

WebAdvisor FUNctions for Faculty and Advisors

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Accessing WebAdvisor

WebAdvisor for Faculty

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 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 email address (minus @loyola.edu)
- Enter default password for first-time login: this information along with username should have been sent to you. Change your password immediately at <https://pwd.loyola.edu/default.aspx>
- Otherwise enter your personalized password if you have already updated it.
 - Please call Technology Services at 410-617-5555 for questions or assistance with resetting your password
- The WebAdvisor menu options under *WebAdvisor for Faculty > Faculty Information* are on the right side of the screen

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Tips for Navigation and Assistance



- Use the *Submit* and *OK* buttons, **rather than** the back button of your internet browser.
- Select the question mark icon or Help link for further assistance.
- For security reasons there is a 30-minute 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, change your page setup to landscape in order to capture the entire screen.

Search for Sections

WebAdvisor for Faculty, Faculty Information

- [Search for Sections](#)
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- My Advisees
- Advisees (Email)
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- Electronic Forms

1. Select *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. Choose *Instructor's First or Last Name* to retrieve your teaching schedule – if common name, may retrieve more than just yours.
6. Narrow search with other options if desired, including Course Types for diversity, interdisciplinary minors, Global Studies major, summer sessions, and Service-Learning courses.
7. *Submit*.
8. Shows available slots and course capacity.
9. Select Section Name and Title hyperlink for more information.
10. Close any open windows and/or select *OK* to return to faculty menu.

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](#)



- 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.
- View by desired browse options:
 - Courses for Undergraduate or Graduate studies
 - Undergraduate Sections by Subject or Department
 - Graduate Sections by Subject or Department
- Courses can be added to student preferred sections list before registration.
- 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.
- Be certain to sign out of Inside Loyola when viewing is complete.

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[To Permit to Register](#) →

Permit to Register

Undergraduate assigned advisees only; Fall and Spring registrations only

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1. Select *Permit to Register*.
2. *Submit* to view current advisees.
3. Select permission code from the dropdown menu for each advisee in the **Permit Registration** column.
4. *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

Undergraduate non-assigned advisees; Fall and Spring registrations only

WebAdvisor for Faculty, Faculty Information

- Search for Sections
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1. To be used in certain circumstances when errors cannot be corrected in a timely manner, a colleague is ill and has asked for assistance, or other circumstances where prior permission to approve a non-advisee for registration has been granted.
2. Select *Permit to Register*.
3. *Submit* to view current advisees.
4. Enter *7-digit student ID#* in box at bottom of screen. *Submit*.
5. Select permission type from the dropdown menu for each advisee in the **Permit Registration** column.
6. *Submit* to access file permission.
7. 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

WebAdvisor for Faculty, Faculty Information

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1. Select *Permit to Register*.
2. *Submit* to view current advisees.
3. Select *Permit* code from the dropdown menu for each advisee in the **Permit 6th Course** column.
4. *Submit* to access 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.

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[To My Advisees](#) →

My Advisees

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1. Select *My Advisees*.
2. Select the current *Term* in the Term dropdown menu and *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

WebAdvisor for Faculty, Faculty Information

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- 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').
 - Select to right of advisee, choose your action, then *Submit* at the bottom of the screen. Follow screen directions. Select *OK* to return to main menu.

Advisees

WebAdvisor for Faculty, Faculty Information

- Search for Sections
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1. Select *Advisees*.
2. Select the most current *Term* for list of most current advisees from Term dropdown menu, then *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 email address.
5. Select *OK* to return to menu.

Advisees: Column Headings

WebAdvisor for Faculty, Faculty Information

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- **Program:** The student's program is indicated by the code (degree, major, specialization, separated by periods). To see other advisee information, including minor, select 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. This 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.
- **Email Address:** Loyola email address. By selecting the email address hyperlink you may email students through WebAdvisor.

Email your Advisees

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- Select the Term from the dropdown, *Submit*.
- On Advisees menu, 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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[To Class Roster](#) →

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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Class Roster

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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

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- 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.

Class Roster

Notifying Records of registration issues

- If student registration information is inaccurate on your roster, go to *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.
- 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

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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 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.
7. **IMPORTANT:** *Submit*.
8. Review entered grades on Confirmation Page.

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[Grading continued](#) ➔

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, 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 *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*, 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*, 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

- **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 deficiency grade, 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 appeal for a late withdrawal 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, through student accounts, if students share their passwords with their parents) 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 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.**

Student Petitions Entry

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- 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 the Records Office for the documentation or assistance with this screen, when appropriate.

Electronic Forms

WebAdvisor for Faculty, Faculty Information

- Search for Sections
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- **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, 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 *Sign Out* option prior to leaving.
- For further assistance, contact:
 - Records at 410-617-2263
 - Academic Advising & Support Center (AASC) at 410-617-5050
 - Office of Technology Support (OTS) at 410-617-5555

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