WebAdvisor & Course Listings Information for Faculty and Advisors

The Menu Options are:

- Course Listings
- Permit to Register
- My Advisees
- Advisees (E-mail)
- Class Roster (and Verification Form)
- Search for Sections
- Grading
- Electronic Forms (Failure Report, Incomplete Report, Midterm Deficiency Report)

Accessing WebAdvisor from Inside Loyola

WebAdvisor

Permit to Register (UG Advisors only)

Search for Sections

My Advisees (Detailed information per advisee)

Advisees (E-mail advisees here)

Class Roster

Search for Sections (UG and GR course information)

Faculty Adoption Form Link

Grading (Midterm and Final): UG Midterm Deadline October 18 @ 3:00 pm

Class Roster Verification Report

Failure Report

Incomplete Report

Mid-Term Deficiency Report

Undergraduate Condensed Open Course Report

- Go to https://inside.loyola.edu
- If you are using a public computer choose "This is a public or shared computer". If you are using your personal computer choose "This is a private computer".
- Login with your Loyola username
  - same as Moodle Username and e-mail address (minus @loyola.edu)
- Enter default Password for first-time login: this information along with username should have been mailed to your home. Change your password immediately at http://www.loyola.edu/ots/passwords/index.html
- Otherwise enter your personalized password if you have already updated it.
  - Please call Office of Technology Support at 410-617-5555 for questions or assistance with resetting your password
- The WebAdvisor section with all the menu options for *WebAdvisor for Faculty*, *Faculty Information* will be on the right side of the screen

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Tips for Navigation and Assistance

- Use the *Menu* options to navigate the screens, **not** the back button within WebAdvisor nor the back button of your internet browser.

- Click on the question mark (?) icon for further assistance.

- For security reasons there is a 30 minute time limit between *Submits*. Be prepared to re-enter information.

- If you have a printer attached to your computer, change your page setup to landscape in order to capture the entire screen, if printing is essential.

Course Listings via inside.loyola.edu

Quick Links

- **Course Listings**

Quick Links
Data Cookbook
NextBus
e2Campus
Loyola Events Calendar
Request Maintenance
Directory
University Calendars
Loyola.edu
People@Loyola
Library
Health Services
Diversity Calendar
Benefit Enrollment
Employee Payroll Records
Quick Start Guide
Course Listings
Storefront
Performance Management System
Evergreen Card

1. Click *Course Listings* (CL) on inside.loyola.edu, under Quick Links.
2. Benefits: quicker to load; easier to search; more information per screen; no pagination so offerings are endlessly scrollable.
3. Choose desired search option: by courses, by subject, or by department.
4. Choose undergraduate or graduate.
5. Courses are searched by subject; Sections can be searched by subject or department and then by term.
6. Other search options exist by clicking on column headings. A small down arrow appears to the right of the heading. Filter and sort on fields within that column.
7. Detail on any hyperlink to drill down to additional information such as availability and section dates.
8. Additional links are available to the Academic Advising & Support Center web site with undergraduate advising information.
9. There is also a link to the electronic Loyola Catalogue site.
10. Click the *Inside Loyola* link at the top far right to return to inside.loyola.edu.
11. Be certain to sign out of Inside Loyola when your viewing is complete.

Permit to Register

For undergraduate <u>assigned</u> advisees only; Fall and Spring registrations only.

Faculty WebAdvisor Menu

- **Permit to Register**
- My Advisees
- Advisees (E-mail)
- Class Roster
- Search for Sections
- Grading
- Electronic Forms

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.
6. Contact Academic Advising & Support Center at 410-617-5050 for corrections to advisee assignments.

