

Advising and WebAdvisor

WebAdvisor enables faculty and staff to check Colleague for advisee names, class rosters, schedules, classes, and more via the Internet.

IMPORTANT

By law, student information must be kept confidential. Go to <http://wwwfac.worcester.edu/it/policies/pdf/ferpa1.pdf> to review WSC policies regarding FERPA guidelines.

Some students explicitly requested that their information remain private. In such cases, a “**Privacy code - Do not release student information**” notation will be displayed in their Student Profiles.

Users will be logged out of WebAdvisor after 30 minutes of inactivity. Have all materials ready prior to logging into the system.

WebAdvisor Advising Functions

As of spring 2009, a new **Advise a Student in Your Department** link was added to the Faculty WebAdvisor for Faculty menu.

Faculty members can advise assigned advisees, students who have “declared” a major or minor in the faculty member’s department, or matriculated students who have not declared a major.

In addition, **View Student Grades** and **Degree Audit** were added to the **My Advisees Action** menu.

As of Spring 2010, **Class Roster** has been modified. Now, rosters can be viewed by clicking a **Course Section Name and Title link** or by selecting from a term menu at the bottom of the Class Roster window. A Student Profile can be viewed by clicking the link for the student’s name.

- Select **My Advisees** to obtain a transcript, test summary, schedule, student profile, to run a degree audit report, view student grades, or e-mail advisees assigned to you.
- Select **Advisees** to display Student IDs, Cumulative GPA, Ungraded Credits (transferred, for example), Attempted Credits, and Earned Credits for each advisee.
- Select **Class Roster** to obtain a roster listing Student Names, ID’s, email addresses, phone numbers, Class (FR, JR, SR), Academic Level (UD, GD), Status (“New” to designate enrollment during normal registration periods or “Add” to designate enrollment during Add-Drop), Course Credits, email addresses. CEU (Continuing Education Credits) fields are not populated at this time in WebAdvisor.
- Select **Search for Sections** to obtain a list of classes based on selected criteria (Term, Subject, Course Level, Number, or Section). The resulting list displays Course Name and Title, Meeting Information, Faculty, Status (Open or Closed), Cap, Academic Level (UD, GD), and Term.
- Select **My Class Schedule** to obtain a class schedule for a specified term listing Class Name and Title, Days of the Week, Start and End Times, Building and Room, and Start and End Dates.
- The **Attendance Tracking Screen** is used by IELI (Intensive English Language Institute) Faculty to meet program requirements.

Advising and WebAdvisor

Log into WebAdvisor

1. Log into the WSC Community System by going to <http://community.worcester.edu>.
2. Under Login Here, enter your **WSC Username** and **Password** and press **<Enter>**.
3. When the Security Alert displays, click **<Enter>**

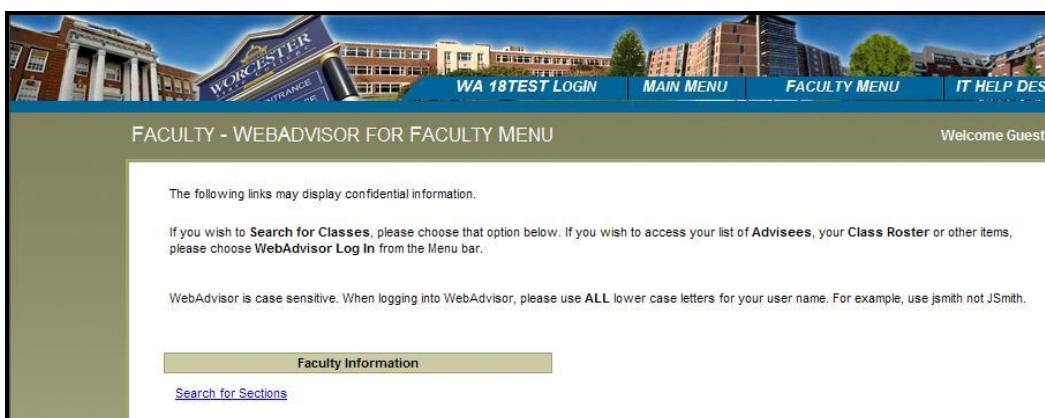
The Fac/Staff WebAdvisor module should appear on the lower left of the Community System screen.

4. Click the link titled **Click Here for Faculty menu**.

This will bring you to the WebAdvisor Log In screen.



