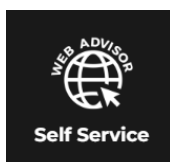


Final Grade Entry Navigation

The deadline for final grades is included in the Final Grading Memo sent during the last week of the term. Please submit your grading information by 11:59pm on the deadline date. Please use the Chrome or Firefox browser.

Please start as you normally would at: www.brookdalecc.edu and click on “MyBrookdale”. Once you are there, click on the WebAdvisor Self Service icon:



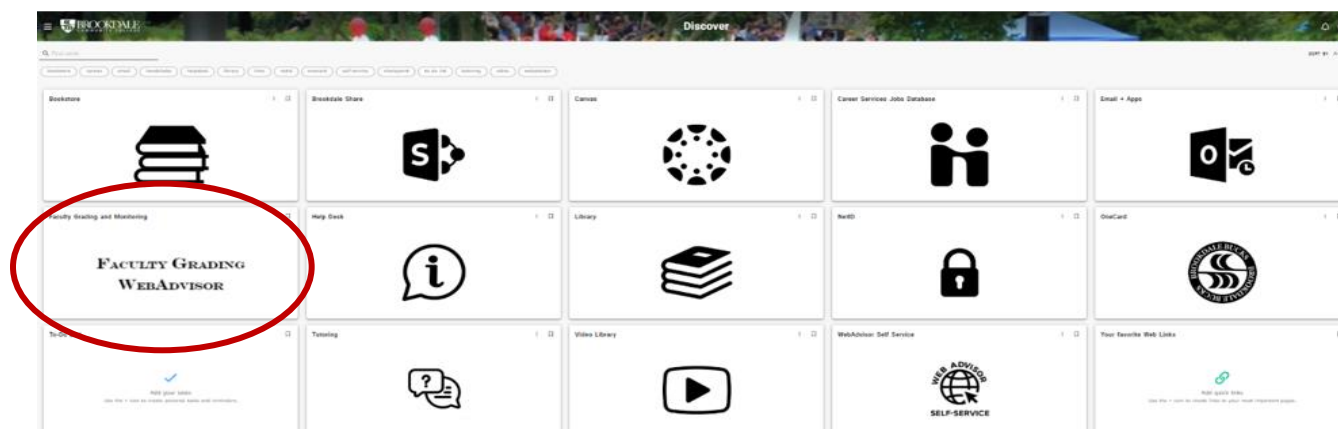
You will be brought to a new login screen. Enter your **email address and password**:



Sign in with your organizational account

Sign in

Once you are logged in, you will be able to access the new Brookdale Experience site. *To see the options available to you, you may need to click on, “+ Discover More”.* Based on your user role your icons will be available (this may appear a bit different than the screen shot below). Select the “**Faculty Grading WebAdvisor**” icon as shown below by clicking on it:



You will now see the WebAdvisor page (with limited options). Be sure to select “**Log In**” at the top of the page to access features:



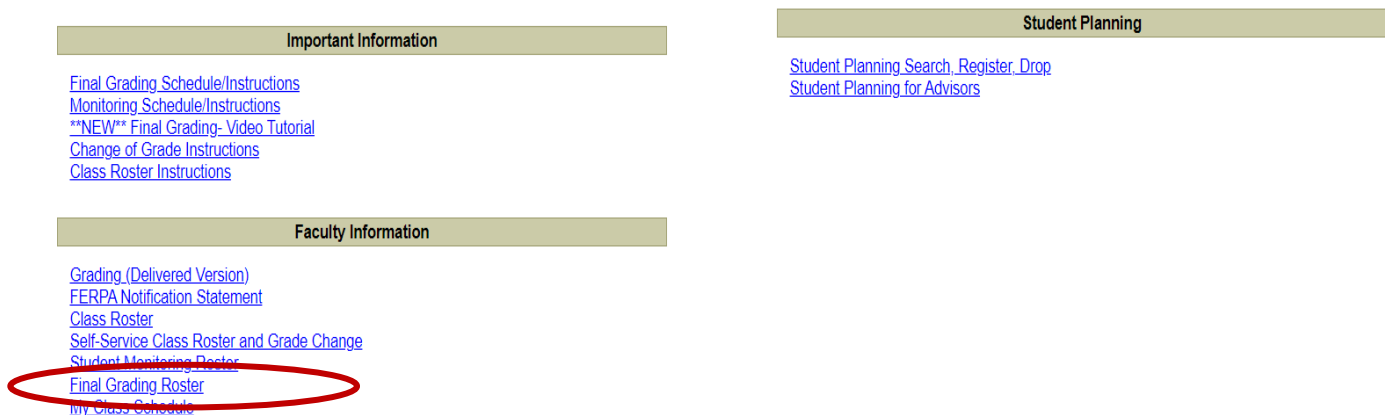
Enter your **username (ex zsmith)** and **password** and click on “**Submit**” to access the page. You will not use the “@brookdalecc.edu” portion of your information. *The sign on information previously entered to access the “Brookdale Experience” tools does not automatically default for you to log in:*

