

# **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:

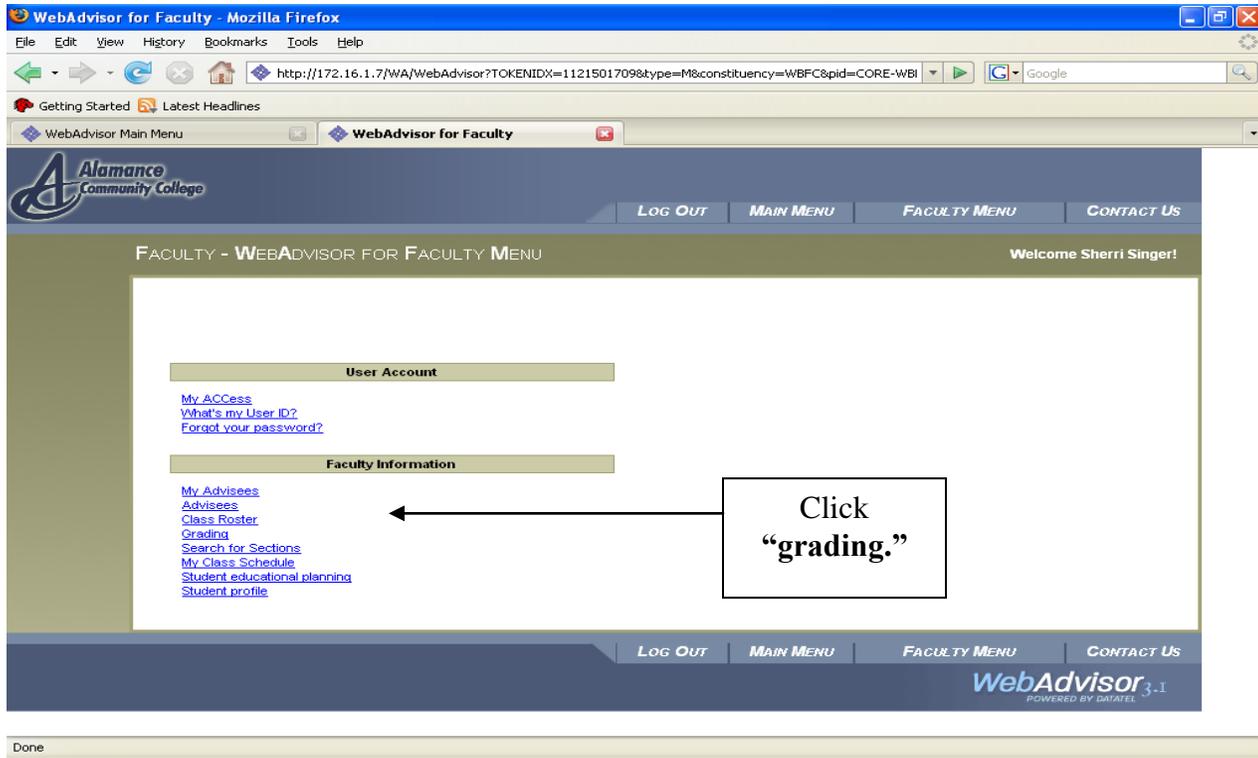
- Enter student grades
- Do pre-requisite checks from your own home
- Register advisees
- View student profile information
- Access your faculty teaching schedule

