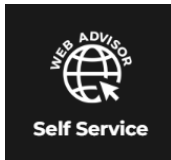


Monitoring Entry Navigation

Monitoring time period information is sent at the start of each term. *Please submit monitoring information by 11:59pm on the date it is due.* You will not be able to submit information as of midnight the day after the final date. The system is locked from doing so. Please use Chrome or Firefox as your browser for this process.

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:



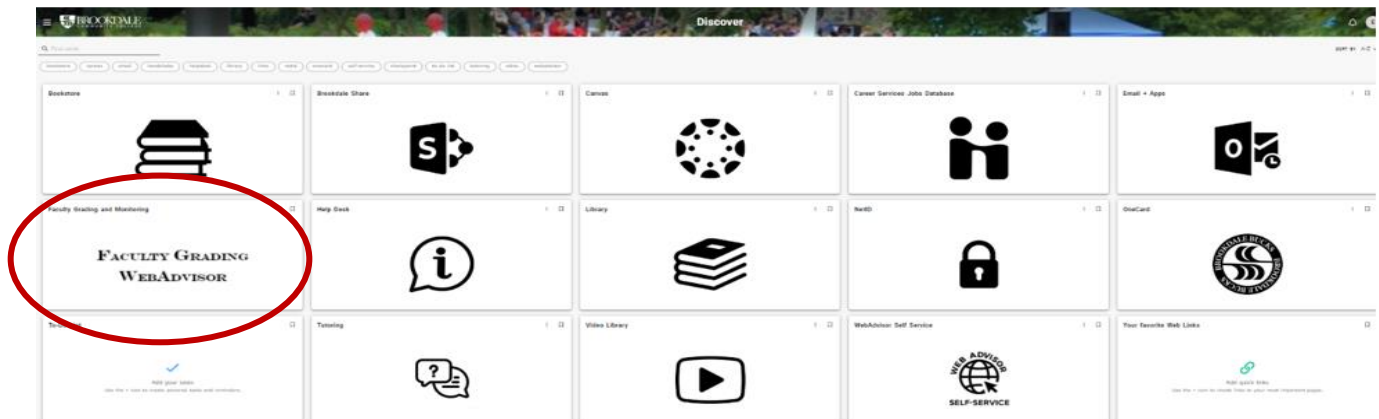
You will be brought to a new login screen. Enter your **email address and password**:



