

WEB GRADING INSTRUCTIONS

WWW.KEAN.EDU

CLICK: KEANWISE

The screenshot shows a web browser window with the URL [www.kean.edu](http://www.kean.edu). The browser's address bar and tabs are visible at the top. The website's navigation menu includes links for ABOUT KEAN, ACADEMICS, ADMISSIONS, ATHLETICS, CAMPUS LIFE, MEDIA, and OFFICES. A search bar is located in the top right corner. The main content area features a large banner for 'Kean Galleries' with a photograph of pink cherry blossoms and a 'COUGAR' sign. The banner text includes: 'Kean will host an exhibition of Faculty works from China's Renmin University School of the Arts. Join us for a reception featuring artists from Beijing. Refreshments will be served. Opening Night Reception Thursday, June 20 4 to 6 p.m. Burger Gallery, CAS Learn more >>'. To the right of the banner are vertical navigation links: SUMMER CAMPS, PREMIERE STAGES, FRESHMAN REGISTRATION, and LIBERTY HALL. Below the banner is the Kean University logo and the text 'World-Class Education'. To the right is the 'KEAN XCHANGE' logo with the tagline 'social.news.voice'. A row of five buttons is displayed: 'Applications are still being accepted for Fall 2013 Apply Now', 'Commencement', 'Giving to Kean', 'Freshman Registration', and 'Graduate Studies'. At the bottom, there are social media icons for Facebook, Twitter, and YouTube, along with contact information: 'Kean University - 1000 Morris Avenue, Union, New Jersey 07083 - 908-737-KEAN (5326) - Campus Map - Directions - Directory websupport@kean.edu'.

The Windows taskbar at the bottom of the screen shows the 'start' button on the left. Several application windows are open, including 'KEAN University - Go...', 'Datatel - APOLLO Liv...', 'WebPage - Microsoft ...', and 'How To'. The system tray on the right includes a search bar labeled 'Search Desktop', network and volume icons, and a clock showing '2:25 PM'.

Click: Log In

**KEAN UNIVERSITY**  
Web Information System Express

Log In | Main Menu | Contact Us

**Welcome Guest!**  
KeanWISE will now be available 24 hours a day 7 days a week unless otherwise indicated.

**KeanWISE**  
Please check your KeanGoogle email for important information!

- [Instruction of How to Reset your KeanWise PIN](#)

**WISE Registration**

- [2013 Summer Registration Dates](#)
- [2013 Fall Registration Dates](#)

**Please note, if you're a part-time student and add classes to reach full-time status, you are responsible for either paying the premium of the university-sponsored health insurance or waiving it with your own valid health insurance.**

**2012 1098-T (Tuition Tax Form) Information**

- [IMPORTANT NOTICE REGARDING TAX BENEFITS FOR HIGHER EDUCATION](#)

**Billing**

- [2013 Summer Semesters Tuition Facts](#)

