

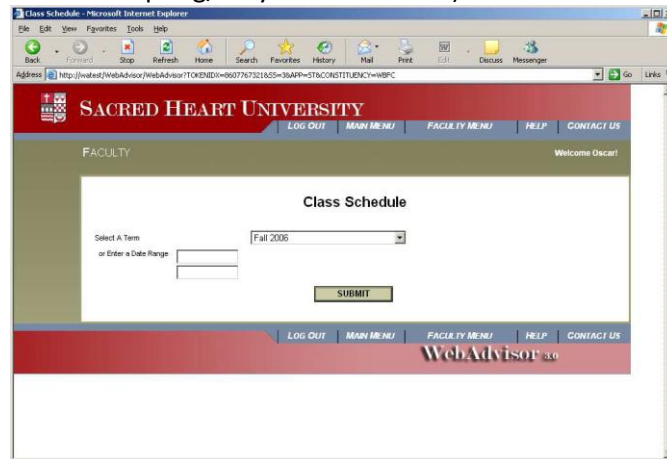
**Web Advisor Instructions**  
**Link to WebAdvisor through Sacred Heart Website by clicking on**  
**[MYSHU](#)**

**Log In and Choose Faculty Point of Entry**

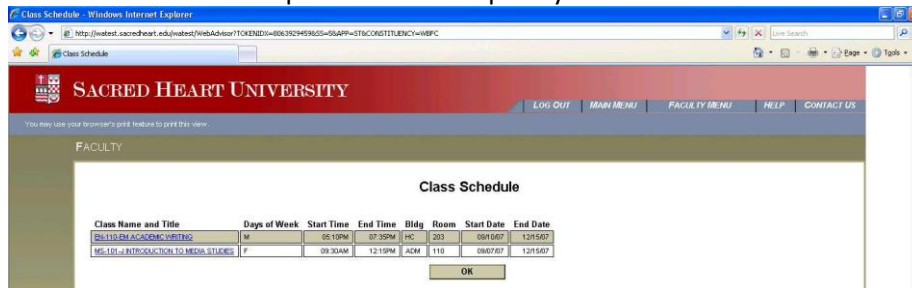
**Using Web Advisor How Do I**

How do I view my course schedule

From the faculty menu choose MY Class Schedule and enter a term and click on Submit. Be careful that you choose the correct term (AHEAD Terms are labeled F1, F2, S3, and S4. Module terms are labeled M1, M2, M3, M4, M5, & M6. Late Spring/May Intensive is SS.)



You will see your schedule with meeting times and rooms. Click on the link to a class for more information. Clicking on OK will bring you back to the faculty menu. Using the back button will bring you back to your class schedules. Use the print function to print your schedule.



How do I view my class roster

From the Faculty Menu choose Class Roster. Choose semester and click on submit. Place a check mark next to the course you want to view and click on Submit. You may check only one class at a time. You will see a list of all officially registered students. Students not on the list are not officially registered and should not be allowed to remain in class. They will not be able to receive grades. Tell these students they must be officially registered.

To view a student's profile, click on the student's name. If you have additional classes to view, use the back button. Remember to uncheck the current box and check the next class you want to view. If you click ok you will be brought back to the faculty menu. Use the print function to print this screen.

Class Roster - Windows Internet Explorer

http://webest.sacredheart.edu/webest/WebAdvisor?TOKENID=48036294&BS=11&APP=ST&CONSTITUENCY=WBFC

SACRED HEART UNIVERSITY

LOG OUT | MAIN MENU | FACULTY MENU | HELP | CONTACT US

FACULTY

### Class Roster

Choose One	Course Name and Title	Term	Bldg	Room	Meeting Times	Days of Week
<input type="checkbox"/>	EN-110-EM ACADEMIC WRITING	07FA	HC	203	05:10PM - 07:35PM	M
<input checked="" type="checkbox"/>	MS-101-J INTRODUCTION TO MEDIA STUDIES	07FA	ADM	110	09:30AM - 12:15PM	F

SUBMIT

Class Roster - Windows Internet Explorer

http://webest.sacredheart.edu/webest/WebAdvisor?TOKENID=48036294&BS=11&APP=ST&CONSTITUENCY=WBFC

SACRED HEART UNIVERSITY

LOG OUT | MAIN MENU | FACULTY MENU | HELP | CONTACT US

FACULTY

### Class Roster

Course Name and Title  
MS-101-J INTRODUCTION TO MEDIA STUDIES

Instructors  
Oscar Medson

Student	ID	Access	E-mail address	Pass And	Class	Status	Credits	CEUs
Burnard, Sara	0826010				FR	New	3.00	
Clark, Donald	0823071					New	3.00	
Jackson, Michael	0808305					New	3.00	
Moss, Monica	0820011					New	3.00	
Morris, Bruce	0826009					New	3.00	

Security Access Messages  
None

OK

LOG OUT | MAIN MENU | FACULTY MENU | HELP | CONTACT US

WebAdvisor 3.0

start | Web Advisor - Internet... | Class Roster - Web... | Internet | 100% | 4:00 PM

## How do I verify my roster?

After the add/drop period is over, you will notified by email to verify your rosters.

