Documentation/Screen Shots for New Advising Tools in the Faculty/Staff Portal:
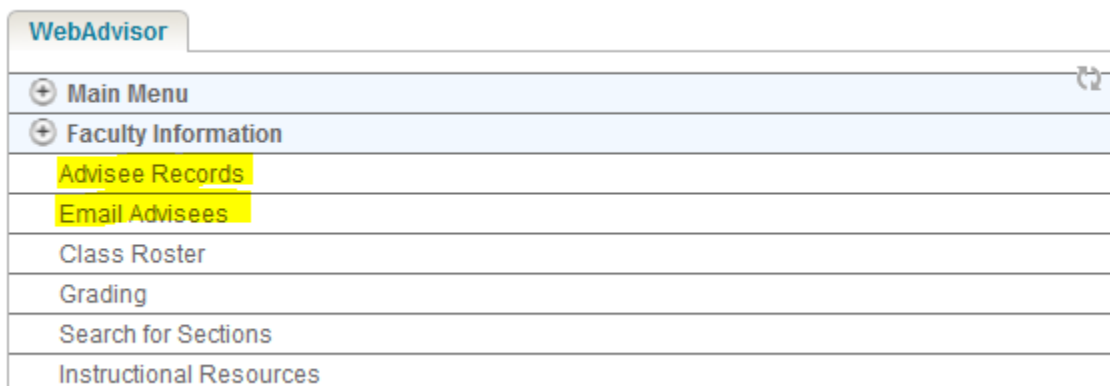
NOTE for MAC Users

We recommend that you use Firefox as the browser for accessing these advising tools as we have received reports of users experiencing issues when using Safari on MAC.

Begin by logging into the secure Portal (you will need to use VPN if you are off-campus) and go to the Faculty Information tab (where you have been going to submit Grades and to view official Rosters):

WebAdvisor

- ⊕ Faculty Information
- ⊕ Employee Profile
- ⊕ Time Entry and Approval
- ⊕ Financial Information
- ⊕ Budgeting
- ⊕ Payments
- ⊕ Purchase Orders
- ⊕ Requisitions

Under Faculty Information, advisors now have two new options: Advisee Records and Email Advisees:

WebAdvisor

- ⊕ Main Menu
- ⊕ Faculty Information
  - Advisee Records
  - Email Advisees
  - Class Roster
  - Grading
  - Search for Sections
  - Instructional Resources

If you would like to email advisees, select Email Advisees and you will be taken to this screen w/ a drop-down menu of choices, which list the various "types" of advisor: Major (for your own advisees); Dept. Chair (other majors listed [for the chair or program coordinator] who also have a separate major advisor in the dept. or program); Minor; HEOP; DASO; etc. You can select by type for a specific list (i.e. only Major or Minor advisees) OR you may leave this blank to return a list of ALL advisees of any type. Either way, hit SUBMIT:

Email Advisees ✕

Advisee Type: [▼]

Select an advisee type to restrict your advisee list. Note: This is optional! Leaving this blank will return all active advisees.

SUBMIT

Once you select a type (or leave it blank to see ALL advisees in one big list), you must hit SUBMIT. If you choose Major, for example, you will see a list like the following:

Advisee List ✕

BACK

Click on blue text to the left for choices on emailing entire/partial list

E-Mail these Students ⟵

FIRST PREV NEXT LAST [   ] JUMP Page 1 of 1

Student ID	Name	Email	Advisee Type	Program	Class Level
0011545	B	r	MAJOR	MATH.BS	SR
0011211	B	c	MAJOR	EC_MA.BS	SR
0013818	D	m	MAJOR	STAT.BS	JR
0007925	D	t	MAJOR	GEOL.BS	FY
0011777	D	h	MAJOR	MATH.BS	SR
0013597	L	a	MAJOR	EC_MA.BS	JR
0013888	L	m	MAJOR	EN_MA.BS	JR
0011550	L	x	MAJOR	MATH.BS	SR
0011683	N	k	MAJOR	CS.BS	SR
0013513	O	g	MAJOR	EN_MA.BS	JR
0011434	S	rj	MAJOR	EC_MA.BS	SR
0011304	S	e	MAJOR	MATH.BS	SR
0011739	T	m	MAJOR	MATH.BS	SR
0011423	Y	c	MAJOR	CS.BS	SR

FIRST PREV NEXT LAST [   ] JUMP Page 1 of 1

Security Access Messages

You can email one advisee by simply clicking on the live Email link next to their name (3rd column in screen shot above) or you can click the blue link highlighted above to "Email these Students." This link brings you to the following screen where you can decide to email all students or a select group:

Don't forget to hit SUBMIT after making selections

Select Students for E-Mail ✕

BACK   ⑦

Section Name and Title

Choose One E-Mail Options

⦿   E-Mail All Students Listed

○   E-Mail Only Selected Students

You can now choose between Email All or Email Only Selected students and will still see the majors listed below

Select	Students	E-Mail Address	Program	Class Level
☐	B		MATH.BS	SR
☐	B	lu	EC_MA.BS	SR
☐	D	u	STAT.BS	JR
☐	D	u	GEOL.BS	FY
☐	D	u	MATH.BS	SR
☐	L		EC_MA.BS	JR
☐	L	u	EN_MA.BS	JR
☐	L		MATH.BS	SR
☐	N		CS.BS	SR
☐	O		EN_MA.BS	JR
☐	S		EC_MA.BS	SR
☐	S		MATH.BS	SR

You will be directed to a screen where you can complete the message and send.