**STUDENT ACCOUNTING FALL 2012 HOURS OF OPERATION (09/04/12 - 12/21/12)**

- Monday to Thursday 8:00AM - 6:00PM
- Friday 8:00AM - 5:00PM

**HOURS SUBJECT TO CHANGE**

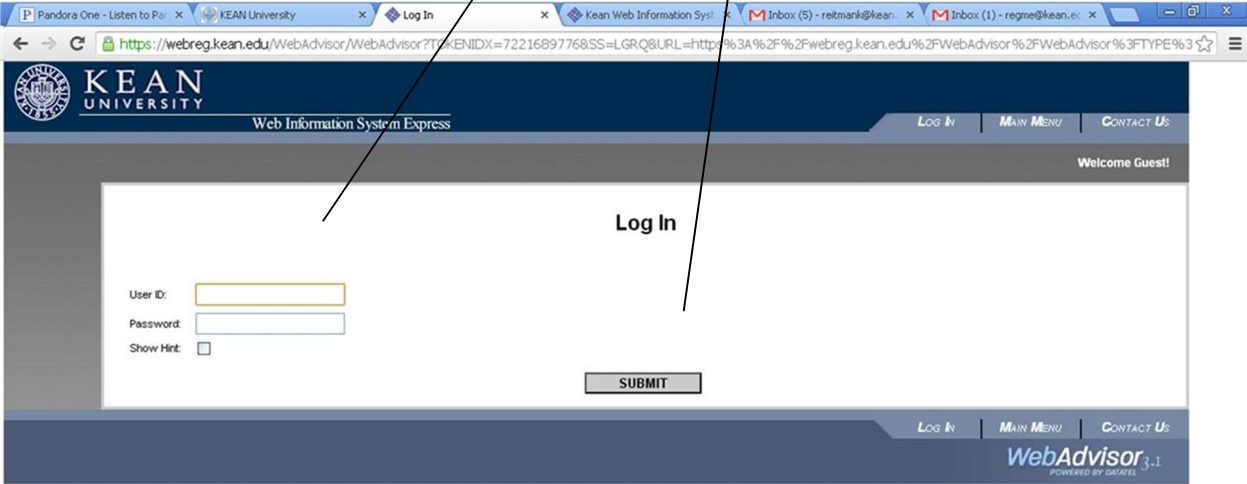
- [View Course Syllabus](#) for approaching and current semesters online! You will be asked to login using your KeanGoogle email ID and password to access the site.
- **Kean University Health Insurance**  
To waive or enroll in the insurance, go to [www.firststudent.com](http://www.firststudent.com), click your school under the "Find Your School" drop-down menu, and click the "Waive Your School's Insurance" button. For policy or coverage issues, or for questions regarding other features available to you on the website, please contact United Healthcare at 800-595-4160.  
[FAQ](#)
- **WISE Accept/Reject Loans**  
Beginning with 11FA students who want to decline their loans can do so through KeanWISE. Go to the Student menu and click on Accept/Reject loans to decline your loan(s). No longer waiting in line or filling out a form.
- **Take Classes, Earn Bucks!**  
Go to [www.kean.edu/OU/Kean-Bucks](http://www.kean.edu/OU/Kean-Bucks) for details!
- [Online Flex Plan Process](#)
- [Online Direct Deposit Process](#)
- **KEAN UNIVERSITY BOOKSTORE**  
Click [here](#) to receive your textbook information

Prospective Students  
Students  
Faculty  
Employees  
Other Services

main menu

start | Kean Web Informatio... | Datalist - APOLLO Liv... | WebPage - Microsoft ... | How To | Unkilled page - Micros... | Search Desktop | 2:26 PM

Insert your User Name and Password  
Then Hit Submit



Click the Faculty Menu Button

https://webreg.kean.edu/WebAdvisor/WebAdvisor?TYPE=MSPID=CORE-WEBMAIN&TOKENIDX=7221689776

**KEAN UNIVERSITY**  
Web Information System Express

CHANGE PASSWORD | LOG OUT | MAIN MENU | CONTACT US

Welcome Latysha!  
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Prospective Students  
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start | Kean Web Informatio... | Datalink - APOLLO Liv... | WebPage - Microsoft ... | How To | Unlinked page - Micros... | Search Desktop | 2:27 PM

Under Faculty Information (left side) there is an option for FINAL GRADES. Choose this option. Also, you have the option to see Acceptable Grades on the Web.

The screenshot shows the Kean University WebAdvisor Faculty Menu. The page is titled "FACULTY - WEBADVISOR FOR FACULTY MENU" and includes a "Welcome Latysha!" message. The main content area is divided into three sections: "User Account", "Faculty Information", and "Budgeting". The "Faculty Information" section contains a list of links, including "Acceptable Grades on Web" and "Final Grades". The "Budgeting" section contains a link for "Budget selection". The "Other" section contains a link for "Flex Plan Application". The page footer includes navigation links for "CHANGE PASSWORD", "LOG OUT", "MAIN MENU", "FACULTY MENU", and "CONTACT US", along with the "WebAdvisor 3.1" logo.

The screenshot shows the Windows taskbar. The Start button is on the left. Several applications are open: "WebAdvisor for Facu...", "Datatel - APOLLO Liv...", "WebPage - Microsoft...", "How To", and "Untitled page - Micros...". The search bar shows "Search Desktop". The system tray shows the time as 2:28 PM.

The screenshot shows a web browser window with the URL <https://webreg.kean.edu/WebAdvisor/WebAdvisor?TOKENID=7221689776&SS=48&APP=ST&CONSTITUENCY=WBFC>. The page header includes the Kean University logo and navigation links: CHANGE PASSWORD, LOG OUT, MAIN MENU, FACULTY MENU, HELP, CONTACT US. The main content area is titled 'Final Grading' and contains a 'Select a term' dropdown menu with options 'SPRING 2013' and 'Summer 1 2013', and a 'SUBMIT' button. A text box with the text 'Choose Term for Grading' and 'Hit Submit' has arrows pointing to the dropdown menu and the submit button respectively. The footer of the page includes 'WebAdvisor 3.1 POWERED BY DATATEL'.