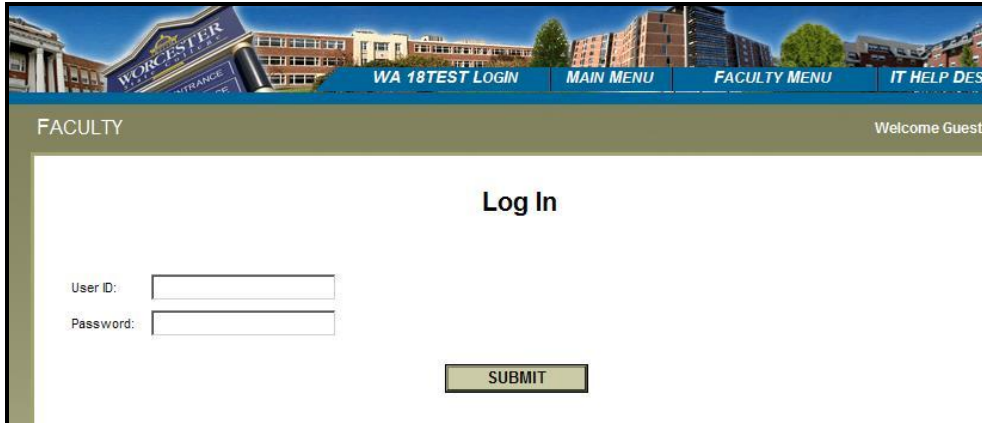
5. Click **Faculty** to access the Faculty-WebAdvisor for Faculty menu screen.



Advising and WebAdvisor

Log into WebAdvisor

6. At the top of the screen, click **WEBADVISOR LOG IN**.

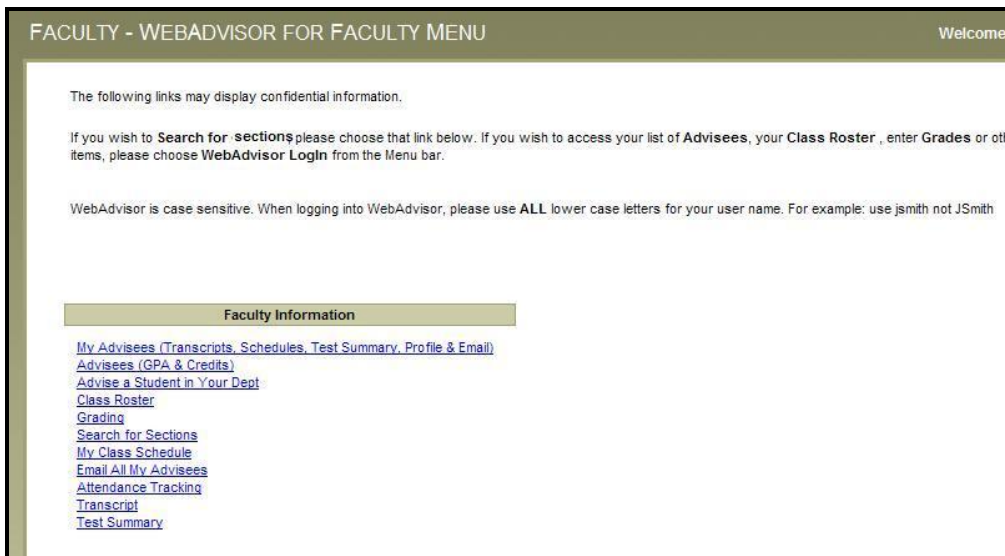


The screenshot shows the top navigation bar with links for 'WA 18TEST LOGIN', 'MAIN MENU', 'FACULTY MENU', and 'IT HELP DESK'. Below this is a 'FACULTY' header with a 'Welcome Guest!' message. The main content area is titled 'Log In' and contains two input fields: 'User ID:' and 'Password:'. A 'SUBMIT' button is located below the fields.

7. Enter your **WSC Username** and **Password**.

WebAdvisor is case sensitive. When logging into WebAdvisor, please use ALL lowercase letters for your username.

The WebAdvisor for Faculty Menu screen displays.