From the Faculty Menu choose Class Roster Verification. Choose semester and click on Submit. A list of your courses will be displayed. Place a check mark next to the course you want to view and click on submit. Steps to verify your roster follow this screen shot.

The screenshot shows the 'Class Roster Verification' page for Sacred Heart University. The page header includes the university logo and navigation links: LOG OUT, MAIN MENU, FACULTY MENU, HELP, CONTACT US. The main content area is titled 'Class Roster Verification' and contains the following information:

Class Name: MS-101-J  
Title: INTRODUCTION TO MEDIA STUDIES  
Location: Fairfield  
Term: Fall 2007

Instructors: Oscar Madison

Verification Date: 09/15/07  
Verification By: Oscar Madison

Student	ID	No Show Code
Burnhardt, Sara	0625010	[dropdown]
Duck, Donald	0625671	[dropdown]
Jackson, Michael	0508305	[dropdown]
Mess, Monica	0625011	NO SHOW
Mouse, Bruce	0625009	[dropdown]

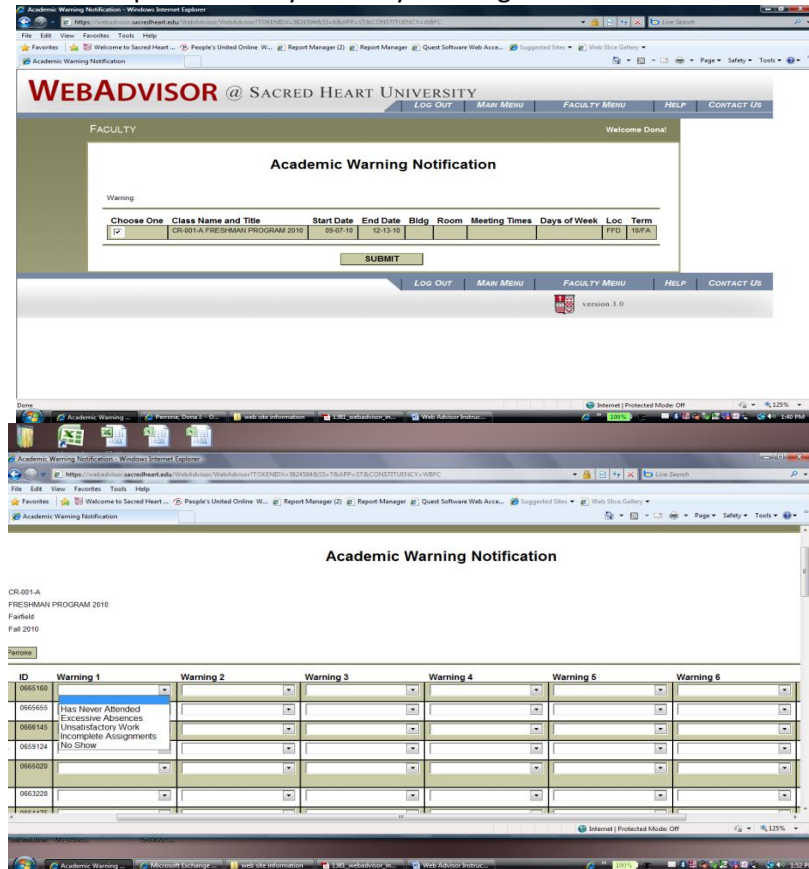
A SUBMIT button is located at the bottom of the form.

- Enter a date in the Verification box. Your name will not appear until the screen is submitted.
- Review the list of students.
- If a student did not attend choose 'No Show' from the drop down.
- You do not enter a code for a student who attended.
- When you have reviewed all names click on submit. **In this case do not use the back button. You must click on Submit for actions to be submitted and saved.**
- Continue to verify all your class rosters.
- If your course is cross listed, you will need to access each class, verify the roster and click on submit. You do not need to put in the NO Show code a second time. (The system shows all students in each of the cross listed sections.)
- To check that you submitted the verification – go back to the class roster verification screen – if submitted correctly your name will show under the date and the information you submitted will be available for viewing.
- Remember to send any student who is not on your roster to the Registrar's office because they are not officially registered.

