

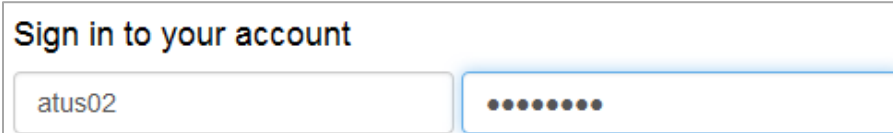
THE FACULTY PORTAL

OVERVIEW

Faculty can view **student** and **class-related information** on the MarywoodYou Portal. **Student schedules** and **transcripts** are easily accessible. They may also view their **teaching schedules**, **class rosters**, enter **grades**, and **email** their students.

LOG ON TO THE MARYWOODYOU PORTAL

1. Click the **MarywoodYou** link at the bottom of the Marywood home page.
2. Enter your **User Name** and **Password**, then click **Sign In**.



Sign in to your account

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Figure 1 Screenshot of Sign In Page

3. Click **FACULTY AND STAFF** on the left. The **MarywoodYOU Portal** page displays.
4. Locate the **Self-Service Menu**.
5. Expand **WebAdvisor for Faculty**. Select **Faculty Information** to view available links.

They are listed as follows: **Advisees**, **Class Roster**, **Grading**, **Search for Sections**, **My Class Schedule**, **Student profile**, **Academic Planning**, and **My Advisees**.

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

Figure 2 Screenshot of Faculty Information Links

ADVISEES

This option allows faculty to view information about their advisees in a grid format.

1. Select a **Term** from the drop-down box. Click the button.
2. A grid list of advisees displays, including **program**, **GPA**, and **credit information**.

Student ID	Name	Access	Program	Cum GPA	Ungraded Credits	Att Creds	Earned Creds
0151415	Pacer, Joseph			3.652	14.00	43.50	68.00
0159035	Wood, Mary			3.687	18.00	16.00	16.00

Figure 3 Screenshot of Advisee Grid

CLASS ROSTER

Instructors can view information about their course sections.

1. Select a **Term** from the drop-down box. Click the button.
2. Click on a **section** to display the class roster.

Section Name and Title	Term	Start Date	End Date	Meeting Information	Location	Reg/Avail/Wait
PSYC-211-01 (14734) General Psychology	Spring 2015	01/14/15	05/12/15	01/14/2015-05/11/2015 Moodle-Supplemental Instruct Monday, Wednesday, Friday 09:00AM - 10:00AM, McGowan Cntr Grad & Prof Stud, Room 1059	Scranton	26 / 1 / 0

Figure 4 Screenshot of Class Listing

3. Click on a **student's name** to display their **Student Profile**.
4. Place a check in the **Show Dropped/Withdrawn Students** and/or **Show Waitlisted Students** box and click the button to display students previously registered or waitlisted for the section.
5. **Select a different course section** will return to the previous screen.
6. **E-mail these Students** allows the instructor to send a basic email (text only) to some or all of the students registered for the course.

GRADING

Faculty enter official **mid-term** and/or **final grades** using this option.

Select a term or date range to restrict your class list

Term

Start Date End Date

Figure 5 Screenshot of Term Selection

1. Select a **Term** from the dropdown menu. Click the button.
2. Select **Final** or **Mid-Term** from the dropdown box.
3. Click into the radio button next to the class. Click the button.

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input type="radio"/>	MATH-095-01 Fundamentals of Mathematics	08/27/18	12/15/18					ONLN	2018FA
<input type="radio"/>	MATH-155-03 Statistics - Behav/Soc Science	08/27/18	12/15/18					ONLN	2018FA

Figure 6 Screenshot of Class Selection

4. Type the **letter grade** in the **Midterm** or **Final Grade** column for each student.

Midterm Grade	Last Date of Attendance	Never Attended	Class	Credits
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	JR	3.00
<input type="text" value="U"/>	<input type="text"/>	<input type="checkbox"/>	SO	3.00
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	SO	3.00
<input type="text" value="U"/>	<input type="text"/>	<input type="checkbox"/>	FY	3.00

Figure 7 Screenshot of Grade Input

5. Click the button at the bottom of the page when finished.
6. A confirmation form will display. Print for your records.

SEARCH FOR SECTIONS

This is a tool that allows searching of course information across the entire master schedule. Choose at least a **Term** and **Subject** to begin. Additional criteria may be selected to narrow the search, including **Course Levels**, **Course Number**, **Section**, and **specific days**.

