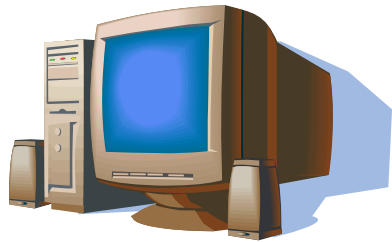


# WebAdvisor Information for Faculty and Advisors



- Search for Sections
- My Advisees
- Advisees
- Permit to Register
- Class Roster
- Grading
- Electronic Forms

# Logging into WebAdvisor



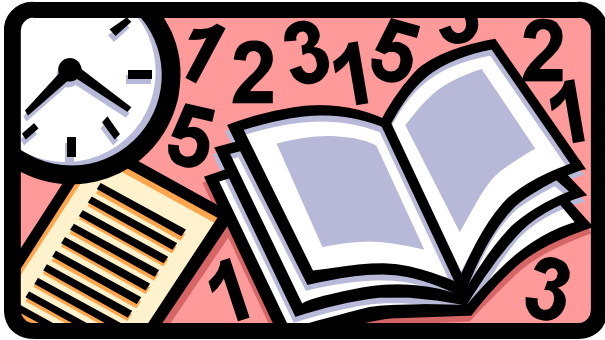
1. WebAdvisor url:  
<http://www.loyola.edu/webadvisor>
2. Click on **LOG IN**
3. Enter **User ID, lower case**: first initial, last name or first and middle initial, last name
  - same as Blackboard Username and GroupWise Username (minus @loyola.edu)
  - Example: pdalrymple
4. Enter default **Password** for first-time login: this information should have been mailed to you. System will prompt you to personalize your password for future use.
5. Otherwise, enter personalized password.
  - Contact Tech Service Center, x5555, to reset passwords.
7. Click on Faculty.

# Tips for Easy Navigation



- Use the “**Menu**” options to navigate the screens, **not** the “**Back**” arrow.
- For security reasons there is a 30 minute time limit between “**Submits**”. Always be prepared to enter information.
- If you want to print, change your page setup to landscape in order to capture the entire screen.

# Search for Sections



1. Click **Search for Sections**
2. Choose required field, **term**, from drop/down and one other search field
3. Choose from list of **subjects**
4. Enter up to 5 **subjects** and choose from list of **course levels or course numbers**
5. Narrow search from other list of options if desired, including Course Types for diversity, interdisciplinary minors, Global Studies major, and service-learning courses.
6. Click **Submit**
7. Shows available slots and course limits unless closed, then just shows zero as available (**overloads not displayed**)
8. Click OK to return to menu

# My Advisees



1. Click on **My Advisees**.
2. Select the current term in Term dropdown menu and click Submit to view current advisees.
3. Select an action from dropdown menu to the right of the preferred advisee name.

# My Advisees Actions



- TRAN: Unofficial list of completed courses. This is not an official transcript. GPA found here for each academic level (UG-undergraduate, GR-graduate).
- SCHED: Course schedules for current and future terms.
- EVAL: The degree audit. GPA may be inaccurate here.
- TEST: Raw SAT scores and language and math placement test results. Consult the AASC handbook for placement equivalencies for undergraduate students.
- STPR: Student profile demographic data.
- GRADE: View student grades, by term, midterm (if available, under column '**Grd 1**') and final (under column '**Final Grd**').
- Click to right of advisee, choose your action, and click **submit** at the bottom on the screen.

# ADVISEES



1. Click on **Advisees**
2. Click the most current term for list of most current advisees from Term dropdown menu and click **Submit**.
3. Advisees appear listed in alphabetical order with program, cumulative GPA, ungraded credits from current schedules, attempted and earned credits, Loyola email addresses, etc.
4. Click OK to return to menu.

