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.
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.

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Name</th>
<th>Access</th>
<th>Program</th>
<th>Cum GPA</th>
<th>Ungraded Credits</th>
<th>Att Creds</th>
<th>Earned Creds</th>
</tr>
</thead>
<tbody>
<tr>
<td>0151415</td>
<td>Pacer, Joseph</td>
<td></td>
<td></td>
<td>3.652</td>
<td>14.00</td>
<td>43.50</td>
<td>68.00</td>
</tr>
<tr>
<td>0159035</td>
<td>Wood, Mary</td>
<td></td>
<td></td>
<td>3.687</td>
<td>18.00</td>
<td>16.00</td>
<td>16.00</td>
</tr>
</tbody>
</table>

Class Roster

Instructors can view information about their course sections.

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

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 Place a check in the **Show Dropped/Withdrawn Students** and/or **Show Waitlisted Students** box and click the **Submit** button to display students previously registered or waitlisted for the section.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.
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.

<table>
<thead>
<tr>
<th>Class Name and Title</th>
<th>Days of Week</th>
<th>Start Time</th>
<th>End Time</th>
<th>Bldg</th>
<th>Room</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS-122-01 Principles of Salesmanship</td>
<td>MWF</td>
<td>10:00AM</td>
<td>11:00AM</td>
<td>LAC</td>
<td>111</td>
<td>01/09/12</td>
<td>05/09/12</td>
</tr>
<tr>
<td>BUS-133-01 Management and Career Options</td>
<td>MWF</td>
<td>10:00AM</td>
<td>11:00AM</td>
<td>LAC</td>
<td>111</td>
<td>01/09/12</td>
<td>05/09/12</td>
</tr>
<tr>
<td>PHIL-113-04 Introduction to Philosophy</td>
<td>TTH</td>
<td>04:00PM</td>
<td>05:30PM</td>
<td>MCGP</td>
<td>1055</td>
<td>01/09/12</td>
<td>05/09/12</td>
</tr>
<tr>
<td>PSYC 211-03 General Psychology</td>
<td>TTH</td>
<td>04:00PM</td>
<td>05:30PM</td>
<td>MCGP</td>
<td>1055</td>
<td>01/09/12</td>
<td>05/09/12</td>
</tr>
</tbody>
</table>

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.

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.
b) **View Student Schedule**
Select a **Term** and click **Submit**.

<table>
<thead>
<tr>
<th>Term</th>
<th>Status</th>
<th>Meeting Information</th>
<th>Credits</th>
<th>CRUs</th>
<th>Pass Aud</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2012</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Name and Title</th>
<th>Status</th>
<th>Meeting Information</th>
<th>Credits</th>
<th>CRUs</th>
<th>Pass Aud</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGR-216.03 (32130) - Statics &amp; Dynamics in the Environ...</td>
<td>Add</td>
<td>01/29/2012 - 05/29/2012</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS-211.03 (32130) - Management Accounting &amp; Law</td>
<td>Add</td>
<td>01/29/2012 - 05/29/2012</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS-212.03 (32130) - Business Law</td>
<td>Add</td>
<td>01/29/2012 - 05/29/2012</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS-250.03 (32130) - Principles of the Behavioral &amp; Social Scienc...</td>
<td>Add</td>
<td>01/29/2012 - 05/29/2012</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


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.

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.