

# **WebAdvisor Faculty Handbook**



**Southwestern Community College  
March 2009**

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**\*Thanks to Alamance Community College for allowing SCC to use their screen shots and some of their handbook layout.**

## **Welcome to WebAdvisor for Faculty!**

WebAdvisor is an online tool that allows faculty to access student information via the internet. Using WebAdvisor, faculty can do the following tasks from ANY computer that has internet access:

- Enter student grades
- Do pre-requisite checks from your own home
- Register advisees
- View student profile information
- Access your faculty teaching schedule

### **Getting Started: Setting up Your WebAdvisor Faculty Account:**

1. Click on the “**Login MySCC**” toolbar on SCC’s homepage: [www.southwesterncc.edu](http://www.southwesterncc.edu)
2. Login using your Novell username and password.
3. Click on the “WebAdvisor” link to access your information on WebAdvisor.
4. To access information, click on the “**Faculty**” toolbar on the right.

**You’re connected to WebAdvisor!**

## Faculty Grading:

WebAdvisor for Faculty - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://172.16.1.7/WA/WebAdvisor?TOKENIDX=1121501709&type=M&constituency=WBFC&pid=CORE-WBI

Getting Started Latest Headlines

WebAdvisor Main Menu WebAdvisor for Faculty

Alamance Community College

LOG OUT MAIN MENU FACULTY MENU CONTACT Us

FACULTY - WEBADVISOR FOR FACULTY MENU Welcome Sherri Singer!

User Account

My ACCESS  
What's my User ID?  
Forgot your password?

Faculty Information

My Advisees  
Advisees  
Class Roster  
Grading  
Search for Sections  
My Class Schedule  
Student educational planning  
Student profile

Click "grading."

LOG OUT MAIN MENU FACULTY MENU CONTACT Us

WebAdvisor 3.1  
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Done

Grading - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://172.16.1.7/WA/WebAdvisor?TOKENIDX=1121501709&SS=1&APP=ST&CONSTITUENCY=WBFC

Getting Started Latest Headlines

WebAdvisor Main Menu Grading

Alamance Community College

LOG OUT MAIN MENU FACULTY MENU HELP CONTACT Us

FACULTY Welcome Sherri Singer!

Grading

Select a term or date range to restrict your class list

Term 2009 Spring Semester

Start Date End Date

SUBMIT

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WebAdvisor 3.1  
POWERED BY DATATEL

Done

Select the "current semester" from the drop down menu. Start and end dates may be left blank.

Grading - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://172.16.1.7/WA/WebAdvisor?TOKENID=1121501709&SS=2&APP=ST&CONSTITUENCY=WBFC

Getting Started Latest Headlines

**Alamance Community College**

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FACULTY Welcome Sherri Singer!

**Grading**

Final or Midterm/Intermediate Grading:  (Select "final" to enter final grades.)

Choose One: ☒ Final ☐ Midterm/Intermediate

Choose One	Class Name and Section	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input checked="" type="radio"/>	ACA-111-32 College Student Success	01/12/09	03/12/09	MAIN	00369	12:40PM - 01:35PM	TTH	GC	2009SP
<input type="radio"/>	ACA-122-42X College Transfer Success	03/13/09	05/09/09	MAIN	00369	12:40PM - 01:35PM	TTH	GC	2009SP
<input type="radio"/>	ACA-122-67Y College Transfer Success	04/03/09	06/05/09	BCA1	BCA1	10:10AM - 11:40AM	F	GC	2009SP
<input type="radio"/>	HIS-121-05E Western Civilization I	01/12/09	05/09/09	DSED	ONLNE			GC	2009SP
<input type="radio"/>	HIS-151-01E Hispanic Civilization	01/12/09	05/09/09	DSED	ONLNE			GC	2009SP
<input type="radio"/>	HIS-212-01X Medieval History	01/12/09	05/09/09	B	B204	11:00AM -	TTH	GC	2009SP

**SUBMIT** (Click "submit.")

LOG OUT MAIN MENU FACULTY MENU HELP CONTACT US

**WebAdvisor 3.1**  
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Done

### Special Notes:

- Not selecting a choice from the "Final or Midterm/Intermediate Grading" drop down menu will result in an error message. This is a mandatory field. "Final" grades should always be selected.

Final Grading - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://172.16.1.7/WA/WebAdvisor?TOKENIDX=1121501709&SS=4&APP=ST&CONSTITUENCY=WBFC

Getting Started Latest Headlines

Enter the LDA column for F and CS grades only.