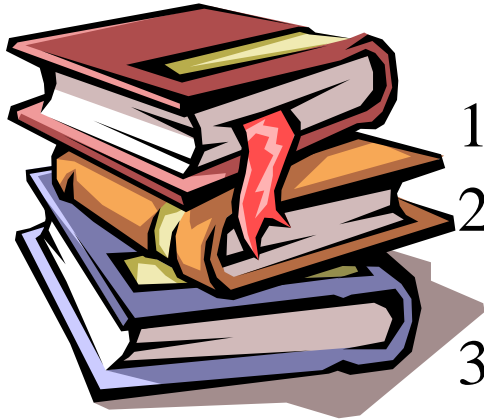
# ADVISEES: Column headings



- **Program:** The student's program is indicated by the code (degree, major, specialization, minor) To see the program with its full descriptive title, go to MyAdvisees under the STPR option.
- **Cum GPA:** The student's official cumulative GPA for the appropriate academic level (UG-undergraduate or GR-graduate)
- **Ungraded Credits:** Credits that the student is registered for but are not yet graded. (Includes credits from P/F courses until these courses are graded)
- **Attempted Credits:** All credits that the student has attempted. This includes failed courses, but excludes AP credits, awarded credits from departmental exams (i.e., foreign language), pass grades, and transfer courses
- **Earned Credits:** Includes all credits that the student has earned. This includes AP credits, awarded credits, pass grades, and transfer courses
- **Email Address:** Loyola email address. Can be copied and pasted into excel, and then copied into BC of GroupWise for mailings.

# Permit to Register

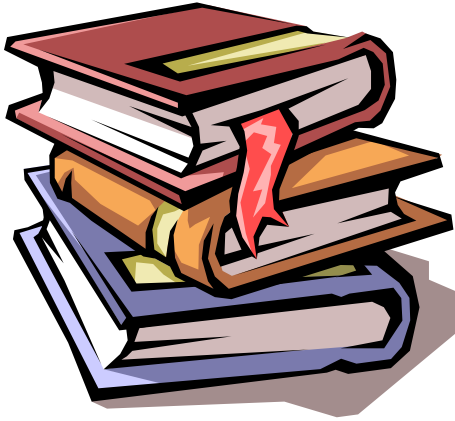
For undergraduate advisees only, and only for Fall and Spring registrations.



1. Click on **Permit to Register**.
2. Click **Submit** to view current advisees.
3. Select permission code from the dropdown menu for each advisee in the “**Permit Registration**” column.
4. Click **Submit** to file permissions.
5. View Permit to Register Confirmation screen to ensure permissions filed properly.

# Permit to Register

For undergraduate non-advisees, and for Fall and Spring registrations only.



1. Click on **Permit to Register**.
2. Click **Submit** to view current advisees.
3. Enter 7-digit student ID# in box at bottom of screen. Click **Submit**.
4. Select permission type from the dropdown menu for each advisee in the “**Permit Registration**” column.
5. Click **Submit** to file permission.
6. View Permit to Register Confirmation screen to ensure permissions filed properly.

# Permit to Register for Sixth Course

**Undergraduates only; Fall and Spring registrations only**



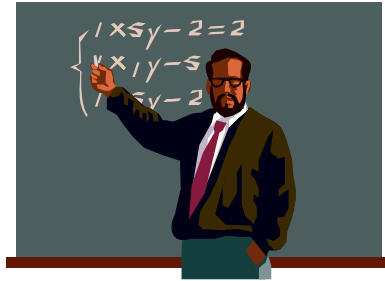
1. Click on **Permit to Register**.
2. Click **Submit** to view current advisees.
3. Select permission code from the dropdown menu for each advisee in the “**Permit 6<sup>th</sup> Course**” column.
4. Click **Submit** to file permissions.
5. View Permit to Register Confirmation screen to ensure permissions filed properly.
6. Only actual advisors can give this permission, no substitutes.

