

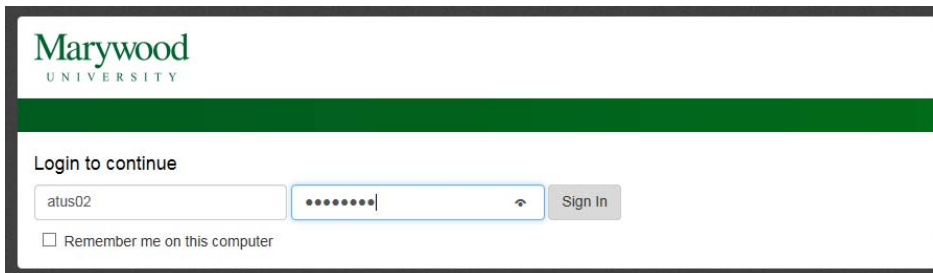
# HOW TO . . . Academic Planning for Faculty

## Overview

Students and their respective advisors can plan out their course of study using the Academic Planning links in the MarywoodYOU Portal. Completed, current, and future courses are displayed in the Timeline. Degree Audits can be run. Notes and Test Scores can also be viewed.

## Log On to the MarywoodYOU Portal

1. Click on the **MarywoodYou** link at the bottom of the Marywood home page.
2. Enter your *User name* and *Password* to *Sign In*.



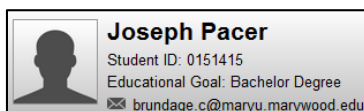
3. The MarywoodYOU Portal page displays.
4. Locate the **Self-Service Menu**.
5. Expand **WebAdvisor for Faculty** and **Faculty Information** to view available links.

Faculty Information
Advisees
Class Roster
Grading
Search for Sections
My Class Schedule
Student profile
Academic Planning
My Advisees

6. Select **Academic Planning** to open the module in a new window.

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- Go to the **Advising** tab.
- Your current list of advisees display. Select an advisee.
- The heading area includes your advisee's *Picture, Name, Student ID, Educational Goal, and Email Address*.



- Eight (8) tabs display below the heading: *Course Plan, Timeline, Progress, Course Catalog, Notes, Plan Archive, Test Scores, Unofficial Transcript*.

## Course Plan

- The **Course Plan** of the current semester displays by default. Left and right arrows assist you in moving back and forward through semesters.
- The default view of the Course Plan is **List**. Change the view to **Calendar** to see a grid of classes, with days/times outlined more clearly.

	Mon	Tue	Wed	Thu	Fri
10am					
11am		✓ BUS-422-02		✓ BUS-422-02	
12pm					
1pm	✓ BUS-312-01	✓ BUS-471-01	✓ BUS-312-01	✓ BUS-471-01	✓ BUS-312-01
2pm					
3pm					
4pm					
5pm					
6pm	✓ BUS-391-02		✓ BUS-334-01		
7pm					
8pm					
9pm					

- Remove a course that is plan in this view. Click the "x" in the upper right hand corner of the corresponding course block.
- Drop a current course or register for a future course using this view in the Course Plan.

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## Timeline

1. The Timeline allows easy scrolling back and forth through the semesters.
2. Grades and GPA by semester can be viewed in the Timeline.
3. Planned courses can also be removed in the Timeline. Click the corresponding “x” to remove a course—or all courses planned for a term.

## Progress

1. The **Progress** tab is the student’s Degree Audit.
2. Courses are color-coded with the following statuses: *Completed*, *Fulfilled*, *In-Progress*, *Not Started*, and *Planned*.

<
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**BA History/Political Science**  
(1 of 1 programs)

+
View a New Program

Load Sample Course Plan

### At a Glance

Cumulative GPA: 3.687 (2.000 required)  
 Institution GPA: 3.687 (2.000 required)  
 Degree: Bachelor of Arts  
 Majors: History/Political Science  
 Departments: Social Science  
 Catalog: 2013U

Description  
 Bachelor's level degree program in History and Political Science

Program Notes  
[Show Program Notes](#)

i Program Completion must be verified by the Registrar.