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

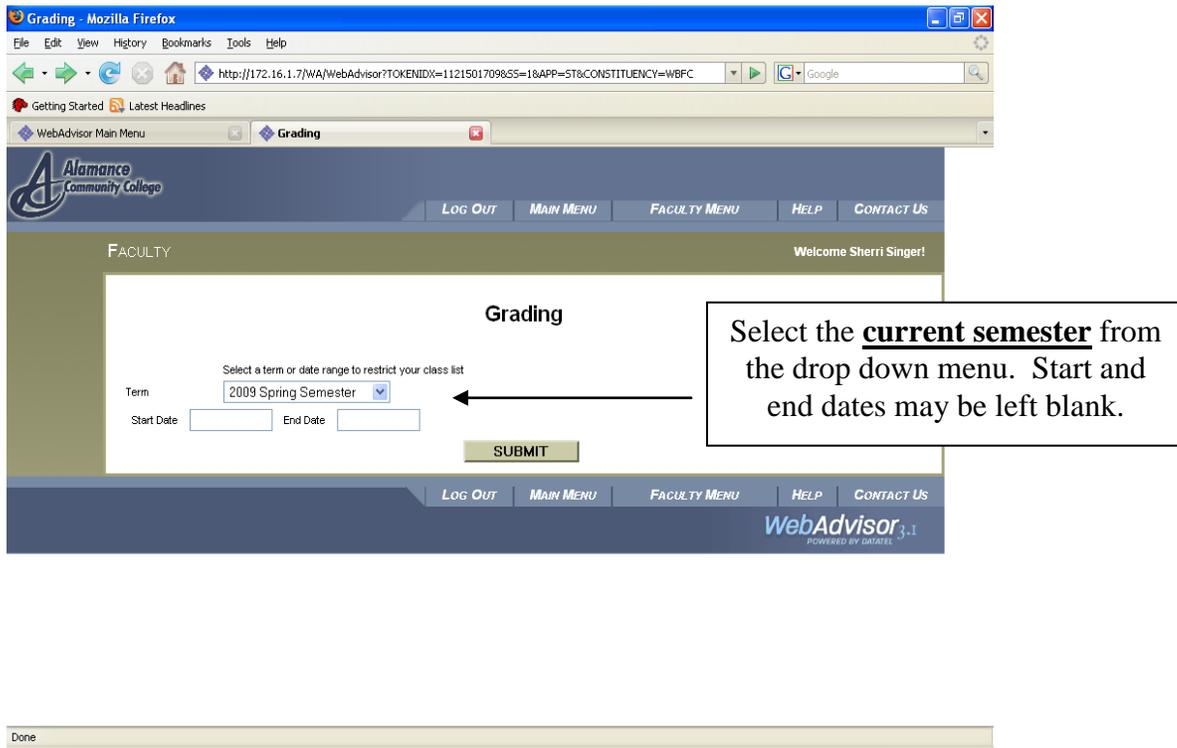
1. Click on the “**Login MySCC**” toolbar on SCC’s homepage: [www.southwesterncc.edu](http://www.southwesterncc.edu)
2. Login using your Novell username and password.
3. Click on the “WebAdvisor” link to access your information on WebAdvisor.
4. To access information, click on the “**Faculty**” toolbar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

**You’re connected to WebAdvisor!**

# Faculty Grading:



The screenshot shows the 'WebAdvisor for Faculty' interface in a Mozilla Firefox browser. The page title is 'FACULTY - WEBADVISOR FOR FACULTY MENU' and it welcomes 'Sherri Singer!'. The main content area is divided into two sections: 'User Account' and 'Faculty Information'. The 'User Account' section contains links for 'My ACCESS', 'What's my User ID?', and 'Forgot your password?'. The 'Faculty Information' section contains links for 'My Advisees', 'Advisees', 'Class Roster', 'Grading', 'Search for Sections', 'My Class Schedule', 'Student educational planning', and 'Student profile'. A callout box with an arrow points to the 'Grading' link, containing the text 'Click "grading."'. The browser's address bar shows the URL: 'http://172.16.1.7/WA/WebAdvisor?TOKENID=X=1121501709&type=M&constituency=WBFC&pid=CORE-WBI'. The browser's status bar at the bottom shows 'Done'.



The screenshot shows the 'Grading' page in the WebAdvisor for Faculty interface. The page title is 'Grading' and it welcomes 'Sherri Singer!'. The main content area contains a form with the following fields: 'Term' (a dropdown menu currently showing '2009 Spring Semester'), 'Start Date' (a text input field), and 'End Date' (a text input field). Below the form is a 'SUBMIT' button. A callout box with an arrow points to the 'Term' dropdown menu, containing the text 'Select the current semester from the drop down menu. Start and end dates may be left blank.' The browser's address bar shows the URL: 'http://172.16.1.7/WA/WebAdvisor?TOKENID=X=1121501709&SS=1&APP=ST&CONSTITUENCY=WBFC'. The browser's status bar at the bottom shows 'Done'.