The screenshot shows the 'FACULTY - WEBADVISOR FOR FACULTY MENU' header with a 'Welcome J...' message. The main content area contains a warning: 'The following links may display confidential information.' Below this is a paragraph: 'If you wish to Search for sections please choose that link below. If you wish to access your list of Advisees, your Class Roster, enter Grades or other items, please choose WebAdvisor Login from the Menu bar.' A second paragraph states: 'WebAdvisor is case sensitive. When logging into WebAdvisor, please use ALL lower case letters for your user name. For example: use jsmith not JSmith'. A 'Faculty Information' section contains a list of links: 'My Advisees (Transcripts, Schedules, Test Summary, Profile & Email)', 'Advisees (GPA & Credits)', 'Advise a Student in Your Dept', 'Class Roster', 'Grading', 'Search for Sections', 'My Class Schedule', 'Email All My Advisees', 'Attendance Tracking', 'Transcript', and 'Test Summary'.

Advising and WebAdvisor

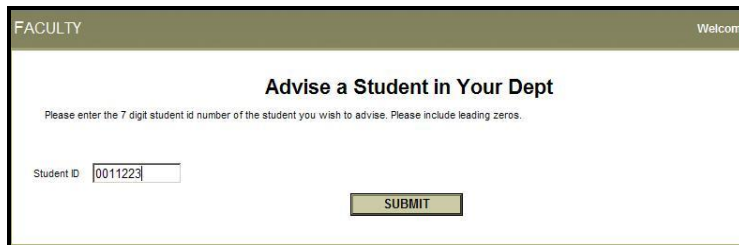
- **As of spring, 2009, faculty members can advise students “declared” (either major or minor) in their own departments in addition to their assigned advisees.**

An error message displays if the criteria is not met.

Advise a Student in Your Department

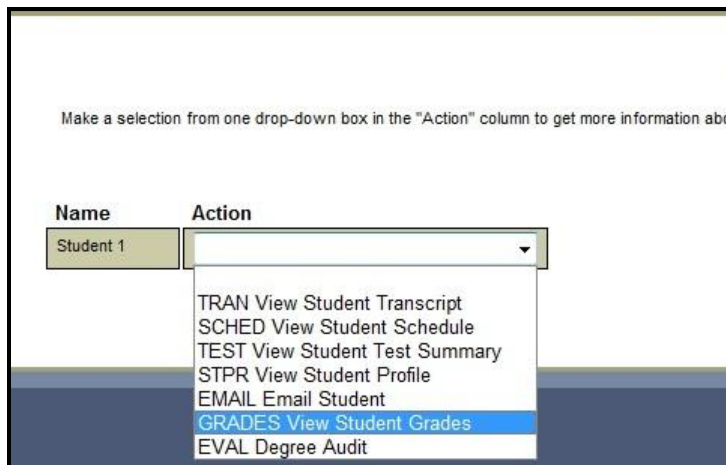
1. From the Faculty – WebAdvisor for Faculty menu, select **Advise a Student in Your Department**.

The Advise a Student in Your Dept Screen displays.



2. Type the **Student’s ID number** in the **Student ID** box.
3. Click **Submit**.

The My Advisees screen displays with an Action menu for the specified student.



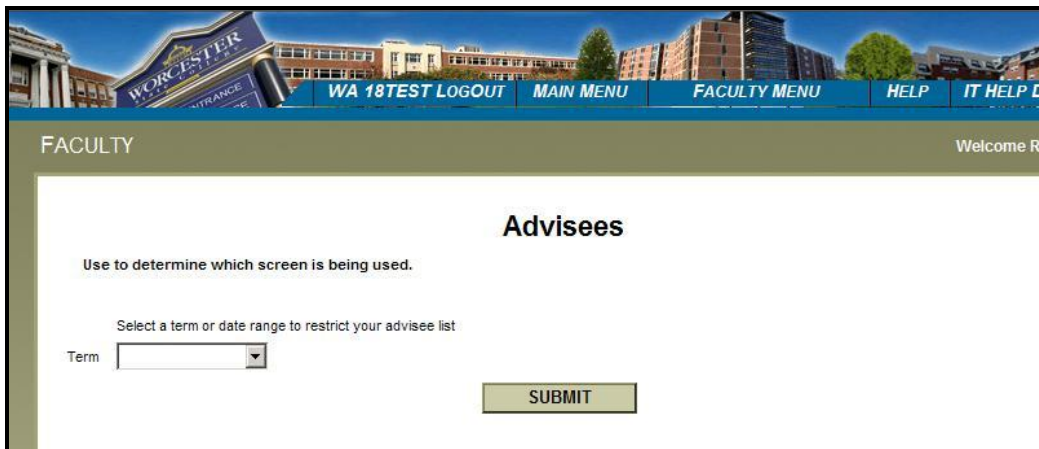
4. Select the **desired Action** from the drop-down menu.
Example: GRADES View Student Grades
5. Select the desired **Term** and click **Submit**.
Both midterm (NA or I) and final grades display.
6. Click **OK** to finalize the action and be returned to the Faculty – WebAdvisor for Faculty Menu.

