

# WEBADVISOR/SELF SERVICE FOR FACULTY AND ADVISORS

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# ACCESSING WEBADVISOR/SELF SERVICE

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- Go to [inside.loyola.edu](https://inside.loyola.edu)
- Login with your Loyola username
  - same as email address (minus @loyola.edu)
- Get assistance with password or screen access issues by contacting the Help Center at [ots@loyola.edu](mailto:ots@loyola.edu) or 410-617-5555.
- The WebAdvisor/Self Service menu options under *WebAdvisor for Faculty > Faculty Information* are normally on the right side of the Inside Loyola portal screen.

# TIPS FOR NAVIGATION AND ASSISTANCE

- If you receive this message, refresh your browser:




- Select the question mark/Help icon for further assistance.
- For security reasons there may be a time limit between *Submits*. Be prepared to re-enter information if the time limit expires.
- If a printer is attached to your computer and printing is essential, check your page setup prior to printing.

# ADVISING/PERMIT TO REGISTER

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1. Select the *Advising/Permit to Register* link.
2. This redirects to *Advising* in Self Service.
3. Your currently assigned advisees will appear in a list.
4. Other students may be viewed with an educational need to know by searching on name or ID number and clicking on the magnifying glass.
5. Find your advisee and click **View Details**. Start here for giving permission to register.

# ADVISING/PERMIT TO REGISTER

1. Your currently assigned advisees will appear in a list.
2. Find your advisee and click View Details to start the permission process.

Which student do you want to work with?

Find a student by searching or selecting below.

Student

Advisor

Type a name or ID...



Email All My Advisees

	Name	Review Requested	Assigned Advisee	ID	Program(s)	Date of last advisement	Advisor(s)	
	Mouse, Mickey M.				BS, Biology/Statistics	Last advising date: <u>N/A</u>	Advisor(s): [Redacted]	

3. Select an action from the tabs across the top of the page to view other student information.
4. Go to the Records Office web site for full Student Planning Advisor instructions: [www.loyola.edu/departments/records/faculty](http://www.loyola.edu/departments/records/faculty) and click on: Student Planning Guide for Advisors

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[Advising continued](#) →

# EMAIL ALL YOUR ADVISEES

1. Select the Advising/Permit to Register link.
2. This redirects you to *Advising* in Self Service.
3. Your currently assigned advisees will appear in a list.
4. Select the *Email All My Advisees* link at the top right of the screen.

Which student do you want to work with?  
Find a student by searching or selecting below.

Student

Advisor

5. If Microsoft Outlook is your default email client, this link will open a new email message with all your advisees in the blind copy (Bcc) portion, to protect their privacy.

6. In the 'To' portion, place your name/email address to receive a copy of the email. Complete your email and send.

## Faculty Information

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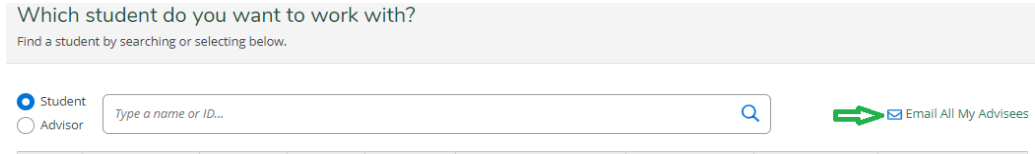
Grading

Change of Grade Form

Class Roster Verification

# EMAIL ALL YOUR ADVISEES TECHNICAL TROUBLESHOOTING

1. Select the *Email All My Advisees* link at the top right of the screen.



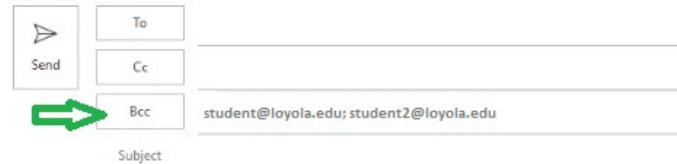
Which student do you want to work with?  
Find a student by searching or selecting below.

Student  Advisor

Type a name or ID...

➔ Email All My Advisees

2. This link will open a new email message in your default email client with all your advisees in the blind copy (Bcc) portion, to protect their privacy.



