WebAdvisor - Attendance Tracking

IMPORTANT

- Users will be logged out of WebAdvisor after 30 minutes of inactivity. Have all materials ready prior to logging into the system.
- A Red * asterick denotes a required field.
- Datatel (The company that makes Colleague/WebAdvisor) tracks three kinds of absences—Unexcused, Excused, or Late Arrivals. The default “blank” selection in the drop-down menu signifies that the student is in attendance. It also is possible to choose “Present” from the drop-down menu.

Log Into WebAdvisor

1. Log into the WSC Community System by going to http://community.worcester.edu.
2. Under Login Here, enter your WSC Username and Password and press <Enter>.
3. When the Security Alert displays, click <Enter>
   The Fac/Staff WebAdvisor module should appear on the Community System screen.
4. Click the link titled Click Here for Faculty menu.
   This will bring you to the WebAdvisor welcome screen.
5. Click Faculty to access the Faculty-WebAdvisor for Faculty menu screen.
6. At the top of the screen, click WEBADVISOR LOG IN.

The WebAdvisor Log In screen displays.

7. Enter your WSC Username and Password and click Submit.

The WebAdvisor for Faculty Menu screen displays.
Attendance Tracking

1. Click Attendance Tracking, under Faculty Information.

2. Select the desired semester from the Term drop-down list.

3. Click Submit.

The Attendance Tracking screen lists courses in which the faculty member is the instructor.
4. Under **Choose One**, click the **circle** (radio button) beside the desired course for which you want to enter grades. Then, click **Submit**.

The Attendance Tracking screen displays student information and attendance options.

5. Beside **Attendance Date**, enter the date in the **MM/DD/YY** FORMAT.
6. Under **Attendance Type**, use the drop-down box to select the appropriate type of **absence** for each student.

   A “blank” (white) selection indicates the student was present. If you choose “Present” from the drop-down menu, it will have the same effect. Databel/College/WebAdvisor only records the Absent, no excuse, Absent, excused, or Late absences.

7. When finished, click **Submit**.

8. Click **Menu** to return to the WebAdvisor For Faculty screen.

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