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- Select the **Advisees** option to display **Student IDs**, **Cumulative GPA**, **Ungraded Credits**, **Attempted Credits**, and **Earned Credits** for each official advisee.

List of Advisees

1. Click **Advisees**.
2. If requested, enter your **Username** and **Password** and click **Submit**.
3. Select the desired semester from the **Term** drop-down list.



The screenshot shows the WebAdvisor interface for a faculty member. At the top, there is a navigation bar with links for 'WA 18TEST LOGOUT', 'MAIN MENU', 'FACULTY MENU', 'HELP', and 'IT HELP D'. Below this is a header area with 'FACULTY' on the left and 'Welcome R' on the right. The main content area is titled 'Advisees' and contains the following text: 'Use to determine which screen is being used.' Below this is a prompt: 'Select a term or date range to restrict your advisee list'. There is a 'Term' dropdown menu and a 'SUBMIT' button.

4. Click **Submit**.
- A list of the faculty member's advisees display.
5. Click **Faculty Menu** to return to the For Faculty main menu.

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- Select **My Advisees** to obtain a student transcript, schedule, test summary, student profile, to e-mail a student, or perform a degree audit.
- Select **View Student Profile** to obtain information regarding the student's privacy code.
- Select **Degree Audit** to obtain a report that evaluates the student's progress toward completion of academic requirements in their chosen minor or major or one of the fields of study listed on the "What if I Changed My Program of Study" drop-down menu.

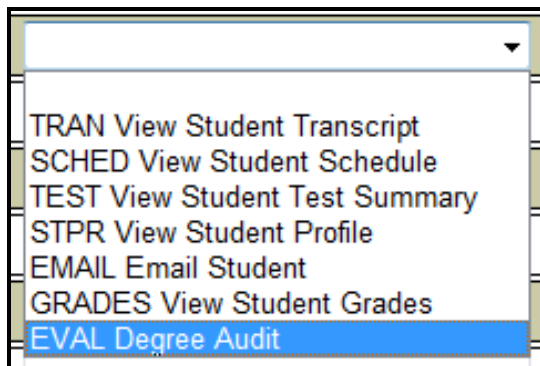
My Advisees – Degree Audit

1. From the Faculty menu, select **My Advisees** (Transcripts, Schedules, Test Summary, Profile, Email, and Degree Audit).
2. Select the desired semester from the **Term** drop-down list.

3. Click **Submit**.

A list of the faculty member's Advisees display.

4. Beside the desired advisee's name, click the **Action drop-down** menu and select the **Action** you want performed. In this case, select **Degree Audit**. Then, click **Submit**.



The Main Degree Audit Screen displays.

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My Advisees –Degree Audit

A Degree Audit screen displays listing the student's active academic program and the work (Registered/Preregistered) that is to be included in the degree audit report.

Degree Audit

If you receive the message "No report was produced" a Degree Audit cannot run on this student. This student comes under the 1998 Catalog.

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

* = Required

Choose One **Active Programs**

 BS_SOC BS_SOC

What if I changed my program of study?

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

1. If more than one program displays under **Active Program**, **check** the program you wish to use for this **Degree Audit Report**.
2. Use the "What if I changed my program of study", **dropdown** menu to **select an alternate field of study** on which to perform a degree audit report
3. When all of your desired selections are completed, click **Submit**.

The Degree Audit Choose Catalog screen displays.

Degree Audit

Choose One **Catalog**

 2008B

4. Click the **box** to the left of the desired **Catalog** and click **Submit**.

The Degree Audit Report runs (for advising purposes only).

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My Advisees – Degree Audit

Note:

Courses in Progress appear in **Blue**,

Courses Not Started appear in **Red**.

Courses Pending Completion of Unfinished Activity appear in **Gold**.

Courses that have been Completed appear in **Green**.