➔

Send

To

Cc

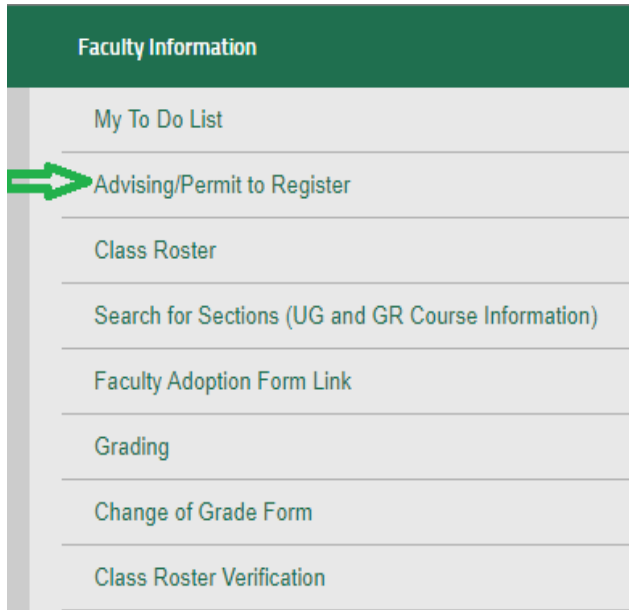
Bcc student@loyola.edu; student2@loyola.edu

Subject

3. If the email doesn't open or send properly, you may need to contact the Loyola Help Center if you need assistance setting the default email on your device. You may be able to copy and paste the email addresses into the email client you use to email Loyola advisees.
4. It is difficult for us to advise you because of the many devices and email clients that are available for use.

# PERMIT TO REGISTER

**UNDERGRADUATE** ADVISEES ONLY; **FALL AND SPRING** REGISTRATIONS ONLY



- Select the Advising/Permit to Register link, which takes you to Advising in Self Service.
- Only undergraduates are given permission to register, and only for Fall/Spring terms.
- Please do not give students permission to register for summer – it could inadvertently give them permission to register for fall.
- Go to the Records Office web site for full Student Planning Advisor instructions:
- [www.loyola.edu/department/records/faculty](http://www.loyola.edu/department/records/faculty) and click on:
- Student Planning Guide for Advisors




# PERMIT TO REGISTER FOR SIXTH COURSE

**UNDERGRADUATE** ADVISEES ONLY; **FALL AND SPRING** REGISTRATIONS ONLY

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- Select the Advising/Permit to Register link, which redirects you to Advising in Self Service.
- Only undergraduates are given 6<sup>th</sup> course permissions.
- Faculty advisors assign 6<sup>th</sup> course permissions for the fall and spring terms only.
- Select View Details of your advisee.
- 6<sup>th</sup> course permissions are assigned in the NOTES section of each advisee.
- In the **Compose a Note** box, enter the special code in this format: P6Term –
- For example: for Fall 2021 6<sup>th</sup> course permission enter a code: **P621/FA**
- **And remember to click **SAVE NOTE****
- Go to the Records Office web site for full Student Planning Advisor instructions:
- [www.loyola.edu/departments/records/faculty](http://www.loyola.edu/departments/records/faculty) and click on:
- Student Planning Guide for Advisors

# SEARCH FOR SECTIONS/COURSE CATALOG

## Faculty Information

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1. Select *Search for Sections (UG and GR course information)*.
2. This redirects to the Course Catalog in Self Service.
3. Select link and choose the subject or advanced search option.
4. If you are searching for courses in the IS (Information Systems) or IT (Italian) area of study, use the subject search, not the advanced search. The current version of the software does not allow searches for certain words, and 'is' and 'it' are two of those words affecting Loyola searches.
5. Under the **Filter Results**, under *Terms*, search for the term offerings for these and other subject searches.
6. In **Advanced Search**, select *Term* and other selections from the various drop-downs.
7. For your teaching schedule, go to **Subject Search** – select your subject, scroll down, and select your name and term. Or, under **Advanced Search**, select the *Term*, click **Search**, and click the box under *Instructors* in the **Filter Results**.