Term <input type="text" value="Fall 2015"/>			
Starting On/After Date <input type="text"/>		Ending By Date <input type="text"/>	
Subjects	Course Levels	Course Number	Section
<input type="text" value="Business"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sections Meeting After <input type="text"/>		Sections Ending Before <input type="text"/>	
Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/>			
Course Title Keyword(s) <input type="text"/>			
Location <input type="text"/>		Academic Level <input type="text"/>	
Instructor's Last Name <input type="text"/>			

Figure 8 Screenshot of Search for Sections

Page 1 of 5

	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs	Academic Level
1	Fall 2015	Open	BUS-111-01 (16915) Principles of Marketing	Scranton	08/25/2015-12/10/2015 Moodle-Supplemental Instruct Tuesday, Thursday 11:30AM - 01:00PM, McGowan Cntr Grad & Prof Stud, Room 1055 Course Description: Provides a general overview of the environment in which marketing operates and exposes the students to the principles of marketing with regard to product development, distribution, promotion, pricing, and consumer behavior, keeping in mind all the economic factors and technological developments taking place around us.	K. Ozcan	4 / 27 / 0	3.00		Undergraduate
2	Fall 2015	Open	BUS-123-01 (16918) Management and Career Options	Scranton	08/25/2015-12/10/2015 Moodle-Supplemental Instruct Tuesday, Thursday 10:00AM - 11:30AM, McGowan Cntr Grad & Prof Stud, Room 1055 Course Description: Covers the basic functions of management. Includes career explorations relative to the functional areas within the corporate structure and the role top management and middle management play in achieving organizational goals. Cases are utilized to illustrate the concepts and theories discussed. Restricted: Freshman Business Majors. Equivalent to BUS 121	M. Law	2 / 27 / 0	3.00		Undergraduate

Figure 9 Screenshot of Search for Sections Results

MY CLASS SCHEDULE

Faculty may view their **schedule of classes** for a particular semester.

1. Select a **Term**. Click the button.
2. The official class schedule displays.

Class Name and Title	Days of Week	Start Time	End Time	Bldg	Room	Start Date	End Date
BUS-112-01 Principles of Salesmanship						01/09/12	05/09/12
BUS-123-01 Management and Career Options						01/09/12	05/09/12
PHIL-113-04 Introduction to Philosophy	MWF	10:00AM	11:00AM	LAC	111	01/09/12	05/09/12
PSYC-211-03 General Psychology	TTH	04:00PM	05:30PM	MCGP	1055	01/09/12	05/09/12

Figure 10 Screenshot of My Class Schedule

STUDENT PROFILE

Quickly look up a student's profile information. Enter the **Name** or **ID** of a student (an advisee or student enrolled in one of your classes).

Fields that display include: **Address, E-mail, Phone, Academic Program, and Advisor.**

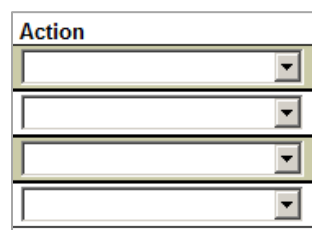
ACADEMIC PLANNING

Academic Planning assists students and their advisors in planning their curriculum. Selecting this option opens the module in a new window, with the **Advising** tab active. A separate training and a separate document exist for Academic Planning. Please refer to them.

MY ADVISEES

This option allows faculty advisors to view information about a specific advisee's **transcript, schedule, degree audit, and profile**. Advisors can also **view or end restrictions** to release an advisee for registration.

1. Select a **Term** from the drop-down box. Click the button.
2. A list of advisees displays, along with an **Action** column.



The image shows a vertical list of four dropdown menus. The top one is labeled 'Action' and has a downward arrow. The other three are also empty dropdown menus with downward arrows.

Figure 11 Screenshot of Action Drop-down Menu

3. Select an option from the drop-down list and click the button.

VIEW STUDENT TRANSCRIPT

Select a **Transcript Type** and click . The transcript displays along with **Total Earned Credits, Total Grade Points, and Cumulative GPA.**

Course/Section and Title	Grade	Credits	CEUs	Repeat	Term
ENGL-160 12 Writing Skills					2012SP
HIST-105 3 Ethnicity and Diversity in the					2012SP
MATH-216 2 Statistics for the Behavioral					2012SP
PSYC-315 1 Contemporary Approaches to Lea					2012SP
BUS-123 MGMT&CAREER OPT	A	3.00			2011FA
BUS-331 INTERMED ACCT I	A	3.00			2011FA
ECON-100 BASIC ECONOMICS	B+	3.00			2011FA
MATH-216 STAT BEHV SCIEN	A	3.00			2011FA
PHIL-H315 ETHICS	A-	3.00			2011FA
SPAN-211 INTERMED SPAN	A-	3.00			2011FA
BUS-252 Legal Environment of Business/	TR	3.00			
ARCH-120 FNDTN DSGN II	A-	4.00			2011SP
ARCH-122 DSGN THINKING	A	2.00			2011SP
BUS-132 ACCOUNTING II	A	3.00			2011SP
BUS-200 ADV CMP TLS MGT	A	3.00			2011SP
ENGL-H180 INTRO WLD LIT	A-	3.00			2011SP
PHYS-140 PHYSICS FOR ARCH	A	3.00			2011SP
ARCH-110 FNDTN DESIGN I	B+	4.00			2010FA
ARCH-111 INTRO DSG ENVRN	A-	1.00			2010FA
BUS-131 ACCOUNTING I	A	3.00			2010FA
MATH-150 ARCHITECT MATH	A	3.00			2010FA
PHIL-H113 INTRO TO PHILOS	A-	3.00			2010FA
R ST-112 MODERN BELIEF	A	3.00			2010FA
UNV-100 LV RSP IND WLD	A	1.00			2010FA
ENGL-160 ENG LANG/COMP		3.00			
ENGL-ELEC ENG LANG/COMP		3.00			
HIST-252 US HISTORY		3.00			
HIST-253 US HISTORY		3.00			
Total Earned Credits		69.00			
Total Grade Points		205.70			
Cumulative GPA		3.809			

