WebAdvisor
Faculty Handbook

Southwestern Community College
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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
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:

Click "grading."

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

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.”

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.
Class Roster:

Select term and click “submit.”

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.”

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:

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

Click “submit.”
**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 Interface]

Enter student ID number **OR** SSN.

Click “submit.”

**Questions?**

Contact Christy Deaver, Registrar  
(Extension 460)