Sign in with your organizational account

Sign in

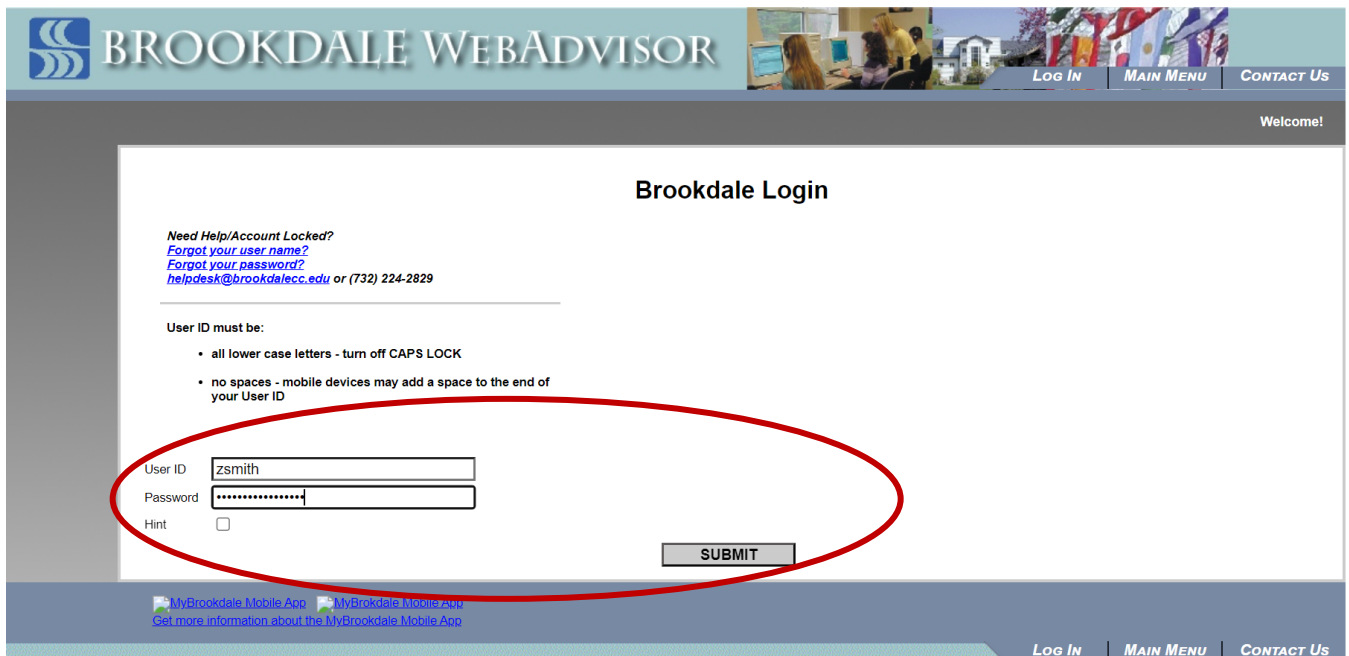
Once you are logged in, you will be able to access the new Brookdale Experience site. *To see the options available to you, you may need to click on, “+ Discover More”.* Based on your user role your icons will be available (this may appear a bit different than the screen shot below). Select the “**Faculty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



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 “Student Monitoring Roster”:

The screenshot displays the WebAdvisor interface with two main sections: 'Important Information' and 'Faculty Information'. The 'Important Information' section contains links for 'Final Grading Schedule/Instructions', 'Monitoring Schedule/Instructions', '**NEW** Final Grading- Video Tutorial', 'Change of Grade Instructions', and 'Class Roster Instructions'. The 'Faculty Information' section contains links for 'Grading (Delivered Version)', 'FERPA Notification Statement', 'Class Roster', 'Self Service Class Roster and Grade Change', 'Student Monitoring Roster' (circled in red), 'Final Grading Roster', and 'My Class Schedule'. To the right, the 'Student Planning' section contains links for 'Student Planning Search, Register, Drop' and 'Student Planning for Advisors'.

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

Student Monitoring 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):

Student Monitoring Roster Summer III 2022 Schedule

<p> email class</p> <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>	<p> copy email addresses</p> <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> <p style="text-align: right;">Final Grading Schedule & Instructions</p>
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[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 code in the available field for the Monitoring Period you are reporting. In the M1 cycle for the term only “111” or “NTR” will be available to you. If applicable, you are able to post an NTR (nothing to report) code for all students on your roster:

BCC+ - Monitoring Code Legend

[111 - Never Attended](#) [222 - Attendance/Participation Issue](#) [333 - Difficulty with Subject](#) [NTR - Nothing to Report](#) [999 - Re-certified as Attending \(Fin. Aid\)](#)

[return to schedule](#) [email class](#) [copy email addresses](#) [print view](#) [download view](#) [*** Faculty Grade Change ***](#)

Results 1 to 19 of 19

<input type="button" value="Send Email"/>		Name	ID	Credits	M1	M2	M3	M4	M5	Date Last Attended	Never Attended	Alert Letter
<input type="button" value="Post NTR Code For All Students On My Roster"/>												
<input type="checkbox"/>	1.			3.00	▼							N
<input type="checkbox"/>	2.			3.00	▼							N
<input type="checkbox"/>	3.			3.00	▼							N

Once you have entered all codes, select **“Update Monitoring Codes for This Page”** to submit your information:

Results 1 to 20 of 20