Figure 12 Screenshot of Transcript

VIEW STUDENT SCHEDULE

Select a **Term** and click .

Term							
Spring 2012							
Total Registered Credits 12.00							
Course Name and Title	Status	Meeting Information	Creds	CEUs	Pass Aud	Start Date	
HIST-105-3 (00259) Ethnicity and Diversity in the	Add	01/09/2012-05/09/2012	3.00			01/09/12	
PSYC-315-1 (00451) Contemporary Approaches to Lea	Add	01/09/2012-05/09/2012	3.00			01/09/12	
MATH-216-2 (00289) Statistics for the Behavioral	Add	01/09/2012-05/09/2012	3.00			01/09/12	
ENGL-160-12 (00209) Writing Skills	Add	01/09/2012-05/09/2012	3.00			01/09/12	

Figure 13 Screenshot of Student Schedule

VIEW STUDENT PROFILE

Address, E-mail, Phone, Academic Program, and Advisor display when this option is chosen.

VIEW/END RESTRICTIONS

Advisors should end restrictions for **Web Registration Release only**. Type the **End Date** (the student will be able to register the very next day).

Click the button.

Restriction	Severity	Start Date	End Date	
Modifiable Restrictions	Severity	Start Date	End Date	Add Comments
ADSUM Advisor Web Release Summer		02/01/15	11/01/15	

Figure 14 Screenshot of View/End Restrictions Page


EVALUATE PROGRAM

This option runs a degree audit for the student, itemizing courses completed, currently registered for, and still needed. Click into the radio button next to the current program.

Click the button to display the degree audit.

FACULTY ATTENDANCE VERIFICATION

In addition to the links included in WebAdvisor for Faculty, the Portal contains the link to the **Faculty Attendance Verification Form**. This form must be filled out at the **beginning of each semester** with a due date that Registrar will provide. You must fill out this form for **every class** you are teaching in a semester. To access the form, follow the steps to get to the **Faculty and Staff** section of the Portal.

1. On the **Faculty and Staff** page, click . You will then see the form, comprised of two dropdown menus: one for **class selection** and one for **roster verification**.

Please Submit One Course At A Time

Course Attendance Verification Form: Fisne, Katherine

For my class my WebAdvisor Class Roster is

Figure 15 Screenshot of Attendance Verification

- Simply **select a class** from the first dropdown menu.

For my class --Choose A Course--

--Choose A Course--

{2018FA} MATH-155-03 Statistics for Behavioral/Social Science

{2018FA} MATH-095-01 Fundamentals of Mathematics

Figure 16 Screenshot of Course Selection

- Select either **correct** or **inaccurate** for the class's roster.

WebAdvisor Class Roster is --Choose A Response--

--Choose A Response--

correct.

inaccurate.

Figure 17 Screenshot of Roster Selection

- If you marked your roster as **correct**, click **Submit This Class** to complete the process.
- If you mark your roster as **inaccurate**, the following form appears:

The student named is --Choose A Response--

Date of Last Attendance (if discontinued/stopped) (MM/DD/YY):

Figure 18 Screenshot of Inaccurate Roster Form

- Fill out the **name of the student** who is inaccurate on your roster. Then, select an **explanation** from the dropdown menu.

--Choose A Response--

--Choose A Response--

on my Webadvisor roster and has never appeared.(NO SHOW)

on my Webadvisor roster and has discontinued/stopped attending.

NOT on my Webadvisor roster but is attending.

Figure 19 Screenshot of Inaccurate Roster Dropdown

- Select **on my Webadvisor roster and has never appeared** if the student is a no show, or has never attended the class.
- Select **on my Webadvisor roster and has discontinued/stopped attending** if the student has stopped attending the class.
 - If you select this option, you must provide the **Date of Last Attendance** in **MM/DD/YY** format underneath the student's name.
- Select **NOT on my Webadvisor roster but is attending** if the student is in your class but not officially on the roster.
- When you are finished, click **Submit This Class** to complete the form.