## How do I submit academic warnings?

You may enter academic warnings at any time through the semester. At a minimum you must enter academic warnings (if appropriate) at least once (formally known as early warnings.) You will receive an email when these warnings are due - usually around the 3rd week of the semester. Academic warnings are due for all Undergraduate courses and they are an important tool used to assist students who may be at risk in a certain course. An automated email will be sent to the student and their advisor whenever an academic warning is submitted.

From the faculty screen choose 'Academic Warnings.' Choose semester and click on Submit. A list of your courses will be displayed. Place a check mark next to the course you want to view and click on submit. Steps to submit your early warnings follow this screen shot.



- You will see columns with academic warnings (you may submit up to 7 warnings in a semester at any time during the semester).
- You will have a choice of warnings to choose by clicking on the arrow in the academic warning box. You may choose up to 2 warnings for a student. Students that are attending and are satisfactorily meeting requirements should not receive academic warnings.
- When you finished entering the warnings click on submit. Do not use the back button – you need to click on submit to save your warnings.
- Continue to submit academic warnings for each of your undergraduate courses.
- If you have cross listed undergraduate courses all students will show up on each roster. You do not have to choose early warnings for the same student showing up on each roster.
- The student and the student's advisor will receive a notice if an academic warning was submitted.
- Once submitted you cannot change a warning – contact the Registrar's Office.



## How do I submit final grades?

Final grades are due 48 hours after the scheduled final examination. You will receive an email reminding you that final grades are due. From the faculty screen choose 'Final Grading.' Choose semester and click on Submit. A list of your courses will be displayed. Place a check mark next to the course you want to view and click on submit. Steps to submit your final grades follow this screen shot.

The screenshot shows the 'Final Grading' page for the course 'MS-101-J'. The page includes a header for Sacred Heart University, navigation links (LOG OUT, MAIN MENU, FACULTY MENU, HELP, CONTACT US), and a 'FACULTY' section. The course details are as follows:

Class Name	MS-101-J
Title	INTRODUCTION TO MEDIA STUDIES
Location	Fairfield
Term	Fal 2007

Instructors: Oscar Madison

Student	ID	Grade	Midterm Grade	Class Level	Status	Credits	CEUs	Last Attended Date (MM/DD/YYYY)	# of Absences
Burnhardt, Sara	0626010	A-	C		New	3.00			
Duck, Donald	0523671	B+	A-	FR	New	3.00			
Jackson, Michael	0506305	F	D		New	3.00			
Mess, Monica	0626011	I	B-		New	3.00		12/03/2007	2
Moude, Bruce	0626009	B+	B-		New	3.00			

A 'SUBMIT' button is located below the table.

- When you open the screen you will see the midterm grades that you submitted earlier. Choose a grade using the drop down table in the Grading box. An explanation of grades is listed in the appendix of this handout. Note that graduate courses do not allow for entering grades of C-, D, D+. A grade of P/NP is also not allowed for graduate courses except for specially designated courses allowing a Pass/Fail option.
- For students who received a grade of I, W, the last date of attendance and the number of absences should be submitted as indicated in this illustration.
- When you completed your grading click on submit. **Do not use the back button – you need to click on submit to save your grades.**
- Continue to submit final grades for all sections.
- If you have cross listed sections all students will show up on each roster. You do not have to submit a grade for the same student showing up on each roster, but please choose the cross listed section and simply click on submit.
- Once you submit your grades you cannot go back and change them. You will need to submit a change of grade form. Grades and change of grades should never be emailed or faxed to us. The Registrar's office will not accept email or faxes containing this information. If you are unable to obtain a change of grade form, you may mail the information to us – make sure the term, course, section, student name and ID are clearly listed. If this is a change of grade you must also state the reason. All submissions must be dated and signed by the instructor.
- The Registrar's office runs an automated process each day during the final grading period. This moves the grade to the student's transcript. Students may view their final grades on Web Advisor once this process is completed.