The other new option under Faculty Information is the tab titled "Advisee Records." If you click on that tab, you will again be directed to a screen with a drop-down menu of choices for advisee type (**or you may leave this blank to gather a list of ALL advisees**). In either case, you must hit SUBMIT:

St. Lawrence University Test Portal > Faculty and Staff

| Advisee List | Advisee Records ✕ |

⊕ Main Menu
⊕ Faculty Information
　Advisee Records
　Email Advisees
　Class Roster
　Grading
　Search for Sections
　Instructional Resources

Advisee Type: [　　　　　▾]

Select an advisee type to restrict your advisee list. Note: This is optional! Leaving this blank will return all active advisees.

[SUBMIT]

Once you have the list of advisees, you can select specific Action items from the drop down menu:

| Advisee List | Advisee Records ✕ |

(BACK)   ⑦

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

Name	Action
Ms. R	[　　▾]
Mr. Cc	[　　▾]
Ms. M	[　　▾]
Mr. Sr	[　　▾]
Ms. H	[　　▾]
Ms. A	[　　▾]
Ms. M	[　　▾]
Ms. X	[　　▾]
Ms. S	[　　▾]
Ms. G	[　　▾]
Mr. Rc	[　　▾]
Mr. Ev	[　　▾]
Mr. Mi	[　　▾]
Mr. Ch	[　　▾]

You may select an Action item for only ONE advisee at a time. Choose between drop-down options including: Student Course History; View Student Schedule; and Evaluate Program. Hit Submit after selecting one of these options.

[SUBMIT]

If you select the first choice, "Student Course History" for a specific student, you will be directed to this screen, showing a drop down menu for selecting Transcript Type (Undergrad versus Graduate):

Course History ✕

BACK   ⑦

Transcript Type   UG Undergraduate ▾

SUBMIT

Once you select UG and hit SUBMIT, you will see the list of all courses (including both Saints and Colleague courses sorted by SUBJECT) that the student has ever taken/is currently taking at SLU, along w/ any midterm warning grades submitted & final grades earned:

Course History ✕

BACK   ⑦

0011211

Course/Section and Title	MTerm Grade	Grade	Credits	Repeat	Term
CHEM-103 General Chemistry w/Lab			1.25		2012FA
CHEM-103L Lab for CHEM 103 A/B/C/D/E/F			0.00		2012FA
CHEM-103P Peer Workshop for CHEM 103			0.00		2012FA
CS-140 Intro to Computer Program			1.00		2012FA
CS-219 Techniques of Computer Science			1.00		2013FA
CS-220 Computer Organization			1.00		2014SP
CS-256 01 Data Structures			1.00		2014FA
CS-345 01 Database Systems					2015FA
CS-374NZEA 01 Artificial Intelligence			1.20		2015SP
CS-389 02 Independent Study					2015FA
CS-4000 01 Computer Graphics			1.20		2015SP
ECON-100 Intro to Economics			1.00		0000TR
ECON-200 Quantitative Methods			1.00		2014SP
ECON-251 Intermediate Micro Economics			1.00		2013FA
ECON-252 Intermediate Macro Economics			1.00		2014SP
ECON-313 01 Financial Economics			1.00		2014FA
ECON-336NZEA 01 Econ Developing Countries			1.20		2015SP
ECON-344 01 Mathematical Economics					2015FA

In Course History, courses are sorted by SUBJECT and not by term taken. This is where you can see final grades if the course is complete and can view any Midterm Warning Grades that have been submitted for the current semester.

If you select the second Action option "View Student Schedule," you will be taken to this screen, with a drop-down menu allowing you to choose the specific semester you'd like:

My class schedule ✕

BACK   FORWARD   ⑦

Term   Fall 2015   ▾

SUBMIT

If you select the third Action option "Evaluate Program" for an advisee, you will be taken to this screen:

Program Evaluation ✕

BACK ⑦

You may select either an active program or a "'What if'" program.
* = Required

Choose One   Active Programs
⊙   EC_MA.BS Bachelor of Science in Economics Mathematics

What if I changed my program of study? [▼]

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

SUBMIT

You can select the declared major under Active Programs & hit SUBMIT or you can use the drop down menu next to "What if I changed my program of study?" to view other possible majors.   Once you hit SUBMIT, you will get a Program Evaluation (screen shots follow). **** This is where you can find a student's MAJOR & MINOR GPA and where you can clearly see ALL THE COURSES THAT ARE COUNTING TOWARD THE MAJOR OR MINOR.** The evaluation that follows is for a pretend student, with my notes added:

St. Lawrence University
Academic Evaluation
Report Date: 10/22/15

Student: Mr. Smithers R. Dummy (0007925)

Program: Bachelor of Science in Geology (GEOL.BS)
Catalog: 2013
Anticipated
Completion Date: 05/15/15   ◀   **Anticipated Completion Date Appears Here**
E-Mail Address:

This document is for advising purposes only. Please work closely with your advisor each semester.
Advisor: Mrs. Lorie R. MacKenzie
Major: GEOL   ◀   **Lists advisor, major & class level**
Class level: FY

Program Summary: (In Progress)

	Required	Current Earned	Current Remaining	Anticipated Additional	Anticipated Remaining
Institutional Credits:	16.50	8.00	8.50	1.00	7.50
Institutional GPA:	2.000	1.833	Not Met		
Overall Credits:	33.50	8.00	25.50	1.00	24.50
Overall GPA:	2.000	1.833	Not Met		

Clearly displays units earned, remaining & registered

(*) Anticipates completion of in-progress and registered courses

Program Requirements:

1: First Year Program Requirements (Not started)

COMPLETE 1 FIRST YEAR PROGRAM & 1 FIRST YEAR SEMINAR COURSE.

Credits Earned: 0

First Year Program (Not started)

Course	Title	Needed	Term	Grade	Credits	Notes
1.		1 course needed				

First Year Seminar (Not started)

		Needed				
1.		1 course needed				

2: Distribution: 4 Courses From 4 Different Subjects (In progress)

Credits Earned: 3   Complete both subrequirements:

A: Distribution (In progress)

Students are required to complete at least one unit from each of the following perspectives: The Arts, Social Sciences, Humanities, and Natural Sciences. Courses fulfilling this requirement need to be from different departments and only one course may be from the student's major.

Credits Earned: 3

Arts (Not started)

Course	Title	Needed	Term	Grade	Credits	Notes
1.		1 course needed				

Humanities (Complete)

Credits Earned: 2

Course	Title	Needed	Term	Grade	Credits	Notes
1. AAH-256	Survey of Art I		2013SP	100	1	
2. REL-103	Religion and Ecology			200	1	*E

Social Science (Not started)

		Needed				
1.		1 course needed				

Natural Science (Complete)

Course	Title	Needed	Term	Grade	Credits	Notes
1. GEOL-103	The Dynamic Earth w/Lab		2013FA	150	1	

B: Unique Subject Check (Not started)

Each distribution must be from different subjects. The Registrar's Office will confirm completion.

Course	Title	Needed	Term	Grade	Credits	Notes
1. DIST-CHECK	Final Review	1 course needed				

We have reconfigured this part of the audit to eliminate the confusing sections A-G by which the system formerly checked for 4 unique subjects. Now each perspective has its own section and all courses the student takes that fulfill each one will show, allowing for easy manual checks for 4 unique subject areas. Since this check is now manual, we have added part B "Unique Subject Check" that will show as complete once my office has manually signed off.

This Program Evaluation continues through the Diversity requirement, QLR, EL, and ILC (not shown here) and then focuses on the Major(s) and Minor(s), providing the Major/Minor GPA and showing all courses the system is recognizing as counting toward that major or minor. If you notice discrepancies as far as courses counting that shouldn't or vice versa, please contact the Registrar's Office requesting a fix:

7: Geology-BS (In progress)

Credits Earned: 2   ! GPA Achieved/Needed: 1.625 / 2.000   **Major GPA is here and is red if below satisfactory level.** Complete all 4 subrequirements:

A: Core Courses (Complete)

Complete one of the following: Course(s) may not be taken pas-fail.

Credits Earned: 1

Take GEOL-103 (Complete)

Course	Title	Needed	Term	Grade	Credits	Notes
1. GEOL-103	The Dynamic Earth w/Lab		2013FA	150	1	

B: Addtional Core (Not started)

Take GEOL-104, GEOL-203, GEOL-206, GEOL-211, GEOL-216, GEOL-302, and GEOL-350 Courses may not be taken pass-fail.

Course	Title	Needed	Term	Grade	Credits	Notes
1. GEOL-104	Historical Geology	1 course needed				
2. GEOL-203	Mineralogy w/Lab	1 course needed				
3. GEOL-206	Paleontology w/Lab	1 course needed				
4. GEOL-211	Geomorphology w/Lab	1 course needed				
5. GEOL-216	Sedimentology w/Lab	1 course needed				
6. GEOL-302	Petrology w/Lab	1 course needed				
7. GEOL-350	Structual Geology w/Lab	1 course needed				
8. GEOL-350AU	Intro Struct & Metamorph Geol	1 course needed				

C: GEOL Elective (Complete)

One 200- or 300-level GEOL course

Course	Title	Needed	Term	Grade	Credits	Notes