Student	ID	Grade	Expire Date	Midterm Grade	Class Level	Credits	CEUs	Date Last Attended	Status Date
Aldridge, Shaylyn K.	0925169	A			SO	1.00			
Anderson, Joan D.	0813045	A			FR	1.00			
Atwater, April N.	0934489	A							
Crittle, Rolisha R.	0091535	I	12/11/09						
Foust, Anita T.	0920206	A							
Gauldin, Clay M.	0256948	A							
Harris, Victoria C.	0929336	A							
Hutson, Anthony C.	0918735	A							
Isley, Crystal F.	0818653	A			FR	1.00			
Jefferies, Gwendolyn F.	0722390	A			FR	1.00			
King, Whitney N.	0638724	A			SO	1.00			
Paxton, Elena S.	0938721	A			FR	1.00			
Pittman, Jordan M.	0938467	A			FR	1.00			
Rogister, Nicholas T.	0257003	A			FR	1.00			
Schwuerke, Wyatt	0930873	A			FR	1.00			
Spitler, Austin R.	0820248	A			FR	1.00			
Virgen, Priscila N.	0532599	A			SO	1.00			
White, Dawana K.	0636753	A			FR	1.00			

Only use the "expire date" column for incomplete grades. The date to use will be given to you by the Registrar's Office the week before grades are due.

After entering all grades, click "submit."

**SUBMIT**

Done

### Special Notes:

NEVER enter the following grades into WebAdvisor, as these circumstances require Records Office processing and additional paperwork:

- W (Records Office will enter this grade after a completed drop form is received.)
- NA (Records Office will enter this grade after a completed drop form is received.)

### AS A REMINDER:

- Developmental course grade options are: A, B, C, and CS. (*D's and F's should not be given.*)
- An audit grade (AU) should be given within the add/drop period, and be reported to the Registrar's Office by completing a add/drop form on the student. A student may not switch from a credit to an audit status, or from an audit to a credit status after the add/drop period. However, in consultation with the student, an instructor may switch student status from a credit to an audit through the withdrawal period. This is also done utilizing the add/drop form.
- If students have been properly dropped throughout the semester, their names should not appear on your final grade submission screen.

### Next Steps:

- **Instructor will print off a copy of the WebAdvising screen for each roster they entered grades for and sign at the bottom of each roster.** Use Print option in the WebAdvising screen not the printer icon on the Internet.
- **This copy will be sent to the Dean's Office along with a copy of the rollbook for each course by noon of the day grades are due.**

**Soon after grades are submitted, they will be verified by the Registrar's Office so that students can view them on WebAdvisor.**

\*Grade changes will still be processed only the Registrar's Office.

**Final Grading - Windows Internet Explorer**

http://webadv.southwesterncc.edu/WebAdvisor/WebAdvisor?TOKENIDX=12345&SS=3&APP=ST&CONSTITUENCY=WBFC

**SOUTHWESTERN COMMUNITY COLLEGE**  
College of the Great Smoky Mountains

[LOG OUT](#) | [MAIN MENU](#) | [FACULTY MENU](#) | [Print](#)

Welcome Wanda!

**FACULTY**

**Final Grading**

Class Name ACC-120-SD1  
Title Prin of Financial Accounting  
Location Main Campus - Jackson  
Term Spring 2009

**Instructor**  
Ms. Wanda B. Morris

Student	ID	Grade	Expire Date	Midterm Grade	Class Level	Credits	CEUs	Date Last Attended	Status Date
[Table content is mostly blank in the screenshot]									

Page: 7 of 14 Words: 1,076

start | Datatel - R18\_Li... | Novell GroupWis... | Welcome Home ... | myCampus - Ho... | Final Grading - ... | WebAdvisor for ... | 11:22 AM

## My Advisees:

To view a list of advisees, click on the “My Advisees” link on the main WebAdvisor faculty page. Enter the term for which you wish to view advisees. (No date range is necessary if the term field is populated. )

My Advisees - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://172.16.1.7/WA/WebAdvisor?TOKENIDX=1121501709&SS=5&APP=ST&CONSTITUENCY=WBFC

Getting Started Latest Headlines

LOG OUT MAIN MENU FACULTY MENU HELP CONTACT US

FACULTY Welcome Sherri Singer!

### My Advisees

Make a selection from one drop-down box in the ""Action"" column to get more information about one of your advisees.