## Information for Advisors

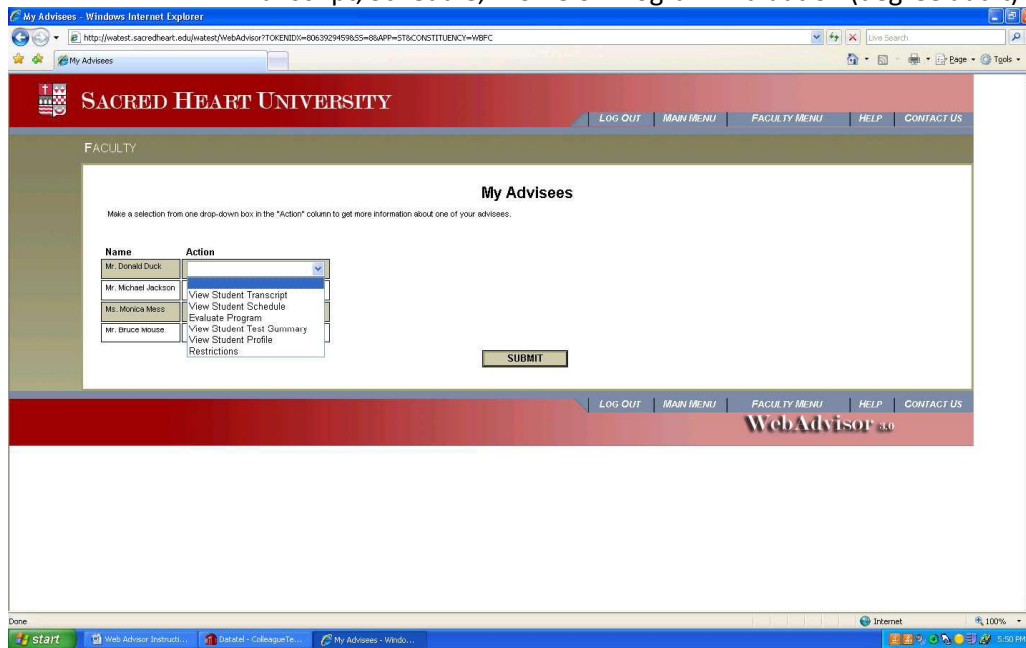
Advisors are assigned to all Undergraduate students. New freshmen are assigned a “New Comer” advisor. Once a student declares a major or changes majors the department assistant is responsible for assigning an advisor and updating the system to reflect the change. ***The freshman advisor assignment should not be ended even if the student declared a major until the end of the spring semester.*** It is important that this list is maintained. Otherwise, you will load all present and past advisee every time you choose to view an advisee’s information.

The link for Advisees will give you a list with general information about all advisees – you will not be able to drill down for more information.

To get additional information about a specific advisee, click on My Advisees from the faculty menu. Choose a term and click on submit.

You will see a list of your advisees. You can choose an Action using the drop down arrow in the Action box next to the advisee’s name. You may view the student’s:

Transcript, Schedule, Profile or Program Evaluation (degree audit)



### Advisee Restrictions

This screen shows any restrictions put on the student’s record. Most used restrictions include Advisor Permission, Student Accounts, Public Safety and Mobile Computing and Health Services. Each department is responsible for adding or removing a restriction from a student record. Most restrictions are managed through an automated process that runs each evening and is based on University policy.

**These restrictions will prevent a student from being able to register until they take the appropriate action. It is important for advisors to maintain this screen in a timely manner to avoid registration problems for the student who has been properly advised. If you have trouble accessing the advisee’s restriction screen, your department assistant can lift the restrictions.**

Advisors are responsible for lifting the APTR (Advising Restriction) twice a year during fall and spring advising sessions. You are only authorized to end the advising restriction and may not end any other restriction. Instructions for maintaining advising restrictions follow:

- Choose Restrictions from the drop down menu and click on submit
- You will see a list of the student's restrictions with the date that the restriction became effective and end date if applicable and the department responsible for that restriction.

\* = Required

Severity	Start Date*	End Date	Office
Need Advisor Permission to Register	04/01/07		ADV
Probation (see Learn Contract)	06/01/07		RO

SUBMIT

In the above case Donald needs to have his advising restriction lifted before he may register – as his Advisor you are responsible for this restriction.

- If you feel the student has had the appropriate advising, you can end the restriction by putting an end date to the restriction. **You should always choose yesterday's date.**
- This will allow the student to use the registration system immediately.
- Once you enter the date click on submit to release the restriction.
- You can continue ending other advisees' restrictions by returning to My Advisee screen, choosing an advisee and following the above actions.
- Remember, if you cannot access your advisee's restriction screen you can ask your department assistant to release the advising restriction. However, you should contact IT if you are having technical problems once you have determined that you have been assigned as the student's advisor.