Permit to Register

For undergraduate <u>non-assigned</u> advisees; Fall and Spring registrations only

Faculty WebAdvisor Menu

- **Permit to Register**

- My Advisees

- Advisees (E-mail)

- Class Roster

- Search for Sections

- Grading

- Electronic Forms

1. Click *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

Undergraduate students only; Fall and Spring registrations only

Faculty WebAdvisor Menu

- **Permit to Register**
- My Advisees
- Advisees (E-mail)
- Class Roster
- Search for Sections
- Grading
- Electronic Forms

1. Click *Permit to Register*.
2. Click *Submit* to view current advisees.
3. Select *Permit* code from the dropdown menu for each advisee in the **Permit 6th Course** column.
4. Click *Submit* to file permissions.
5. View **Permit to Register Confirmation** screen to ensure permissions filed properly.
6. Only assigned advisors can give this permission, no substitutes.
7. Contact the Academic Advising and Support Center at 410-617-5050 for corrections to advisee assignments.

My Advisees

Faculty WebAdvisor Menu

- Permit to Register
- **My Advisees**
- Advisees (E-mail)
- Class Roster
- Search for Sections
- Grading
- Electronic Forms

1. Click *My Advisees*.

2. Select the current *Term* in the Term dropdown menu and click *Submit* to view current advisees.

3. Note: if no term is selected, ALL advisees (active and inactive from past years) may show on the next screen.

4. Select an action from the dropdown menu to the right of the preferred advisee name.

My Advisees Actions

Faculty WebAdvisor Menu

- Permit to Register
- **My Advisees**
- Advisees (E-mail)
- Class Roster
- Search for Sections
- Grading
- Electronic Forms

- TRAN: Unofficial list of completed courses. Not an official transcript. Accurate 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 Academic Advising handbook for placement equivalencies for undergraduate students.

- STPR: Student profile demographic data.

- GRADE: View student grades, by term (ignore any Reporting terms), 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 of the screen.

Advisees

Faculty WebAdvisor Menu

- Permit to Register
- My Advisees
- **Advisees (E-mail)**
- Class Roster
- Search for Sections
- Grading
- Electronic Forms

1. Click *Advisees.*
2. Click the most current *Term* for list of most current advisees from Term dropdown menu and click *Submit.*
3. Note: if no term is selected, ALL advisees (active and inactive from past years) may show on the next screen.
4. Advisees appear listed in alphabetical order with program, year, cumulative GPA, un-graded credits from current schedules, attempted and earned credits, and Loyola e-mail address.
5. Click *OK* to return to menu.

ADVISEES: Column headings

Faculty WebAdvisor Menu

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

- **Program**: The student's program is indicated by the code (degree, major, specialization, separated by commas). To see other advisee information, including minor, click on the name hyperlink to go to the Student Profile
- **Class Year:** Year undergraduate student graduates; assigned when full-time students enter. If blank for undergraduate, should indicate a part-time student.
- **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 credits
- **Earned Credits**: Includes all credits that the student has earned. This includes AP credits, awarded credits, pass grades, and transfer courses
- **E-mail Address:** Loyola e-mail address. By clicking on the e-mail address hyperlink you may e-mail students through WebAdvisor.

E-mail your Advisees

Faculty WebAdvisor Menu

- Permit to Register
- My Advisees
- **Advisees (E-mail)**
- Class Roster
- Search for Sections
- Grading
- Electronic Forms

- On Advisees menu, above the student names, click the link that says "E-Mail these Students".
- You will be provided with the choice of e-mailing all the students or selecting a subset to e-mail. After choosing (and depending on your choice, selecting the students to e-mail), click on *Submit*.
- You will then see the students that will be e-mailed and may add up to 5 more individuals to the e-mail list.
- You should choose to cc (copy) yourself in the e-mail.
- The Subject and Body of the e-mail are required. We have found in testing that imbedded links in the body of the e-mails may not be viewable to the recipient.
- Use it to send a first e-mail and cc yourself, uncheck Blind Copy (BCC) all recipients; once you have the e-mail address of all the students, you can use that copied e-mail, 'Reply All' and send anything you wish in the desired format.
- When you have finished, click on *Submit*.
- You will be directed to the e-mail confirmation screen in WebAdvisor.