# Class Roster



**Available for the first time Summer 2008**

- Click on **Class Roster**
- Select a term
- Choose one class from the list
- View roster including:
  - Student name
  - ID
  - Loyola email address
  - Student registration status of pass/fail (P) or audit (A)
  - Student's active program code
  - Class year for undergraduates
  - Credit value of course
  - If cross-listed, the course number will show for each student under the '**XList Course**' column
  - Click the HELP buttons for additional information



# Class Roster...

- Click on Student Profile and submit
- Student demographic information appears:
  - Home address
  - E-mail address
  - Phone numbers
  - Academic Program descriptive information
  - Advisor information and Loyola email address

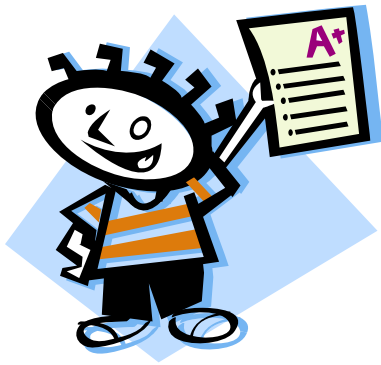
# Class Roster...

## Notifying Records of registration issues



- If student registration information is inaccurate on your roster, go to Faculty Menu or bottom right of roster and click on Class Roster Notification Report
- Complete report to notify Records of students registered but not attending or attending but not registered.
- Why this is important: to comply with Federal Title IV Student Aid Program regulations, the annual OMB A-133 Compliance Audit, F-1 Visa regulations, the National Student Clearinghouse Enrollment Verification System, NCAA Division I regulations, and other enrollment verification reporting requirements.
- Records will notify the student to take care of the matter in accordance with registration policies.
- No news is good news, but you can send a printed copy of your perfect class roster, signed and dated, to the Records Office if you wish.

# GRADING



1. Click on Grading
2. Select a term and click Submit (only current terms available).
3. Choose Final or Midterm grade type depending on time of year.
4. Choose course by clicking in one box to left of course number.
5. Click Submit.
6. Enter grades according to departmental requirements. Use TAB to go to next student to grade or click in grade box to enter grades (do not use the Enter or Return key).
7. Expiration date required for I and GL final grades. Format is MM/DD/YY. Upon expiration, the system converts I grades to Fs. If you enter an expire date that is not in the future, the I will turn to F immediately. GL grades remain GL, but Records will contact you to submit a grade change at the expiration date if one is not submitted.
8. **IMPORTANT:** Click Submit.
9. Review entered grades on Confirmation Page.

# GRADING TIPS

- To be certain the system filed your grade entries properly, look for a confirmation page and review your grade roster for accuracy. If you do not receive a confirmation page, please begin again, re-enter grades and be sure to hit SUBMIT.
- If your computer is hooked up to a printer, you can do a File, Print command at any point; however, it is best to print AFTER you have submitted grades and receive the confirmation page.
- Do not put a space between the grade and the plus/minus symbol or you will receive an 'invalid grade' error message.
- The system will allow you to submit a partially graded roster. You may go back in later and fill in the remaining grades. However, Records would prefer you submit the entire grade roster at once, and by the due date.

# GRADING TIPS...

- Cross-listed courses can be graded in entirety under either course number.
- Grade entry is not case-sensitive. You can use upper or lower case.
- For final grades, there will be a delay between your submission and Records posting grades to WebAdvisor for students to view (24 hours during business hours, longer over weekends and holidays). Records generates “Batch Grade Verification Update” before grades can be viewed by students on WebAdvisor.
- Once final grades are posted to WebAdvisor by Records, you cannot change grades via the web for that course. After that point, you must complete a Change of Grade form, available at the Records Office.
- There is no such delay in posting grades for midterm grades. They are posted immediately upon your hitting the submit button.
- Midterm grades can be changed via the web up until web grading is turned off at the deadline. After the deadline for midterm grades, submit changes in writing to the Records Office.

