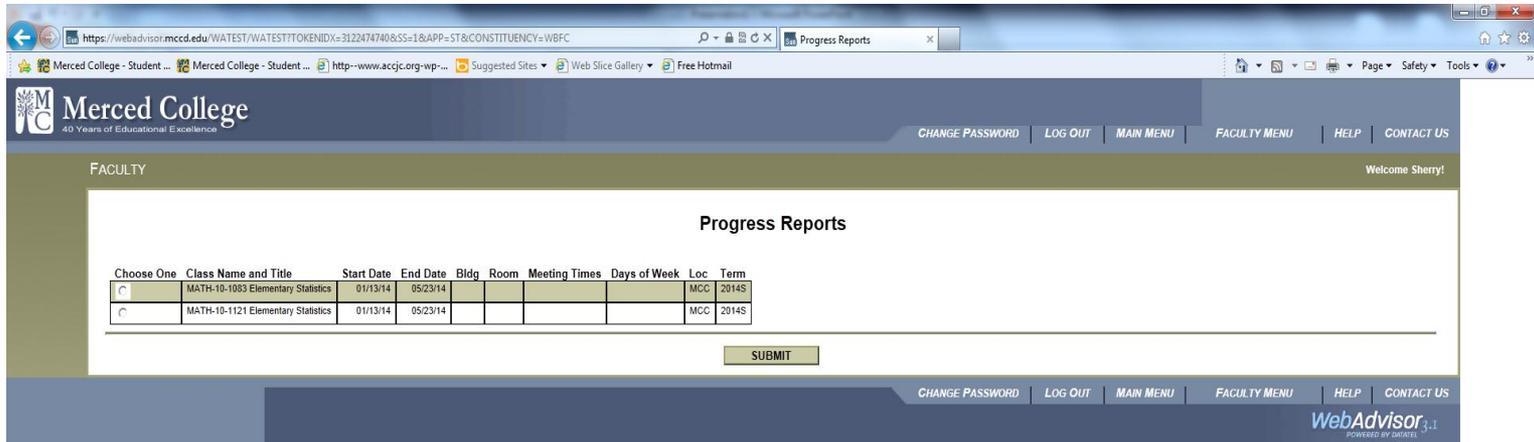


Choose Progress Reports from the menu on the left



Step 4. Access your section information

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



The screenshot shows the Merced College WebAdvisor interface. The page title is "Progress Reports". Below the title is a table with the following columns: Choose One, Class Name and Title, Start Date, End Date, Bldg, Room, Meeting Times, Days of Week, Loc, and Term. The table contains two rows of data:

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input type="radio"/>	MATH-10-1083 Elementary Statistics	01/13/14	05/23/14					MCC	2014S
<input type="radio"/>	MATH-10-1121 Elementary Statistics	01/13/14	05/23/14					MCC	2014S

Below the table is a "SUBMIT" button. The page also features a navigation menu with links for CHANGE PASSWORD, LOG OUT, MAIN MENU, FACULTY MENU, HELP, and CONTACT US. The Merced College logo and "40 Years of Educational Excellence" are visible in the top left corner.

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.

Merced College
40 Years of Educational Excellence

PROGRESS NOTATIONS

- Sco-Poor Scores
- Asp-Attendance Assignment
- Cop-Not Cooperative
- Att-Poor Attendance
- Cns-Refer Counseling
- Met-Required Meeting

Student	ID	Stat	Status/Reasons	Sco	Asp	Cop	Att	Cns	Met	Last Date Attend	Never Att	Class	Credits	Cross-Listed Section
Acosta-Beltran, Selest	0203335	N	Instructor Drop										3.00	
Ameyo, Jose M	0194381	A	Unsatisfactory										3.00	
Ballesteros-Castillo, Carolina	0223853	N	Undetermined										3.00	
Benefield, Brandy L	0224560	N	Instructor Drop							01/20/2014			3.00	
Bray, Terri E	0249844	N	Satisfactory										3.00	
Campos, Olympia	0221995	N	Satisfactory										3.00	
Cepa Hernandez, Mayra I	0254575	A	Satisfactory										3.00	
Dennison, Kristan C	0265729	N	Instructor Drop										3.00	
Dhanda, Amy	0294230	N	Satisfactory										3.00	
Downum, Keith M	0256286	N	Satisfactory										3.00	
Farias, Leonel S	0170981	N	Instructor Drop							01/15/2014			3.00	
Frampton, Courtney M	0240796	N	Unsatisfactory										3.00	
Khatagi, Sherief Abdelrahman A	0272522	A	Undetermined										3.00	
Malik Sangar, Rashel	0234528	N	Satisfactory										3.00	
Mattingly, Peter J	0270209	N	Satisfactory										3.00	
McCannon, Tyler S	0243639	N	Satisfactory										3.00	
Miller, John W	0208306	N	Satisfactory										3.00	
Moreno, Monica G	0151239	A	Satisfactory										3.00	

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Malik Sangar, Rashel	0234528	N	Satisfactory										3.00	
Mattingly, Peter J	0270209	N	Satisfactory										3.00	
McCannon, Tyler S	0243639	N	Satisfactory										3.00	
Miller, John W	0208306	N	Satisfactory										3.00	
Moreno, Monica G	0151239	A	Satisfactory										3.00	
Muro, Guillermo A	0261384	N	Satisfactory										3.00	
Nascimento, Adam L	0256073	N	Satisfactory										3.00	
Norris, Kelsey S	0254972	N	Satisfactory										3.00	
Polino, Raymond	0203087	N	Satisfactory										3.00	
Rosales, Mariah C	0254213	N	Satisfactory										3.00	
Serna, Alyssa M	0263848	N	Satisfactory										3.00	
Valero, Alan	0242060	N	Instructor Drop							01/18/2014			3.00	
Vera, Ruben R	0247470	N	Unsatisfactory										3.00	
Watson, Harold G	0191938	N	Undetermined										3.00	
Wine, Steopy L	0260795	N	Satisfactory										3.00	

SUBMIT

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.

The screenshot shows a web browser window displaying the Merced College WebAdvisor interface. The page title is "Grading Confirmation Form". At the top left, the Merced College logo and name are visible, along with the tagline "40 Years of Educational Excellence". Navigation links include "CHANGE PASSWORD", "LOG OUT", "MAIN MENU", "FACULTY MENU", "HELP", and "CONTACT US". A "Welcome Sherry!" message is displayed in the top right corner. The main content area shows the following information:

28 Students updated, 5 Dropped and 17 Satisfactory.

Class Name: MATH-10-1083
Title: Elementary Statistics
Location: Merced Campus
Term: 2014S

Instructor
Sherry L. Elms
Julie M. Clark

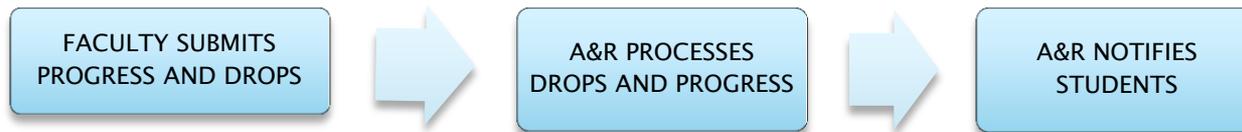
** Your changes have been saved. Modified records are shown below **

Student ID	Status	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Last Date of Attendance	Never Attended	Credits	CEUs	Class	Cross-Listed Section
<input type="button" value="OK"/>													

At the bottom right, the "WebAdvisor 3.1" logo is visible, with "POWERED BY ORACLE" underneath.

Next steps: Progress is processed

- ▶ 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.