Class Roster

Faculty WebAdvisor Menu

- Permit to Register

- My Advisees

- Advisees (E-mail)

- **Class Roster**

- Search for Sections

- Grading

- Electronic Forms

- Click *Class Roster*.
- Click a *Section* (course and title hyperlink) from the list.
- View roster including:
  - Student name
  - ID
  - Loyola e-mail address
  - Phone Number
  - Student registration status of pass/fail (P) or audit (A)
  - Class year for undergraduates
  - Academic Level
  - Status
  - Student's active program code
  - Credit value of course
  - If cross-listed, the course number will show for each student under the '**Cross-Listed Section'** column
  - Click the *HELP* buttons for additional information

Class Roster…

Faculty WebAdvisor Menu

- Permit to Register
- My Advisees
- Advisees (E-mail)
- **Class Roster**
- Search for Sections
- Grading
- Electronic Forms

- To view the *Student Profile* click on the Student Name hyperlink
- Student demographic information appears:
  - Home address
  - E-mail address(es)
  - Phone numbers
  - Academic Program descriptive information
  - Advisor information and Loyola e-mail address
  - Counselor information and Loyola e-mail address (only used during registration to assign a manual permit to register)
  - Foreign Language Information
  - If you are also the student's advisor you will see a link to the *Student Schedule*

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Class Roster - E-mail Students

Faculty WebAdvisor Menu

- Permit to Register

- My Advisees

- Advisees (E-mail)

- **Class Roster**

- Search for Sections

- Grading

- Electronic Forms

- Click on the link that says "E-Mail these Students"
    – You will be provided with the choice of e-mailing all the students or selecting a subset of students to e-mail. After selecting (and depending on your choice, clicking the students to e-mail), click on *Submit*.
    – You will then be able to see the students that will be e-mailed and add up to 5 more individuals to that e-mail.
    – You should choose to CC (copy) yourself in the e-mail.
    – The Subject and Body of the e-mail are required. When you have finished, click on *Submit*.
    – You will be directed to the e-mail confirmation screen in WebAdvisor
    – The Subject and Body of the e-mail are required.
    – You should choose to CC yourself in the e-mail.
    – When you have finished, click on *Submit*.
    – You will be directed the e-mail confirmation screen in WebAdvisor

- Warning: We have found in testing that imbedded links in the body of the e-mails may not be viewable to the recipient.
    – Use this form to send a first e-mail and cc yourself; once you have the e-mail address of all the students, you can use that copied e-mail, 'Reply All' and send anything you wish in the desired format.

Class Roster…

Notifying Records of registration issues

- If student registration information is inaccurate on your roster, go to Faculty Information click *Class Roster Verification Report*

- Complete the 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 rectify the enrollment discrepancy in accordance with registration policies.

- Your grading roster will be more accurate when it comes time to submit final grades. A grade is required for <u>every</u> student on your grade roster.

Search for Sections

Faculty WebAdvisor Menu

- Permit to Register

- My Advisees

- Advisees (E-mail)

- Class Roster

- **Search for Sections**

- Grading

- Electronic Forms

1. Click *Search for Sections (UG and GR course information).*
2. Choose required field, *Term*, from drop-down and at least 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 with other 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 capacity.
8. Click Section Name and Title hyperlink for more information.
9. Close any open windows and/or click *OK* to return to faculty menu.

Grading

Faculty WebAdvisor Menu

- Permit to Register

- My Advisees

- Advisees (E-mail)

- Class Roster

- Search for Sections

- **Grading**

- Electronic Forms

1. Click *Grading*.
2. Select a *Term* and click *Submit* (only current terms available).
3. Choose *Final* or *Midterm (*for undergraduate students only) 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, you will receive an error message asking you to change it to a date in the future. 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

- **Entering grades:** Do not enter a space between the grade and the plus/minus symbol or you will receive an 'invalid grade' error message. Grade entry is not case-sensitive. You can use upper or lower case.

- **Partial submissions:** You may submit a partially graded roster, go back in later, and fill in the remaining grades. Records recommends submitting the entire grade roster at one time, by the due date.