# SEARCH FOR SECTIONS/COURSE CATALOG

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1. On the left side, under **Filter Results**, narrow your search with other options if desired, including Open Sections Only.
2. Narrow your search using **Course Types** for diversity, interdisciplinary majors and minors, summer sessions, and Service-Learning courses. Select *Search*.
3. The screen shows information related to your searched courses. If you hover over the information icon under 'Availability', it shows the order of the meaning of the numbers presented: available slots/course capacity/waitlisted – we are currently not waitlisting.
4. Select *Section Name* (course number) hyperlink for more information.
5. The up and down symbols in the header allow you to resort in ascending or descending order for that column heading.
6. If you happen to be a student, you will see 'Add' to the left of all the courses. The system allows you to pick courses you may want to take from the list.
7. Navigate out of this feature by clicking on the home icon or use the left side panel for more selections.

# COURSE LISTINGS

## Quick Links

### CAMPUS LINKS

[Benefit Enrollment](#)

[Course Listings](#)

[Data Cookbook](#)

[Double Map](#)

[e2Campus](#)

[Employee Directory](#)

[Employee Payroll Records](#)

[Event Services Calendar](#)

[Evergreen Card](#)

[Library](#)

[Loyola Service Portal](#)



- Course Listings is not part of WebAdvisor for Faculty, but faculty may find it useful.
- Select *Course Listings* on inside.loyola.edu, under *Quick Links*, and a new tab/window opens.
- Benefits: quicker to load; easier to search; more information per screen; no pagination so offerings are endlessly scrollable.
- Biggest benefit: shows all course restrictions. Otherwise, must look in Loyola's official catalogue online at [www.loyola.edu/department/records/catalogues](http://www.loyola.edu/department/records/catalogues)
- View by desired browse options:
  - Courses for Undergraduate or Graduate studies
  - Undergraduate Sections by Subject or Department
  - Graduate Sections by Subject or Department
- Other search options exist by selecting column headings. A small down arrow appears to the right of the heading. Filter and sort on fields within that column.
- Detail on any hyperlink to drill down to additional information such as availability and section dates.
- Close the tab/window to close Course Listings.

# CLASS ROSTER

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1. Select *Class Roster*.
2. Select the course and title hyperlink to select the *Section*.
3. View roster including:
  - Student name
  - ID
  - Loyola email address
  - Phone Number
  - Student registration status of pass/fail (P) or audit (A)
  - Class year for undergraduates
  - Academic level
  - Status – *New* is registered prior to first week of classes; *Add* is registered after classes began
  - 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
  - Select the *HELP* buttons for additional information

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- To view the *Student Profile*, select the Student Name hyperlink
- Student demographic information appears:
  - Home address
  - Email address(es)
  - Phone numbers
  - Academic Program descriptive information
  - Advisor information and Loyola email address
  - Counselor information and Loyola email 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*

## CLASS ROSTER EMAIL STUDENTS

- On the first screen after choosing a class, above the student names, select the link that says *E-mail these Students*.
- You have the choice of emailing all the students or selecting a subset to email. After choosing the appropriate group to email, *Submit*.
- You then see the students to be emailed and may add up to 5 more individuals to the email list.
- The Subject and Body of the email are required.
- You should check the box to cc (copy) yourself in the email located at the bottom right of the screen.
- **Warning:** Embedded links in the body of the emails may not be viewable to the recipient.
- Use this process to send a first email and cc yourself, uncheck Blind Copy (BCC) all recipients; once you have the email address of all the students, you can use the initial email, 'Reply All', and send anything you wish in the desired format.
- When you have finished, *Submit*.
- You are then directed to the email confirmation screen in WebAdvisor.

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# CLASS ROSTER

## NOTIFYING RECORDS OF REGISTRATION ISSUES


- If student registration information is inaccurate on your roster, go to *WebAdvisor for Faculty > Faculty Information > 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. Students also benefit from your alert about nonattendance. They are sent emails reminding them to withdraw before the withdrawal deadline.
- Records will notify the student to rectify the enrollment discrepancy in accordance with registration policies. Records does not de-register students unless directed to by the student or another authorized office who has received written instructions from the student.
- By notifying Records, your grading roster may be more accurate when it comes time to submit final grades. A grade is required for every student on your grade roster.



# GRADING

**PLEASE NOTE:** GRADING SHOULD BE DONE ONLY WHEN THE COURSE IS COMPLETE AS NOTED BY THE OFFICIAL END DATE OF THE COURSE AND WITHIN 72 HOURS OF THE COURSE END DATE

1. Select *Grading*.
2. Select a *Term* and *Submit* (only current terms available).
3. Select *Final* or *Midterm* (for undergraduate students only) grade type depending on time of year.
4. Select the *course* by clicking in one box to left of course number and *Submit*.
5. Enter grades according to University and 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).
6. Expiration date required for I 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.
7. **IMPORTANT:** *Submit*.
8. **IMPORTANT:** Review entered grades on Confirmation Page.
9. **Note:** To ensure grading is complete, go back in and review the grades just submitted. If you cannot see them, Records cannot see them. Resubmit them if you cannot see them.

