

## Introduction to WebAdvisor for Faculty

As you know, the college has recently invested in a new software system for all of its administrative functions, from admissions to financial aid. One important new tool is WebAdvisor, which is how advisors will maintain student records and approve student course selection, and how students will access their academic records and register for classes. This tutorial is meant to give faculty a simple review of the essential features of WebAdvisor. A companion tutorial for students has been produced and distributed to your advisees.

WebAdvisor is accessible ONLY through the college's portal system. If you have not yet logged on to the portal, please do so right away. Here's how:

Go to the Assumption College homepage at <http://www.assumption.edu/>. Go to the bottom right-hand corner of the homepage and click on "my.assumption." Log in by typing "assumptionnt" and your user name as in Houndmail. Be sure to use the backslash above the "enter" key. Then, type in your password, just as you would with Houndmail. The portal page ought to come up. If it doesn't, call the Hub at x7060.

An overview of the WebAdvisor advising and registration process looks like this:

1. Advisees review their degree requirements, develop a list of TEN potential courses, and post them to a worksheet through WebAdvisor.
2. Advisors and Advisees meet to discuss the worksheet and to modify as needed. The worksheet is a shared document. Unlike the old system, where advisors cleared *advisees* to register, in WebAdvisor, advisors clear *courses*. *Advisees cannot register for any course that has not been approved on their worksheet*. A full completion plan can be posted to the worksheet and approved, but for now, a Spring 2011 course approval is sufficient.
3. After the meeting, advisees access WebAdvisor two more times: first to identify preferred sections of their approved courses, and then, when their registration window opens, to register.

## Students Do Their Homework

Before you see your advisees, we expect them to have done their homework. They need to know what they've done, and thought about what comes next. To do that homework, we're guiding them to the following materials, which are essential to you as an advisor as well.

1. The Core Requirements Check Off Sheet, available on the academic advising webpage on our website at: <http://www1.assumption.edu/advising/>. There's also a list in the hard copy catalog, available in the Registrar's Office, and in PDF form on the website.

2. If declared, their Major Requirements, also available on the advising webpage on our website at <http://www1.assumption.edu/advising/>, or from their class catalog.

3. Their transcript, available on the portal through WebAdvisor. Advisors have access to student transcripts this way: access the portal, and look in the bottom right-hand corner for WebAdvisor. Click on “Faculty Information” and “My Advisees.” Specify the current semester and click “submit.” You will see a list of all your advisees, and an “action” column which includes the option to “view student transcript.” Click on that option and click “submit.” You will now need to confirm that the student is pursuing an undergraduate B.A., and click “submit”. A listing will appear, organized by term with most recent (current) term at the top. Grades also appear, and a cumulative gpa appears at the bottom of the list, along with a total of earned credits.

### **Advisees Post Courses to an Academic Planning Worksheet**

Once your advisees have a list of ten or more potential Spring courses, they’ll go to WebAdvisor, post courses to a worksheet, and send you an e-mail alerting you to the fact that they have done so, and seeking an appointment. So you’ll be receiving e-mails that might look like this:

I have posted some courses to my worksheet--can I make an appointment with you to discuss them?  
Thanks--  
Sent from Sally Greyhound (ID: 0213533).

### **Meeting With Your Advisees, Reviewing the Educational Plan and Approving Courses**

Either prior to your meeting with the student, or during the meeting, you will access the advisee’s worksheet. To do so, go to the portal, then WebAdvisor (see above) and click on “Faculty Information,” “My advisees,” and indicate the semester. You should now see a list of all of your current advisees. Using the drop down menu next to that student’s name, click on “Student Educational Plan” and “submit” at the bottom of the page. Confirm undergraduate degree by clicking “submit,” and the student’s worksheet, called “educational plan” from your perspective, appears.

Together, you and your advisee will discuss the educational plan, modifying as needed. Make sure you click the “approval” box next to all the courses you approve, and be sure there is a broad range of selection on the worksheet. *The student will not be able to register for any unapproved course.* Advisees will need the flexibility of many approved courses to craft a full and workable schedule, given that some sections of courses may fill up or conflict with others.

You may also add some courses that the student has not included on the worksheet. To do so, scroll down under the list of courses on the worksheet to “Quick Add.” Choose the “Additional Term,” then specify the “Course Subject” and type in the “Course Number.” Then click “submit”

at the bottom. Note that you can also do some advance planning here—you can add courses that you would like the student to take in later semesters by indicating a later term under “New Term.”

Unlike the old system, where you approved advisees to register after meeting with them and filling out the paper registration form, WebAdvisor functions as both a record of the advising conversation and a course-by-course approval mechanism.

Once you have met with your advisee and approved a range of courses, the advisee is ready to register online. If an advisee has a quick question or would like approval for an additional course, you can ask him or her to post the course on the worksheet, and you can approve it (as detailed above) or you can add it yourself through “Quick Add.” Later adjustments should also be easier since the range of courses have already been approved—no need to re-approve.

### **What if my advisees have not posted courses to their educational plan?**

You can send them back to do it and set up another time to meet, or you can work together to create a list of approved courses. Here’s how you create the list of approved courses:

1. Access the student’s blank “educational plan” by going on to WebAdvisor, clicking “Faculty Information” and then click “My Advisees.” Choose the current term and click “submit.” From the drop-down menu next to the advisee’s name, choose “Student Educational Plan.” Confirm the undergraduate degree and course catalog by clicking “Submit.”
2. You will now see a blank screen that says “Create a Plan.” You can then add classes by specifying the term, the “Course Subject” and “Number.” Hit “submit” at the bottom of the page when you are finished. The system automatically assumes you are approving courses that you are adding as an advisor, so there is no additional “approval” box to click.

Remember, you are only specifying courses and not sections. If you are not sure what is on offer in any given term, you can consult “Search for Sections” under “Faculty Information” on the menu on the left-hand side of the screen. You can use the tabs at the top of the interior screen to move back and forth from “Search for Sections” to an advisee’s plan or transcript.

**Please note: using the “back” arrow button at the very top left-hand corner takes you to the main page of the portal. Using the “back” and “next” buttons within the Datatel screen moves you to previously displayed screens.**

As you can see, there are many other capabilities and functions this new system offers us. Going forward, the Dean’s office will be working with faculty advisors and students to learn more about what WebAdvisor can do to facilitate informed and creative advising at Assumption.