

Accessing Faculty Rosters and Grading Links in the InSite Portal

1. Login to the InSite Portal (which is first initial and last name and last 3 digits of employee id)
2. Click on the Faculty tab:



3. Click on the following icon for WebAdvisor:






4. Search and click on the link titled Faculty Information:

Home > Faculty

⊕ User Account	🔄
⊕ Financial Profile	
⊕ Register for Community Ed	
⊕ Admission Information	
⊕ Student Account Information	
⊕ Financial Aid	
⊕ Academic Profile	
⊕ Registration	
⊕ Academic Services	
⊕ Communication	
⊕ ACES for Students	
⊕ Instructions	
⊕ Faculty Information	
⊕ ACES for Instructors	
⊕ Budget Information	
⊕ Time Entry and Approval	
⊕ Employee Profile	

The following links on the Faculty Information screen are then available to you:

Home > Faculty

	
 Main Menu	
 Faculty Information	
Search for Sections	
My Class Schedule	
Student Educational Planning	
Student Profile	
Class Roster	
Grading	
Positive Attendance Hours	
Late Add Code Inquiry	
Drop Roster	

If you need additional assistance, consider emailing Neal Skapura at nskapura@dvc.edu or attending Staff Development Drop-in hours Monday-Thursday. Go to <http://www.dvc.edu/it> for current times.