The Windows taskbar shows the start button and several open applications: 'Final Grading - Google...', 'Datatel - APOLLO-UV...', 'WebPage - Microsoft...', 'How To', and 'Untitled page - Micro...'. The system tray on the right includes 'Search Desktop', network and volume icons, and the time '2:20 PM'.

Select Course for Grading and Hit Submit

Web Information System Express

CHANGE PASSWORD | LOG OUT | MAIN MENU | FACULTY MENU | HELP | CONTACT US

FACULTY Welcome Latysha!

### Final Grading

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input checked="" type="radio"/>	GE1000'04 TRANSITION TO KEAN	01/16/13	05/14/13	CAS	252	09:30AM - 0:45AM	T	XUU	13/SP

SUBMIT

CHANGE PASSWORD | LOG OUT | MAIN MENU | FACULTY MENU | HELP | CONTACT US

WebAdvisor 3.1  
POWERED BY DATATEL

start | Final Grading - Google... | Datalink - APOLLO Liv... | WebPage - Microsoft... | How To | Unkilled page - Micro... | Search Desktop | 2:29 PM

Insert grade for students.

If student STOPPED ATTENDING mark it in ATTENDANCE STATUS along with the date student stopped attending. You must still grade student.

If student NEVER ATTENDED the grade of AF is assigned to the Student by the system.

**Final Grading**

**IMPORTANT: YOU MUST SUBMIT A GRADE FOR EVERY STUDENT OTHERWISE YOUR GRADES WILL NOT BE ACCEPTED.**

If student stopped attending, select "Attendance Status" and enter stopped attending date and appropriate failure grade. Please note that never attended will be assigned a grade of AF by the system.

Class Name: GE1000'04  
Title: TRANSITION TO KEAN  
Location: Kean University Union  
Term: Spring 2013  
Incomplete Expire Date: 12/00/13

Instructor: [Redacted]

Student	ID	Grade	Expire Date	Attendance Status	Stopping Date (MM/DD/YY)	Class Level	Status	Credits	CEUs	Pass/Audit
[Redacted]	[Redacted]					FR	New	1.00		
[Redacted]	[Redacted]					SO	New	1.00		
[Redacted]	[Redacted]					SO	New	1.00		
[Redacted]	[Redacted]					SO	New	1.00		
[Redacted]	[Redacted]			Stopped Attending	02/26/13	FR	New	1.00		
[Redacted]	[Redacted]			Stopped Attending	03/26/13	FR	New	1.00		
[Redacted]	[Redacted]					FR	New	1.00		
[Redacted]	[Redacted]					JR	New	1.00		
[Redacted]	[Redacted]					FR	New	1.00		
[Redacted]	[Redacted]					FR	New	1.00		
[Redacted]	[Redacted]					FR	New	1.00		
[Redacted]	[Redacted]			Stopped Attending	02/05/13	FR	New	1.00		
[Redacted]	[Redacted]					FR	New	1.00		
[Redacted]	[Redacted]					JR	New	1.00		
[Redacted]	[Redacted]					SO	New	1.00		



Once ALL Grades have been assigned hit submit!!!

You will receive an e-mail confirmation when grading is complete.

AD0835yeo, Amy V.	UG39003	A			FR	New	1.00		
		A			SO	New	1.00		
		A			SO	New	1.00		
		A			SO	New	1.00		
		F	Stopped Attending	02/26/13	FR	New	1.00		
		F	Stopped Attending	03/26/13	FR	New	1.00		
		A-			FR	New	1.00		
		B			JR	New	1.00		
		A			FR	New	1.00		
		A			FR	New	1.00		
		A			FR	New	1.00		
		F	Stopped Attending	02/05/13	FR	New	1.00		
		A			FR	New	1.00		
		A			JR	New	1.00		
		A			SO	New	1.00		
		A			SO	New	1.00		
		A			SO	New	1.00		
		B			SO	New	1.00		
		AF	Never Attended		FR	New	1.00		
		A			FR	New	1.00		
		F	Stopped Attending	03/26/13	FR	New	1.00		
		F	Stopped Attending	03/26/13	FR	New	1.00		
		A			SO	New	1.00		
		A			FR	New	1.00		
		A			FR	New	1.00		

**SUBMIT**

CHANGE PASSWORD | LOG OUT | MAIN MENU | FACULTY MENU | HELP | CONTACT US

**WebAdvisor 3.1**  
POWERED BY DATASEL

start | Final Grading - Googl... | Datal - APOLLO Liv... | WebPage - Microsoft... | How To | Unkited page - Micros... | Search Desktop | 2:32 PM