Grading - Mozilla Firefox

File Edit View History Bookmarks Tools Help

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

Getting Started Latest Headlines

**Alamance Community College**

LOG OUT MAIN MENU FACULTY MENU HELP CONTACT US

FACULTY Welcome Sherri Singer!

**Grading**

Final or Midterm/Intermediate Grading:  (Dropdown menu showing Final and Midterm/Intermediate)

Select "final" to enter final grades.

Choose One	Class Name and	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

Click "submit."

SUBMIT

LOG OUT MAIN MENU FACULTY MENU HELP CONTACT US

WebAdvisor 3.1  
POWERED BY DATATEL

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&S5=4&APP=ST&CONSTITUENCY=WBFC

Getting Started Latest Headlines

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			

Enter the LDA column for F and CS grades only.

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

### 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.**

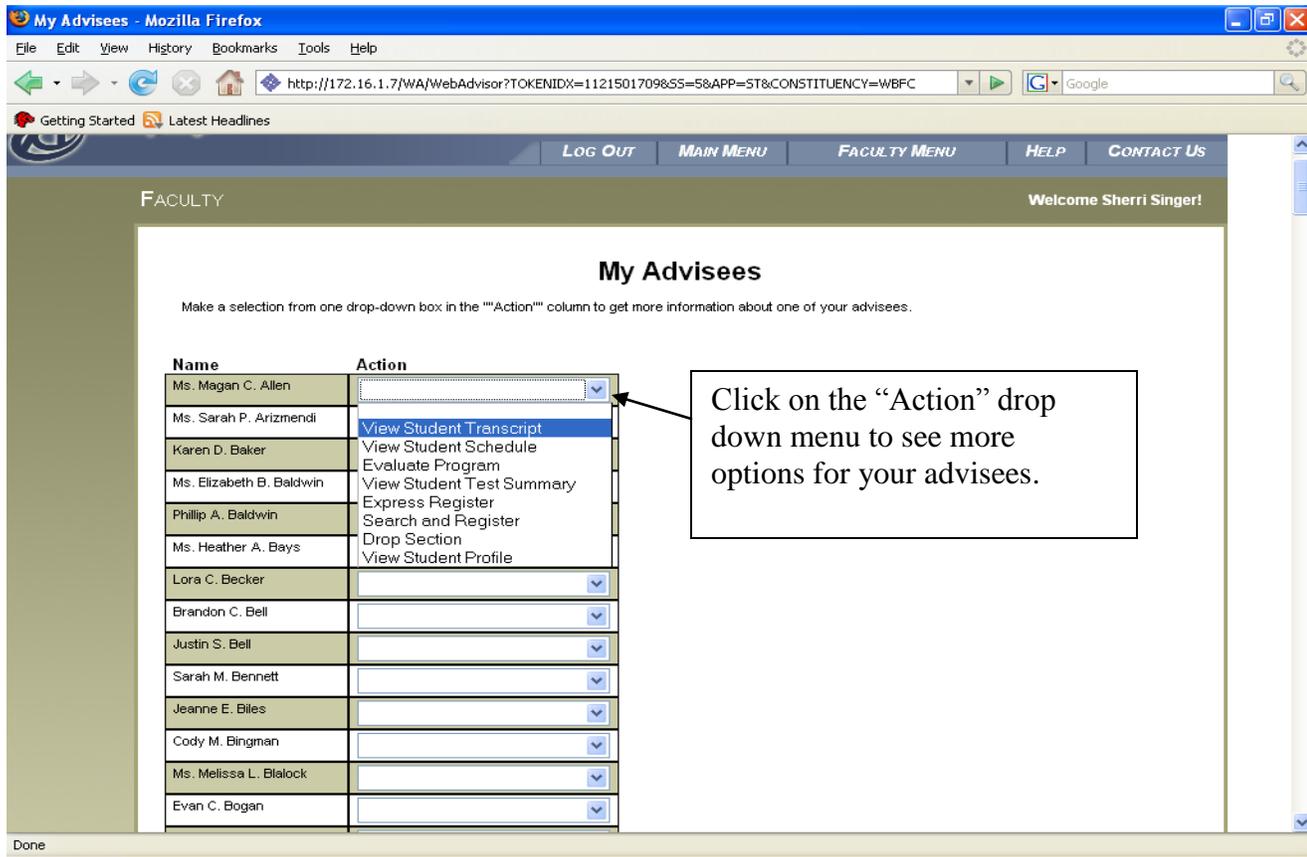
**Soon after grades are submitted, they will be verified by the Registrar’s Office so that students can view them on WebAdvisor.**