Name	Action
Ms. Megan C. Allen	<input type="text" value=""/>
Ms. Sarah P. Arizmendi	View Student Transcript
Karen D. Baker	View Student Schedule
Ms. Elizabeth B. Baldwin	Evaluate Program
Phillip A. Baldwin	View Student Test Summary
Ms. Heather A. Bays	Express Register
Lora C. Becker	Search and Register
Brandon C. Bell	Drop Section
Justin S. Bell	View Student Profile
Sarah M. Bennett	<input type="text" value=""/>
Jeanne E. Biles	<input type="text" value=""/>
Cody M. Bingman	<input type="text" value=""/>
Ms. Melissa L. Blalock	<input type="text" value=""/>
Evan C. Bogan	<input type="text" value=""/>

Click on the “Action” drop down menu to see more options for your advisees.

Done

Advisee options include:

- **View student transcript (TRAN)**
- **View student schedule (SCHD)**
- **Evaluate program (EVAL)**
- **View student test summary (TSUM)**
- **Express Register (Not available at this time)**
- **Search and register (Not available at this time)**
- **Drop section (Not available at this time)**
- **View student profile (STPR)**

Further explanations are provided on pages 9-10.



## View Student Transcript

Select “View Student Transcript” from the drop down menu and then click submit. “CU transcript” should be populated. Then, click “submit.” The advisee transcript should be displayed. A list of grades as well as the student’s cumulative GPA will be displayed.

## View Student Schedule

Select “View Student Schedule” from the drop down menu and then click submit. Select the term in which you wish to view schedule and then click “submit.” The student’s schedule will be displayed. Course sections as well as meeting times and rooms will be displayed.

## Evaluate Program

Select “Evaluate Program” from the drop down menu and then click submit. Select the program you wish to create an EVAL for. If you wish to create an EVAL for a *prospective* program, use the drop down menu to select the desired program (Do not select a current at the top if you are using the “what if” feature.). Then, click “submit.”

The screenshot shows a web browser window titled "Program Evaluation - Mozilla Firefox". The address bar shows a URL starting with "http://172.16.1.7/WA/WebAdvisor?TOKENIDX=1121501709&SS=9&APP=ST&CONSTITUENCY=WBFC". The page header includes the Alamance Community College logo and navigation links: LOG OUT, MAIN MENU, FACULTY MENU, HELP, and CONTACT US. The user is logged in as Sherri Singer. The main content area is titled "Program Evaluation" and contains the following text: "You may select either an active program or a 'What if' program." Below this, there is a section for "Choose One Active Programs" with a table showing "A10100 Associate in Arts" selected. A text box with arrows pointing to the "Choose One" and "Active Programs" headers contains the instruction: "Select program OR use the 'what if' feature." Below the table, there is a dropdown menu for "What if I changed my program of study?" and a dropdown menu for "What work do you want to include?" with "Registered/Preregistered" selected. A "SUBMIT" button is at the bottom. A text box with an arrow pointing to the button contains the instruction: "Click 'submit.'" The footer includes the WebAdvisor 3.1 logo and the text "POWERED BY DATATEL".

Program Evaluation

You may select either an active program or a "What if" program.

\* = Required

Choose One	Active Programs
<input checked="" type="checkbox"/>	A10100 Associate in Arts

What if I changed my program of study?

What work do you want to include? \*

Click "submit."

WebAdvisor 3.1  
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A program EVAL will display.

**Be sure to check in “Other Courses” section for core courses that may not show up in the requirements sections. If you find such situation, please contact the Registrar’s Office.**

## View Student Test Summary

Select “View Student Test Summary” from the drop down menu and then click submit. All test scores will be displayed:

## View Student Profile

Select “View Student Profile” from the drop down menu and then click submit. Student profile information for the selected advisee will be displayed.

The screenshot shows a Windows Internet Explorer browser window displaying the Southwestern Community College website. The address bar shows the URL: <https://my.southwesterncc.edu/portal/page/portal/SWCC/Faculty08/WebAdvisor>. The page title is "Student Profile".

Student ID: 0140806 Preferred Name: Mr. Raymond W. Albury

Preferred Address: PO Box 874  
Waynesville, NC 28786

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**E-mail Address Type**

None Specified	
----------------	--

---

**Phone Number Extension Type**

226-3038		
----------	--	--

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Academic Program	Academic Level	Degree	Anticipated Completion Date	Academic Standing	Major	Minor	CCD	Special
Gaming Management Certificate	CU				Gaming Management Certificate		Certificate	

---

Advisor	Advisor Type	Phone Number	Extension	E-mail Address
Ms. Wanda B. Morris	Program	828-586-4091	342	

Southwestern Community College - 447 College Drive - Sylva, NC 28779

## Class Roster:

Class Roster - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://172.16.1.7/WA/WebAdvisor?TOKENIDX=1121501709&SS=12&APP=ST&CONSTITUENCY=WBFC

Getting Started Latest Headlines

Alamance Community College

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FACULTY Welcome Sherri Singer!