# GRADING continued

- If a student is taking a course pass/fail or auditing a course, the system may translate a grade entered by you to fit the registration status. If you assign an “A”, the system will translate that grade into a “P” or “L”, depending on registration status. You will notice this when reviewing the grades after you have submitted the grades and Records has updated them to WebAdvisor for Students.
- If you enter a final grade of F or I or a midterm deficiency grade, you are asked to submit the appropriate forms (Failure, Incomplete, or Mid-Term Deficiency Report respectively), available for electronic submission on WebAdvisor. Grade Later (GL) should only be used for a two-semester course for which a full-year grade is issued.
- If a student has either never attended or has stopped attending, you have two options. You may issue an “F” for failure or an “FW” for failure to withdraw and Records will convert the FW to an administrative “F”. The student can appeal for a late withdrawal through the appropriate channels.
- Graduate students do not receive official midterm grades and no official midterm grades are issued during the summer, even though WebAdvisor will accept them.
- WebAdvisor grading is turned off at the deadlines communicated via email and memoranda to the faculty. Grading screens will be available in inquiry mode for a brief period following the closing deadline. Because students (and parents, through student accounts) can view grades via WebAdvisor and will know when grades have not been issued, it is important that grades be submitted on time.

# GRADING: Sample Error Messages

**Note: You must resolve error messages for your entries to be properly filed.**

- Invalid grade is entered.

Error message reads: Final grade code Y [or whatever was entered] is invalid – student ID#.

To resolve, enter correct grade. Click submit.

- I or GL is entered without an expiration date.

Error message reads: Expiration date is required with final grade of “I” [or GL] – Student ID#.

To resolve, enter the date Records will receive the grade change. Be certain to use the MM/DD/YY format and enter a future date; otherwise, the I will turn to F immediately. Click submit.

# Electronic Forms:

## Before you start

- The online forms are PDF versions of the forms. In order to work with the forms on-line, you will need two tools: a compatible Web browser and Adobe Reader (Version 8). Compatible browsers include Internet Explorer (excluding Vista's Explorer 7), Mozilla's Firefox, and Apple's Safari. Adobe Reader is available for free download at <http://www.adobe.com/products/reader/> . Click "Get the latest version" under Download and follow the instructions.
- If you are using Adobe Acrobat Professional (instead of Reader), you should use the program's "Save" feature (File>Save), rather than the "Save" button on the form. The other buttons on the form will work as described below.

# Electronic Forms: Getting Started

- Access the forms through WebAdvisor for Faculty or other available links
- Point your web browser to the link, and wait for the form to paint the screen (0 – 30 seconds).
- Ignore the warning box at the top of the form indicating Reader's inability to save the data typed into the form. A "Save" button has been provided at the bottom of the form.
- Begin completing the form by clicking the cursor in a field. A Warning box "Cannot Save Form Information" will appear. You can ignore this message. Click the "Don't Show Again" box and then click Close.
- Use the Tab key to move sequentially through the form.
- Typing your name in the Signature field serves as your electronic signature.
- Clicking the Reset button at the bottom of the page clears the form if you need to start over (wrong student, etc.).

# Electronic Forms: Print or save a copy

- After completing the form you may print a paper copy for your records or save a completed copy to your desktop **before** clicking “Submit to Records Office”.
- To Print: Click the Print icon at the top of the form (PC) or the browser Printer icon (Macintosh).
- To Save: Click the “Save” button at the bottom of the form.
- You will be prompted for your e-mail address. After entering your e-mail address, click “OK”. You will receive a PDF copy of the form as an email attachment.

# **Electronic Forms: Submit to the Records Office**

- After saving or printing a copy of the form, click “Submit to Records” to send it to the Records Office.
- A “Thank You” screen (light blue) will appear with a message reading, “Your form has been submitted.” (Please hit the Back button to return to the previous page.)
- After clicking the browser Back button, you will be given a blank form so that you can begin the process for the next student.

# Class Over



- Click the **Log Out** option prior to leaving.
- Contact Records x2263, AASC x5050, or TSC x5555 for further assistance, depending on your needs.
- Rave about **WebAdvisor** to your colleagues and **use** all the options available to you.

**IMPORTANT:** DO NOT SHARE YOUR PASSWORD WITH ANYONE! IF YOU THINK YOUR PASSWORD HAS BEEN COMPROMISED, CHANGE IT IMMEDIATELY!