

Overview

Faculty can view student and class-related information on the MarywoodYOU Portal. Student profiles, 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. Select **This is a private computer** (unless using a public lab computer).
3. Enter your *User name* and *Password*. Then, **Log On** to display the Portal page.



4. Locate the **Self-Service Menu**
5. Expand **WebAdvisor for Faculty**. Select **Faculty Information** to view available links.

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

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 **SUBMIT** 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

Class Roster

Instructors can view information about their course sections.

1. Select a Term from the drop down box. Click the **SUBMIT** button.

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

2. Click on a section to display the class roster.
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 Place a check in the **Show Dropped/Withdrawn Students** and/or **Show Waitlisted Students** box and click the **SUBMIT** button to display students previously registered or waitlisted for the section.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.

1. Select a Term . Click the **SUBMIT** button.
2. Select Final or Mid-Term from the drop-down box.
3. Click into the radio button next to the class. Click the **SUBMIT** button.
4. Type the letter grade in the corresponding column for each student.
5. If a student has stopped coming to class, *please enter the last date they attended*. Use the mm/dd/yy format.
6. If a student never attended the class, place a check in the box for that student in the *Never Attended* column.
7. Click the **SUBMIT** button at the bottom of the page when finished.
8. 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 a Term and Subject to begin. Additional criteria may be selected to narrow the search.

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"/>			

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

My Class Schedule

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

1. Select a Term. Click the **SUBMIT** 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

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 exists for Academic Planning as well as a separate document. 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 (use this option to release an advisee to register).

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

Action
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

a) View Student Transcript

Select a **Transcript Type** and click **SUBMIT**. 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
UNIV-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					

b) View Student Schedule

Select a Term and click **SUBMIT**.

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 (00299) 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	

c) View Student Profile

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

d) 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 **SUBMIT** 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	

e) 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 **SUBMIT** button to display the degree audit.