

Grade Roster Entry in *StormTrac*

Final grades for each course need to be recorded in StormTrac so they can be verified by the Student Records Office and transcribed for the student. Students cannot receive official copies of their transcripts nor can their graduation be processed until grades are submitted. Below are instructions for completing the grade roster.

1. Login to **StormTrac** (<https://wa2.davidsonccc.edu/WebAdvisor/WebAdvisor>)

StormTrac [LOG IN](#) [MAIN MENU](#) [CONTACT US](#)

Welcome Guest!

Please be aware that StormTrac is UNAVAILABLE from 3:00 a.m. until 4:30 a.m. each morning for backups AND each Friday from 6:30 a.m. until 8:00 a.m. for updates.

Questions about StormTrac? [StormTrac FAQ/Tutorials](#)

[What is My User ID?](#)

[Activate my account / Change Password](#)

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Continuing Education **Prospective Students**

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Welcome Guest!

Log In

User ID:

Password:

Show Hint:

SUBMIT

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2. Click on **Faculty**.

StormTrac

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Welcome Bryan!

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Students | Faculty

Employees

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3. Click on **Grading**.

StormTrac

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FACULTY - FACULTY MENU | Welcome Bryan!

User Account

[What's my User ID?](#)
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Faculty Information

[My Advisees](#)
[Advisees](#)
[Class Roster](#)
[Grading](#)
[Search for Sections](#)
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[Student profile](#)
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4. Click on the course for which you want to enter final grades.

Daily Work ▾ Faculty ▾ Faculty Overview

Manage your courses by selecting a section below

Summer 2017 Term

Section	Times	Locations
HUM-115-YT: Critical Thinking 	M/W 11:00 AM - 12:20 PM 6/5/2017 - 7/29/2017 TBD 6/5/2017 - 7/29/2017	Gee Bldg, S126 Classroom Hours Online Classes, ONLINE Classroom Hours

5. Click on the **Grading** tab then click **Final Grade**.

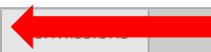
HUM-115-YT: Critical Thinking

Summer 2017 Term

Main Davidson Campus

M/W 11:00 AM - 12:20 PM
6/5/2017 - 7/29/2017
Gee Bldg, S126

TBD
6/5/2017 - 7/29/2017
Online Classes, ONLINE

Roster Grading 

Student Name	Student ID	Class Level	Preferred Email
 Start, Jump	0892477	Freshman Associate	✉ jstart2477@daavidsonccc.edu
 Tester, Student D.	0692004	Freshman Associate	✉ stester2004@daavidsonccc.edu

Roster Grading Permissions

Overview **Final Grade** 

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
 Start, Jump	0892477	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select grade ▾	<input type="text" value="M/d/yyyy"/>	Freshman Associate	3
 Tester, Student D.	0692004	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select grade ▾	<input type="text" value="M/d/yyyy"/>	Freshman Associate	3

6. Enter the letter grade in the **Final Grade** column beside each student's name.

Acceptable grades include:

- Curriculum Courses (100 level or above): A, B, C, D, F, or I (Incomplete)
- Pre-curriculum Courses (080, 090, etc.): SA, SB, SC, U (Unsatisfactory), or I
- Certain Pass/Fail Classes (DMA, DRE, EMS, etc.): P (Pass), R (Repeat), S (Satisfactory), or I

Important Points

- For a grade of I (Incomplete), you must enter the **Expiration Date** for when the grade will convert to an F. According to DCCC policy, students should be given no more than 12 weeks to complete coursework.
- For a grade of F (R or U), you must enter the **Last Date of Academic Related Activity** in the **Last Date of Attendance** field.
 - a. If the student remained engaged in the course until the end but failed, the last date of the course can be entered.
 - b. If the student stopped participating, the latest date the student submitted an assignment, took a test or quiz, posted to a discussion board, attended class or engaged in some other academic related activity should be used.
- **DO NOT** check the **Never Attended** box. If a student appears on the grading screen but is not enrolled in the course, contact the Student Records Office BEFORE entering grades.

Roster Grading Permissions								
Overview		Final Grade						
Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits	
Start, Jump	0892477	<input type="checkbox"/>	M/d/yyyy	A	M/d/yyyy	Freshman Associate	3	
Tester, Student D.	0692004	<input type="checkbox"/>	M/d/yyyy	I	09/04/2017	Freshman Associate	3	

Roster Grading Permissions								
Overview		Final Grade						
Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits	
Start, Jump	0892477	<input type="checkbox"/>	M/d/yyyy	B	M/d/yyyy	Freshman Associate	3	
Tester, Student D.	0692004	<input type="checkbox"/>	07/29/2017	F	M/d/yyyy	Freshman Associate	3	

7. Once the data is entered, the grades save automatically. If a data entry mistake is made, you can update the grade directly on this screen. After the grades are entered, the Student Records Office will verify the grades which makes them viewable to the student and posts the grade on their official transcript. To change a verified grade, a grade Change Form will need to be completed and submitted to the Student Records Office.

QUESTIONS?

Email: dcccrecords@davidsonccc.edu