- **Confirmation page:** To validate the grade entries, look for the Confirmation page and review the grade roster for accuracy. If you do not receive a Confirmation page, please begin again, re-enter grades and be sure to click *Submit*.

- **Printing:** If your computer is hooked up to a printer, you can perform a File, Print command at any point, if essential; however, it is best to print AFTER you have submitted grades and receive the confirmation page. Change your page setup to landscape in order to capture the entire screen.

Grading Tips...

- **Cross-listed courses:** Cross-listed courses can be graded in entirety under either course number.

- **When students view official grades:** 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 a process, "Batch Grade Verification Update", before grades can be viewed by students on WebAdvisor.

- **Changing grades:** Once final grades are posted to WebAdvisor for Students by Records, you cannot change grades via the web for that course. After that point, you must complete a <u>paper</u> Change of Grade form, available at the Records Office, for any changes, following the Grade Appeal Policy in the current catalogue.

- **Midterm grades:** can be changed via the web until web grading is turned off at the grading deadline. After the deadline, you must complete a <u>paper</u> Change of Grade form, available at the Records Office, for any changes. There is no delay in posting grades for midterms. Midterms are posted immediately upon your clicking the *Submit* command.

- **Midterm Grade tips:** Graduate students do not receive official midterm grades (even though WebAdvisor may accept them) and no official midterm grades are issued during the summer for any students.

Grading…

- **Pass/Fail:** 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. For example, 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.

- **Grade Later (GL):** should only be used for a two-semester course for which a full-year grade is issued.

- **Supporting Forms:** 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 Midterm Deficiency Report respectively), available for electronic submission on WebAdvisor.

- **Nonattendance and FW grade:** If a student has either never attended or has stopped attending, hopefully you have already notified the Records Office. At this point, you have two options. You may issue an "F" for failure if the student earned the "F" or an "FW" for failure to withdraw. An FW grade is assigned when, in the opinion of the instructor, the student stopped attending the course and did not officially drop the course according to University policy, making normal evaluation of academic performance impossible. Grades of "FW" will be replaced by Records with an official grade of "F", after ensuring that no official withdrawal information was received, for the purpose of the academic transcript. The student can appeal for a late withdrawal through the appropriate channels.

- **Availability of electronic grading:** WebAdvisor grading is turned off at the deadlines communicated via e-mail and memoranda to the faculty by the Records Office. 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. (A list of appropriate approved grades for each level are available by clicking the question mark "?" icons). 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 you will submit the final grade change. Be certain to use the MM/DD/YY format and enter a future date. Click *Submit*.

I or GL is entered with a past expiration date:

- Error message reads: An error has occurred on student ID#, expire date entered has already passed. CHANGE TO A DATE LATER THAN TODAY AND RESUBMIT.

  To resolve, enter the I or GL and be certain to use the MM/DD/YY format with a future date. Click *Submit*.

Electronic Forms

Faculty WebAdvisor Menu

- Permit to Register

- My Advisees

- Advisees (E-mail)

- Class Roster

- Search for Sections

- Grading

- **Electronic Forms**

- **Available electronic forms:**
  - The Incomplete, Failure, and Midterm Deficiency forms can be completed within your internet browser.
  - Open the desired form and tab into the first field
  - Entering the ID number in these forms will auto-populate the student's name, and other student information
  - Use the tab key to move sequentially through the form in order to activate the auto-populate feature
  - Clicking Sign/Submit, then entering in your Loyola username and password serves as your electronic signature
  - After submission, fields will be display only
  - Closing the browser window returns you to WebAdvisor to open another blank form
  - A link to the completed form is provided to you and the Records Office
  - In some cases, others will be copied (you will see the copied Loyola personnel in the e-mail you receive), including sometimes the student
  - See full instructions for each form on the Records Office web site, www.loyola.edu/records, and in the grading e-mails that are sent from the Records Office prior to each Midterm or Final Grading period.

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Thank you!

- Click the *Sign Out* option prior to leaving.
- Contact Records 410-617-2263, AASC 410-617-5050, or OTS 410-617-5555 for further assistance, depending on your needs.

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