Student Enrollment Verification
Instructions for WebAdvisor on MyBucks

In order to meet state and federal requirements, the College must verify student enrollment in all classes. This verification takes place after the third week of classes. Student Enrollment Verification will be submitted through WebAdvisor.

The screen used to enter grades has been upgraded. There are now six (6) columns available. The 3rd Week Student Enrollment Verification grade will be entered in the first column labeled Gr 1.

Step 1  Access and Log in to MyBucks
- Go to www.bucks.edu and click on MyBucks (at the top of the page)
- Click on Log In to MyBucks and log in with your username and password.
- On the right side of MyBucks (below Apps for Employees), under the WebAdvisor heading, click WebAdvisor for Faculty
- Click Faculty Information, then click Grading

Step 2  Select the Term and Section
- From the Term dropdown box, select the appropriate term (you do not need to enter information in the Start Date/End Date boxes)
- Click the Submit button

Step 3  Select the Section
- From the Final or Midterm/Intermediate dropdown menu, select Midterm/Intermediate grading
- A list of courses you are currently teaching will appear
- Indicate the course section you want by clicking in the box to the left of that course section (you may select only one section at a time)
- Click the Submit button – the section roster will appear on the screen

Step 4  Enter Student Enrollment Verification under the Gr 1 column.
- Identify any student on the roster who has NEVER attended the class:
  - Enter a W (for Withdrawal) in the Gr 1 column for any student who has NEVER attended the class (for Distance-Learning classes, this usually means any student from whom you have never heard).
  - For those students who have never attended, also click in the checkbox under the Never Attended column.
- Identify every student on the roster who HAS attended at least one class:
  - Enter an S (Satisfactory) in the Gr 1 column for every student who is performing satisfactorily.
  - Enter a U (Unsatisfactory) in the Gr 1 column for every student who may be at risk due to performance.
- Click the SUBMIT button, and Student Enrollment Verification for that section is complete.
- After clicking SUBMIT, the CONFIRMATION page will appear. Click on the Print icon on your browser to print the roster with enrollment for your records. Click the SUBMIT button again to finalize all information entered.
- To grade the next section, click on Faculty Menu (top right of your screen)
- Click on Grading again and repeat the process, starting from Step 2 above

Please Note: If a student attending your class is NOT listed on the class roster or if you have any question at all about Student Enrollment Verification process, please contact your Assistant Academic Dean. For questions or for access problems, please call the Help Desk at ext. 8191 or by email at helpdesk@bucks.edu.