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# 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:** When WebAdvisor is open for grading, after the official end date of the course has passed and once the course is officially ended, you may submit a partially graded roster. You may submit one or more grades, and then go back in later to enter remaining grades and submit. 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 *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 is 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 an electronic Change of Grade form, available on *WebAdvisor for Faculty, Faculty Information*, 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 Change of Grade eForm, available on *WebAdvisor for Faculty, Faculty Information*, for any changes. There is no delay in posting grades for midterm rosters. Midterms are posted immediately upon selecting *Submit*.
- **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 TIPS

- **Pass/Fail and Auditing:** 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 only 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 grade of *C-* or below, you are also asked to submit the appropriate forms (Failure, Incomplete, or Midterm Deficiency Report respectively), available for submission via 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 or never attended the course and did not officially drop the course according to University policy, making normal evaluation of academic performance impossible. Grades of *FW* are 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 make an appeal through the appropriate channels.
- **Availability of web grading:** WebAdvisor grading is turned off at the deadlines communicated via email to the faculty by the Records Office. Grading screens are available in inquiry mode for a brief period following the closing deadline. Because students (and parents, if students grant parent/guardian proxy) can view grades via WebAdvisor/Self Service and will know when grades have not been issued, it is important that grades be submitted on time.

# GRADING TIPS

## 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 selecting the question mark icon or Help link. *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 to the Records Office. Be certain to use the MM/DD/YY format and enter a future date. *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. *Submit.*

### **Grades have already been verified by the Records Office and subsequent submissions are not accepted:**

- Error message reads: **Grades have already been verified by the Records Office. Attempted changes have reverted to the original entry. Initial/Change of Grade Form(s) are now required to be submitted to the Records Office, with the appropriate signatures.**

- To resolve: submit a Change of Grade by going to *WebAdvisor for Faculty, Faculty Information, Change of Grade Form*

# STUDENT PETITIONS ENTRY

## **WebAdvisor for Faculty, Faculty Information**

Advising/Permit to Register  
Course Catalog/Search for

Sections

Class Roster

Grading

## **Student Petitions Entry**

Electronic Forms

- Due to the move to Self Service, this WebAdvisor screen is no longer accessible through a web application.
- Information is now submitted through a Colleague screen called STPE, Student Petitions.
- Only department chairs and administrative assistants with chair permission can enter student petitions, or permissions, on sections.
- The Records Office and Technology Services controls this access coding. Contact the Records Office if you feel you should have access but do not.
- The Records Office will send separate documentation for this screen once appropriate access is determined.
- Contact your department administrative assistant/DPO for help with this process.

# ELECTRONIC FORMS

## Available electronic forms:

- The Catalogue Course Update and Change of Course Status (department chairs), Change of Grade Form, and Incomplete, Failure, and Midterm Deficiency reports can be completed within your internet browser.
- Open the desired form and tab into the first field.
- Entering the ID number in these forms, when appropriate, auto-populates 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.
- Selecting Sign/Submit, then entering in your Loyola username and password serves as your electronic signature.
- After submission, fields are 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, except with the Change of Grade Form (for security purposes).
- In some cases, others are copied (you will see the copied Loyola personnel in the email you receive), including sometimes the student.
- See full instructions for each form on the Records Office web site, [www.loyola.edu/records](http://www.loyola.edu/records), and in the grading emails that are sent from the Records Office prior to each Midterm or Final Grading period.

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# THANK YOU

- Select the *Sign Out* option prior to leaving.
- For further assistance, contact:
  - Records at Records Office or 410-617-2769, 2248, or 2503
  - Academic Advising & Support Center (AASC) at aasc@loyola.edu or 410-617-5050
  - Office of Technology Support (OTS) at ots@loyla.edu or 410-617-5555

**IMPORTANT:** DO NOT SHARE YOUR PASSWORD WITH ANYONE.  
IF YOUR PASSWORD HAS BEEN COMPROMISED, PLEASE CHANGE IT IMMEDIATELY.