Program Requirements:					
1: Common Courses (In progress)					
Credits Earned: 9		Complete all 3 subrequirements:			
A: First Year Seminar (Not started)					
Take a first-year seminar, normally in the first semester.					
Course	Needed	Term	Grade	Credits	Notes
1.	1 course needed				
B: Writing (Complete)					
Take EN-101 English Comp I, EN-102 English Comp II					
Credits Earned: 6					
Course	Needed	Term	Grade	Credits	Notes
1. EN-101		06/FA	TR	3	
2. EN-102		06/FA	TR	3	
C: Capstone Experience (Pending completion of unfinished activity)					
Take one Capstone Experience course which may or may not be a course in your major.					
Course	Needed	Term	Grade	Credits	Notes
1. CJ-331		08/SP		3	* P

- Viewing or printing of this report must conform to [FERPA](#) (Family Education Rights and Privacy Act) Guidelines.

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My Advisees – Email Student

If you selected Email Student and clicked Submit, the following screen displays.

The Advisee's Worcester State College e-mail address is entered, by default.

E-mail My Advisee

From E-mail Address: famory@worchester.edu

Send To	Student's Name	Student's E-mail Address
<input checked="" type="checkbox"/>	Ismael Ayala	jlance@worchester.edu

Additional 'Send To' E-mail Addresses

Subject: _____

E-mail Text: _____

SUBMIT

1. Click the **Send To** box to add a check.
2. If you wish to have a copy of the e-mail sent to yourself (as a record of the e-mail) or another person, enter the e-mail addresses in the boxes provided.
3. In the Subject field, enter a **Subject** for the message.
4. Enter message text in the **E-mail Text** field.
5. Click **Submit** when completed.
6. Click the **Faculty Menu** to return to the WebAdvisor For Faculty Menu screen.

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- Select Search for Sections to obtain a list of classes based on selected criteria (Subjects, Course Levels, LASC categories). The resulting list displays Course Name and Title, Meeting Information, Faculty, Status (Open or Closed), Cap, Academic Level (UD, GD), and Term.
- Choose two fields from the Search for Sections screen.

Search for Sections

1. Click **Search for Sections** under Faculty Information on the Web Advisor For Faculty page.

Search for Sections

You are required to use 2 fields to search on. "Term" is required.

Term

Starting On/After Date Ending By Date

Subjects	Course Levels	Course Number	Section	Section Type
<input type="text" value="Computer Science"/>	<input type="text" value="First Yr"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Lab Course"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Creative Arts
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Capstone Experience
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Constitutions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Diversity Across Curr
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	First Year Seminar
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Global Perspectives
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Hum Beh & Soc Processes
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Honors
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Indiv & Comm Well-Being
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Independent Work
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Lab Course
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Math Across Curriculum
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Nat Sys & Processes
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	On-Line
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Quantitative Reasoning
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Thought, Lang, Culture
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	U.S. And Its Role World
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Writing Across Curriculum

Sections Meeting After Sections Ending Before

Mon Tue Wed Thu Fri Sat Sun

Course Title Keyword(s)

Academic Level

Instructor's Last Name

2. Choose the desired semester from the **Term** drop-down list.
3. Choose the appropriate department from the drop-down list beside **Subject**.
4. **Select at least one additional information field to narrow the search further.**
5. Click **Submit**.
6. Click **Faculty Menu** to return to the WebAdvisor For Faculty Menu screen.

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- Select **Class Roster** to obtain a roster listing Section Name and Title, Term, Start Date, End Date, Meeting information, and Location
- All courses for the current or recently completed terms are listed in WebAdvisor. In addition, rosters for a specific term can be selected from the drop-down menu located towards the bottom of the Class Roster window.

Class Roster

1. Click **Class Roster** under Faculty Information on the WebAdvisor for Faculty page.

Courses taught by the professor logged into WebAdvisor display.