**Progress**

Total Credits (37 of 128)
128

10
18
3

**Total Credits from this School (37 of 60)**

16
18
3

### Requirements

**BA History/Pol Sci**  
Must have 2.330 minimum GPA for this requirement. Current GPA: 4.000

Complete all of the following items. 0 of 8 Completed. [Hide Details](#)

**A. Hist/PS Core Req**

Complete HIST 100, HIST 101, HIST 105, HIST 252, HIST 253, HIST 490A, and HIST 490B.

2 of 7 Courses Completed. [Hide Details](#)

Status	Course	Search	Grade	Term	Credits
✔ Completed	HIST-100	🔍	A	2014FA	3
✔ Completed	HIST-252	🔍	A	2014FA	3
🔄 In-Progress	HIST-101	🔍		2015SP	3
🔄 In-Progress	HIST-253	🔍		2015SP	3
📅 Planned	HIST-105	🔍		2015FA	3
❌ Not Started	HIST-490A	🔍			
❌ Not Started	HIST-490B	🔍			

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- To ensure the student is following the official course of study, add courses to the plan directly from the Degree Audit. Click **Search** or the needed course number. The **Course Catalog** tab opens, listing the available sections that satisfy that requirement. Use the filters to narrow your search.
- Using filters such as **Terms**, locate a course and expand **View Available Sections for**.
- View details carefully and add to the plan by selecting the **Add Section to Schedule** button—twice.

**Section Details**

**PHIL-113-05: Introduction to Philosophy**  
Fall 2015

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**Instructors**      Consagra, C ([consagra@marywood.edu](mailto:consagra@marywood.edu))

**Meeting Information**      M 5:30 PM - 8:30 PM  
8/24/2015 - 12/12/2015  
Scranton, Liberal Arts Center 121 (Lecture/Discussion)

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**Dates**      8/24/2015 - 12/12/2015

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**Seats Available**      25 of 25 Total

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**Credits**      3

**Grading**     

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**Requisites**      None

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An introduction to the broad range of thinkers and issues that constitute philosophy. Students will examine critically the accumulated wisdom about God, nature, and humanity in order to evaluate their own life positions and choices and to make ethical decisions in an interdependent world.

## Notes

The **Notes** tab allows an advisor or other administrator to enter comments or instructions to the student. Once saved, **Notes CANNOT be deleted**. Notes are visible to the student, advisor, and other relevant administrators.

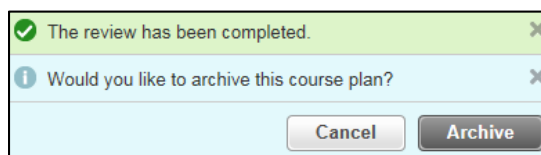
- Type a comment (Note) in the *Compose a Note* dialog box.
- Click the **Save Note** button.
- Read previous comments in the **View Note History** area.

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## Plan Archive

A student may request a review of their progress (plan). An advisor may also wish to track each advisement meeting.

1. After the review, select the **Review Complete** button.
2. The message “The review has been completed” will display. Click the **Archive** button.







3. A dated PDF file of the reviewed Course Plan is created. You may, at any time, access a copy of it.

 Archived PDF	Archive Date	Archived By
<a href="#">Download PDF</a>	8/29/2014 11:48:31 AM	Boland, Karen
<a href="#">Download PDF</a>	8/14/2014 2:52:49 PM	Boland, Karen

## Test Scores

The **Test Scores** tab lists any Admissions tests, such as SAT scores or placement tests.

Admission Tests					
Test	Date Taken	Score	Percentile	Status	Status Date
SAT Total	1/4/2013	1610 of 2400		 Notational	1/4/2013
SAT Critical Reading	1/4/2013	540 of 800		 Accepted	1/4/2013
SAT Math	1/4/2013	530 of 800		 Accepted	1/4/2013
SAT Writing	1/4/2013	540 of 800		 Accepted	1/4/2013
Placement Tests					
No tests of this type have been recorded.					
Other Tests					
No tests of this type have been recorded.					