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



## 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

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

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

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](#).”

Program Evaluation - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://172.16.1.7/WA/WebAdvisor?TOKENIDX=1121501709&SS=9&APP=ST&CONSTITUENCY=WBFC

Getting Started Latest Headlines

Alamance Community College

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FACULTY Welcome Sherri Singer!

### Program Evaluation

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

\* = Required

Choose One Active Programs

A10100 Associate in Arts

What if I changed my program of study?

What work do you want to include? \*  Registered/Preregistered

SUBMIT

LOG OUT MAIN MENU FACULTY MENU HELP CONTACT US

WebAdvisor 3.1 POWERED BY DATATEL

Done

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 'Student Profile' page for Raymond W. Albury. The browser's address bar shows the URL: https://my.southwesterncc.edu/portal/page/portal/SWCC/Faculty08/WebAdvisor. The page content includes the following information:

Student ID: 0140806 Preferred Name: Mr. Raymond W. Albury  
Preferred Address: PO Box 874  
Waynesville, NC 28786

**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**

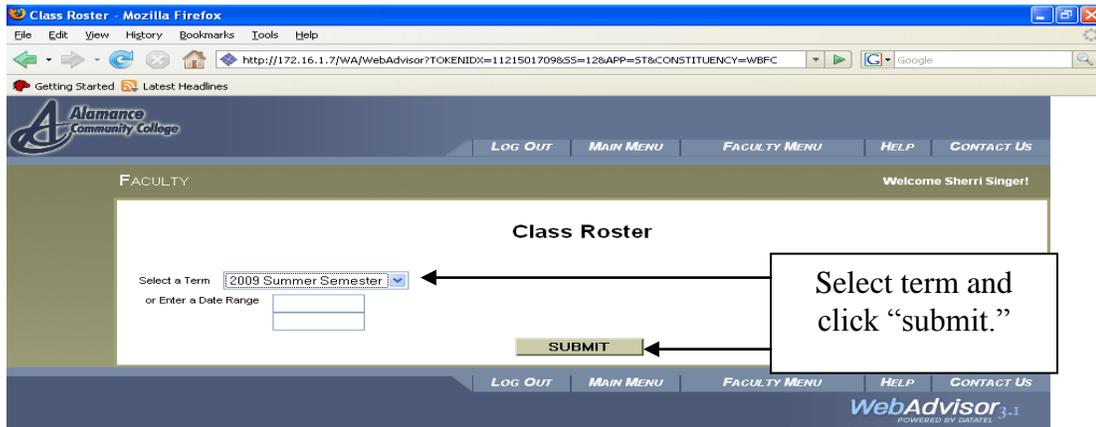
Gaming Management Certificate	CU				Gaming Management Certificate		Certificate	
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**Advisor Advisor Type Phone Number Extension E-mail Address**