Class Roster - Datatel					
Section Name and Title	Term	Start Date	End Date	Meeting Information	Location
CJ-121-01 (029561) Theories of Crime	Spring Semester 2010	01/19/10	05/16/10	01/19/2010-05/13/2010 Lecture only Tuesday, Thursday 08:30AM - 09:45AM, Room to be Announced	
CJ-121-02 (029565) Theories of Crime	Spring Semester 2010	01/19/10	05/16/10	01/19/2010-05/13/2010 Lecture only Tuesday, Thursday 11:30AM - 12:45PM, Room to be Announced	
CJ-340-E1 (029575) ST. Sexual Offenses	Spring Semester 2010	01/19/10	05/16/10	01/19/2010-05/11/2010 Lecture only Tuesday 05:00PM - 08:00PM, Room to be Announced	
CJ-341-01 (029569) ST. Sexual Offenses	Spring Semester 2010	01/19/10	05/16/10	01/19/2010-05/13/2010 Lecture only Tuesday, Thursday 01:00PM - 02:15PM, Room to be Announced	
CJ-201-01 (027542) Law Enforcement & Society	Fall Semester 2009	09/02/09	12/31/09	09/03/2009-12/31/2009 Lecture only Tuesday, Thursday 08:30AM - 09:45AM, Learning Resources Center, Room 327	
CJ-201-02 (027545) Law Enforcement & Society	Fall Semester 2009	09/02/09	12/31/09	09/03/2009-12/31/2009 Lecture only Tuesday, Thursday 11:30AM - 12:45PM, Learning Resources Center, Room 327	
CJ-304-01 (027544) Prevention and Control	Fall Semester 2009	09/02/09	12/31/09	09/03/2009-12/31/2009 Lecture only Tuesday, Thursday 01:00PM - 02:15PM, Learning Resources Center, Room 327	
CJ-304-E1 (027553) Prevention and Control	Fall Semester 2009	09/02/09	12/31/09	09/03/2009-12/31/2009 Lecture only Thursday 05:00PM - 08:00PM, Learning Resources Center, Room 114	
CJ-121-01 (025162) Theories of Crime	Spring Semester 2009	01/20/09	05/17/09	01/21/2009-05/15/2009 Lecture only Monday, Wednesday, Friday 08:30AM - 09:20AM, Learning Resources Center, Room 168	
CJ-121-02 (025168) Theories of Crime	Spring Semester 2009	01/20/09	05/17/09	01/21/2009-05/15/2009 Lecture only Monday, Wednesday, Friday 10:30AM - 11:20AM, Learning Resources Center, Room 168	
CJ-305-01 (025167) Prin of Evidence & Proof	Spring Semester 2009	01/20/09	05/17/09	01/21/2009-05/15/2009 Lecture only Monday, Wednesday, Friday 09:30AM - 10:20AM, Learning Resources Center, Room 168	
CJ-305-02 (025171) Prin of Evidence & Proof	Spring Semester 2009	01/20/09	05/17/09	01/21/2009-05/15/2009 Lecture only Monday, Wednesday, Friday 12:30PM - 01:20PM, Learning Resources Center, Room 122	
CJ-305-E1 (025179) Prin of Evidence & Proof	Spring Semester 2009	01/20/09	05/17/09	01/26/2009-05/11/2009 Lecture only Monday 04:00PM - 07:00PM, Learning Resources Center, Room 122	
CJ-399-02 (027285) Ind Study: Criminal Justice	Spring Semester 2009	01/20/09	05/17/09	01/20/2009-05/17/2009	

OR: Select a term or date range to change your class list Term

NOTE: Rosters for a specific term can be selected from the Term drop-down menu located at the bottom of the Class Roster window.

CJ-399-02 (027285) Ind Study: Criminal Justice	Spring Semester 2009	01/20/09	05/17/09	01/20/2009-05/17/2009
OR: Select a term or date range to change your class list Term <input type="text"/>				
<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>Spring Semester 2010</p> <p>Fall Semester 2009</p> <p>Summer Session II 2009</p> <p>Summer Session I 2009</p> <p>Spring Semester 2009</p> </div>				

2. Click the **blue Section Name and Title** link for the **class roster** you wish to view.

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Class Roster (Continued)

The roster displays.

The E-Mail these Students link can be used to send email messages directly from the class roster.

A Student Profile can be obtained by clicking the blue link for the student's name.

Phone numbers will not be displayed.

Class Roster												
Course Name and Title		Instructor	Meeting Information		Reg/Avail/Wait							
← Select a different course section		E-Mail these Students										
Student	ID	Access	E-mail Address	Phone Number	Pass Aud	Class	Academic Level	Status	Credits	CEUs	Cross-Listed Section	
Jancer, Joseph	6123456		jancer@worcester.edu			Junior	UD	New	3.00			

3. Click the **Faculty Menu** to return to the WebAdvisor for Faculty screen.
- Select My Class Schedule to obtain a class schedule for a specified term listing Class Name and Title, Days of the Week, Start and End Times, Building and Room, and Start and End Dates.

Class Schedule

1. Click **My Class Schedule** under Faculty Information on the WebAdvisor for Faculty page.
2. Select the desired semester from the **Term** drop-down list and click **Submit**.
3. Click **Faculty Menu** to return to the WebAdvisor For Faculty screen **or WebAdvisor Log Out** to log off of WebAdvisor.