Class Roster

Select a Term: 2009 Summer Semester

or Enter a Date Range:

SUBMIT

LOG OUT MAIN MENU FACULTY MENU HELP CONTACT US

WebAdvisor 3.1  
POWERED BY DATATEL

Select term and click "submit."

Class Roster - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://172.16.1.7/WA/WebAdvisor?TOKENIDX=1121501709&SS=13&APP=ST&CONSTITUENCY=WBFC

Getting Started Latest Headlines

Alamance Community College

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FACULTY Welcome Sherri Singer!

Class Roster

Choose One	Course Name and Title	Term	Bldg	Room	Meeting Times	Days of Week
<input checked="" type="radio"/>	HIS 121 01X Western Civilization I	2009SU	B	B204	09:00AM - 12:00PM	TTH
<input type="radio"/>	HIS 131 01X American History I	2009SU	B	B204	10:10AM - 12:10PM	MWTF

SUBMIT

LOG OUT MAIN MENU FACULTY MENU HELP CONTACT US

WebAdvisor 3.1  
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Select the roster you wish to view and click "submit."

Your class roster will be displayed.

## Search for Sections:

This option will allow you to search for sections during a particular term or view the entire course schedule.

## My Class Schedule:

This option will allow you to view your teaching schedule for a selected term. Select the term you wish to view and then click “submit.”

**Class Schedule - Mozilla Firefox**

File Edit View History Bookmarks Tools Help

http://172.16.1.7/WA/WebAdvisor?TOKENIDX=1121501709&SS=18&APP=ST&CONSTITUENCY=WBFC

Getting Started Latest Headlines

**Alamance Community College**

LOG OUT MAIN MENU FACULTY MENU HELP CONTACT US

You may use your browser's print feature to print this view.

**FACULTY** Welcome Sherri Singer!

### Class Schedule

Class Name and Title	Days of Week	Start Time	End Time	Bldg	Room	Start Date	End Date
<a href="#">ACA-111-32 College Student Success</a>	TTH	12:40PM	01:35PM	MAIN	00369	01/12/09	03/12/09
<a href="#">ACA-122-42X College Transfer Success</a>	TTH	12:40PM	01:35PM	MAIN	00369	03/13/09	05/09/09
<a href="#">ACA-122-67Y College Transfer Success</a>	F	10:10AM	11:40AM	BCA1	BCA1	04/03/09	06/05/09
				DSED	HYBRD	04/03/09	06/05/09
<a href="#">HIS-121-05E Western Civilization I</a>				DSED	ONLINE	01/12/09	05/09/09
<a href="#">HIS-151-01E Hispanic Civilization</a>				DSED	ONLINE	01/12/09	05/09/09
<a href="#">HIS-212-01X Medieval History</a>	TTH	11:00AM	12:20PM	B	B204	01/12/09	05/09/09

OK

LOG OUT MAIN MENU FACULTY MENU HELP CONTACT US

**WebAdvisor 3.1**  
POWERED BY GATES

Done

Information such as section numbers, meeting days, meeting times, and room assignments are included.

## General Advising:

This section of WebAdvisor can be used to look up information on students **other than** your advisees. Options under this tool include:

- **Evaluate program** – You may run an EVAL for a current program or choose a “what-if” scenario for another program (screenshot included on Page 8).
- **View student schedule** – You may retrieve a student’s schedule for a particular term. See Page 8
- **View student test summary** – You may view a student’s complete test score summary. This is useful in checking student pre-requisites at home! See Page 9.
- **View student transcript** – You may view a student’s complete transcript. This is useful in checking student pre-requisites at home! See Page 8.

To get started with any of the above options:

General Advising

Enter either the Student's Colleague ID or Social Security Number, both are not needed.

\* = Required

Student ID

SSN

Action

**SUBMIT**

WebAdvisor 3.1  
POWERED BY DATATEL

Done

## Student Profile:

This feature will allow you to see student profile information such as address, phone number, advisor, and program of study. To view this information:

Student profile - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://172.16.1.7/WA/WebAdvisor?TOKENID=1121501709&SS=1&APP=ST&CONSTITUENCY=WBF

Getting Started Latest Headlines

Alamance Community College

LOG OUT MAIN MENU FACULTY MENU HELP CONTACT US

Welcome Sherri Singert

FACULTY

Student profile

Enter the student's ID or Social Security/Social Identification Number.

Student ID

Social Security Number

SUBMIT

LOG OUT MAIN MENU FACULTY MENU HELP CONTACT US

WebAdvisor 3.1  
POWERED BY ORACLE

Done

## Questions?

Contact Christy Deaver, Registrar  
(Extension 460)