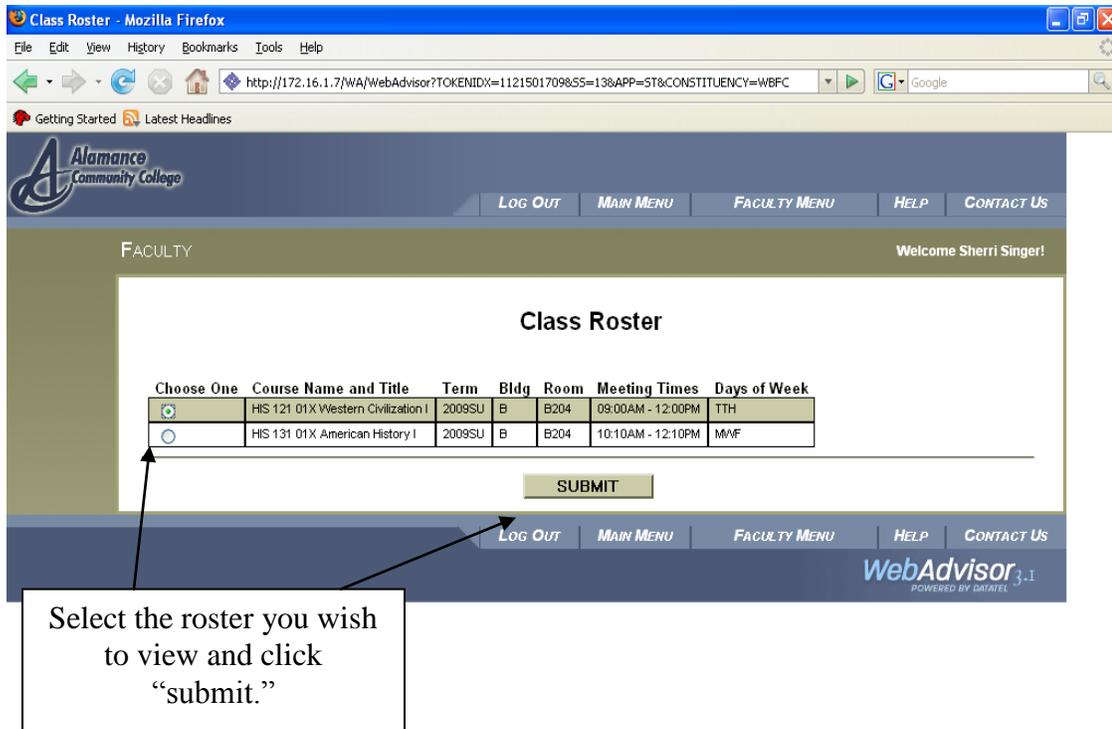
Ms. Wanda B. Morris	Program	828-586-4091	342	
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Southwestern Community College - 447 College Drive - Sylva, NC 28779

# Class Roster:



Done



Done

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.”

The screenshot shows a web browser window titled "Class Schedule - Mozilla Firefox". The address bar contains the URL: <http://172.16.1.7/WA/WebAdvisor?TOKENIDX=1121501709&SS=18&APP=5T&CONSTITUENCY=WBFC>. The page header includes the Alamance Community College logo and navigation links: LOG OUT, MAIN MENU, FACULTY MENU, HELP, CONTACT US. A welcome message reads "Welcome Sherri Singer!". The main content area is titled "Class Schedule" and contains a table with the following data:

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

Below the table is an "OK" button. The footer of the page includes navigation links: LOG OUT, MAIN MENU, FACULTY MENU, HELP, CONTACT US, and the WebAdvisor 3.1 logo, powered by DATATEC.

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\*

Enter student ID or SSN and then designate the action from the drop down menu.

Click “submit.”

Alamo Community College

LOG OUT MAIN MENU FACULTY MENU HELP CONTACT US

FACULTY Welcome Sherri Singer!

WebAdvisor 3.1  
POWERED BY GATETEL

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?TOKENIDX=1121501709&SS=1&APP=ST&CONSTITUENCY=WF&C

Getting Started Latest Headlines

Alamance Community College

LOG OUT MAIN MENU FACULTY MENU HELP CONTACT US

Welcome Sherri Singer!

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)