

# 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**

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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](#)

[Forgot Password?](#)

Continuing Education

Prospective Students

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Davidson County Community College

**StormTrac**

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Welcome Guest!

**Log In**

User ID:

Password:

Show Hint: ☐

SUBMIT

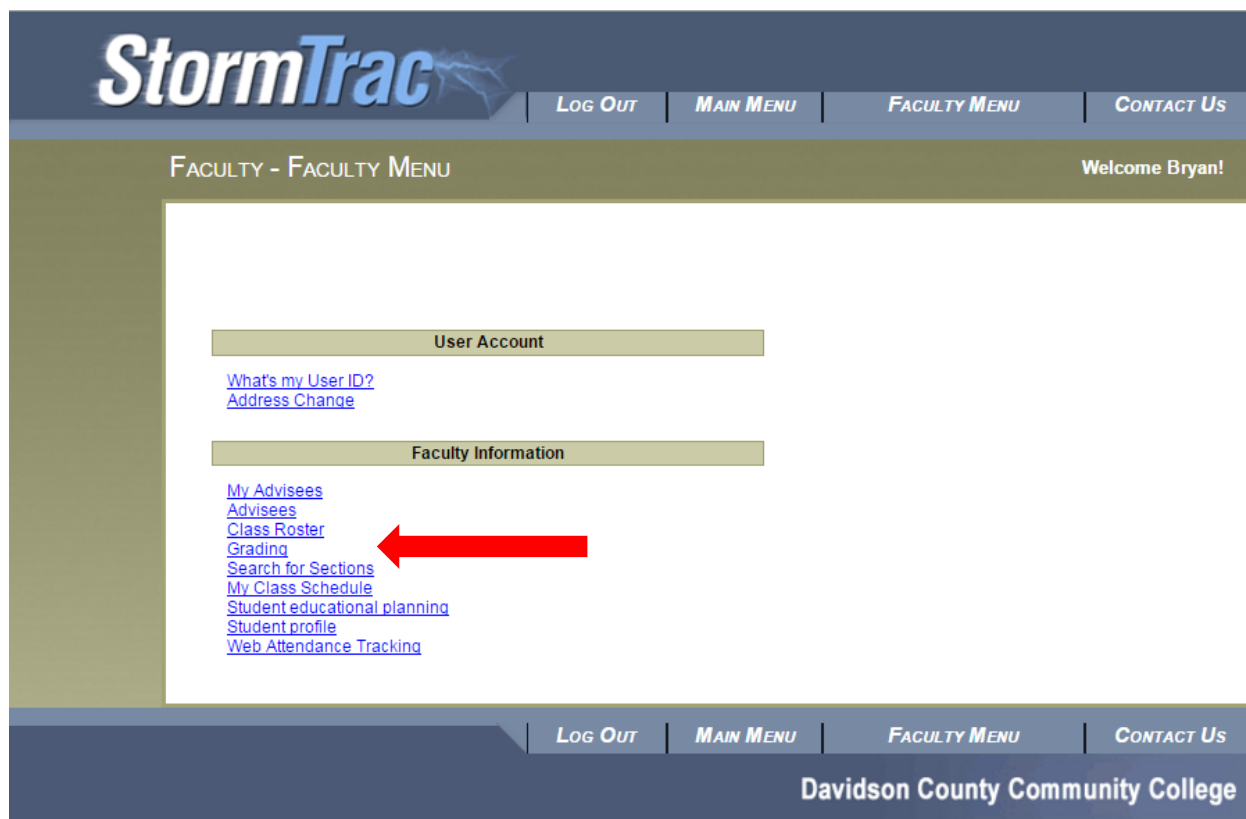
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2. Click on **Faculty**.



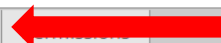


3. Click on **Grading**.



- 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  |
| <a href="#">HUM-115-YT: Critical Thinking</a>  | M/W 11:00 AM - 12:20 PM<br>6/5/2017 - 7/29/2017<br>TBD<br>6/5/2017 - 7/29/2017 | Gee Bldg, S126<br>Classroom Hours<br>Online Classes, ONLINE<br>Classroom Hours |

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

| <b>HUM-115-YT: Critical Thinking</b>   |            |   |  |
|--|------------|---|--|
| Summer 2017 Term   |            |   |  |
| Main Davidson Campus   |            |   |  |
| M/W 11:00 AM - 12:20 PM<br>6/5/2017 - 7/29/2017<br>Gee Bldg, S126                                      |            |   |  |
| TBD<br>6/5/2017 - 7/29/2017<br>Online Classes, ONLINE  |            |   |  |
| Roster   | Grading    |  |  |
| Student Name   | Student ID | Class Level   | Preferred Email  |
|  Start, Jump        | 0892477    | Freshman Associate  | ✉ <a href="mailto:jstart2477@davidsonccc.edu">jstart2477@davidsonccc.edu</a>   |
|  Tester, Student D. | 0692004    | Freshman Associate  | ✉ <a href="mailto:stester2004@davidsonccc.edu">stester2004@davidsonccc.edu</a> |

Roster

Grading

Permissions

Overview

Final Grade

| Student Name  | Student ID | Never Attended           | Last Date of Attendance | Final Grade             | Expiration Date     | Class Level        | Credits |
|---|------------|--------------------------|-------------------------|-------------------------|---------------------|--------------------|---------|
| <div><div></div><div>Start, Jump</div></div>        | 0892477    | <input type="checkbox"/> | <div>M/d/yyyy</div>     | <div>Select grade</div> | <div>M/d/yyyy</div> | Freshman Associate | 3       |
| <div><div></div><div>Tester, Student D.</div></div> | 0692004    | <input type="checkbox"/> | <div>M/d/yyyy</div>     | <div>Select grade</div> | <div>M/d/yyyy</div> | 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](mailto:dcccrecords@davidsonccc.edu)