The screenshot shows the Brookdale Login page. At the top, there is a header with the Brookdale logo and the text "BROOKDALE WEBADVISOR". To the right of the header is a navigation bar with links: "Log In", "MAIN MENU", and "CONTACT Us". Below the header, there is a large area with a "Welcome!" message. In the center of this area, there is a "Brookdale Login" section. This section contains a "Need Help/Account Locked?" message with links: "Forgot your user name?", "Forgot your password?", and "helpdesk@brookdalecc.edu or (732) 224-2829". Below these links, there is a "User ID must be:" section with two bullet points: "all lower case letters - turn off CAPS LOCK" and "no spaces - mobile devices may add a space to the end of your User ID". Below these instructions, there is a login form with three fields: "User ID" (containing "zsmith"), "Password" (containing "*****"), and "Hint" (with a checkbox). A red circle is drawn around the "User ID", "Password", and "SUBMIT" fields. At the bottom of the page, there is a footer with links to the "MyBrookdale Mobile App" and a "Log In" link. The "Log In" link in the footer is also circled in red.

Click on **“Faculty”** once you are logged in:



You will now see several options available to you including the Monitoring roster you need to access. Select **“Final Grading Roster”**:



Select the appropriate **term** from the drop down menu in which Monitoring is taking place and **“Get My Schedule”**:

Final Grading Roster:

You will now see any courses assigned to you for the semester and can select the appropriate course by **clicking on the course code** (ex ACCT-101-600RL):

Final Grading Roster Summer III 2022 Schedule

<div style="background-color: #d9ead3; padding: 5px; margin-bottom: 5px;"> email class </div> <p>Use this link when working from your Brookdale computer. It will automatically open your Outlook email client that was installed on your computer and load the student email addresses in the blindcopy (BCC) field.</p>	<div style="background-color: #d9ead3; padding: 5px; margin-bottom: 5px;"> copy email addresses </div> <p>Use this link when working from a home or lab computer that does not have an Outlook email client installed or configured. With this option, you can copy and paste the student email addresses into your Office 365 Email. How to Copy & Paste Student Email Addresses into Office 365 Email</p>
Final Grading Schedule & Instructions	

print schedule	download schedule				
Class	Title	Meeting Day	Meeting Time	Location	Start - End
ACCT-101-600RL	Principles of Accounting I	M,W	08:30AM - 11:50AM	LAH 209	07/05/22 - 08/15/22

Select the appropriate grade code in the available Final Grade field for the student. *If you are entering an "F" grade you are **required** to enter either a "Last Date of Attendance" or check the "Never Attended" checkbox, whichever is applicable.*

Final Grading Roster Summer III 2022 ACCT-101-600RL Principles of Accounting I

Class Size: 20 Credits: 3.00
M,W 08:30AM - 11:50AM LAH 209 07/05/22 - 08/15/22

<div style="background-color: #d9ead3; padding: 5px; margin-bottom: 5px;"> email class </div> <p>Use this link when working from your Brookdale computer. It will automatically open your Outlook email client that was installed on your computer and load the student email addresses in the blindcopy (BCC) field.</p>	<div style="background-color: #d9ead3; padding: 5px; margin-bottom: 5px;"> copy email addresses </div> <p>Use this link when working from a home or lab computer that does not have an Outlook email client installed or configured. With this option, you can copy and paste the student email addresses into your Office 365 Email. How to Copy & Paste Student Email Addresses into Office 365 Email</p>
Final Grading Schedule & Instructions	

BCC+- Grade Legend

A - Excellent A- - A- B+ - B+ B - Good B- - B- C+ - C+ C - Satisfactory D - Marginal F - Failing INC - Incomplete
P - Satisfactory or better NC - No Credit AUD - Audit

return to schedule

email class

copy email addresses

print view

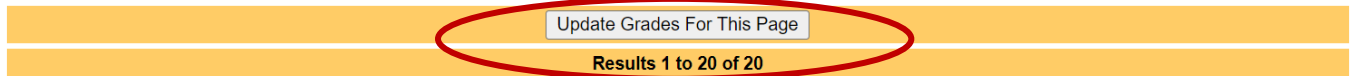
download view

*** Faculty Grade Change ***

Results 1 to 20 of 20

<div>Send Email</div>	Name	ID	Credits	M1	M2	M3	M4	M5	Final Grade	Transcript Grade	Date Last Attended	Never Attended	Alert Letter
<input type="checkbox"/>			3.00						<div>▼</div>		<div><input type="text"/></div> <div></div>	<input type="checkbox"/>	N
<input type="checkbox"/>			3.00						<div>▼</div>		<div><input type="text"/></div> <div></div>	<input type="checkbox"/>	N

Once you have entered grades, select “**Update Grades for This Page**” to submit your information:



Quick Tip: *You are able to enter a partial group of grades for your course section and can later return to enter additional grades.* This is especially helpful if you are still waiting on assignment/assessment grades for individual students, but have other student grades finalized. Follow the process above.