WebAdvisor for Faculty, Advisors and Administrators

In this section of WebAdvisor, Faculty members can monitor course schedules, search for classes, post grades, and review advisee information. WebAdvisor account information can be accessed through administrative screens, and budgets can be maintained.

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- What's my User ID?
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  - Grading
  - Search for Classes
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- FOR ADVISORS:
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What is WebAdvisor?
WebAdvisor is a Web interface that allows you to access information contained in the administrative databases used by Philadelphia University. The application system that creates these databases, Colleague and Benefactor, is the product of Datatel, Inc. of Fairfax, Virginia. WebAdvisor, also a product of Datatel, consists of the forms and supporting infrastructure to extract and deliver information from this database to your desktop browser.

Who can access WebAdvisor?
Currently only faculty and staff can access WebAdvisor. All faculty and some staff actively employed at Philadelphia University will have access to WebAdvisor. Students, budget officers and alumni will have access to WebAdvisor at a future date.

Instructors can use the ‘For Instructors’ portion of WebAdvisor as well as the ‘Account Information’.

The ‘For Advisors’ portion of the WebAdvisor will be available only to the Advisors. Advisors will have access to lookup transcripts, profiles and schedules (program evaluation/Degree Audit will be available at a later date) for their advisees only. Advisors who are also instructors will have access to ‘For Advisors’, ‘For Instructors’ and ‘Account Information’ sections of WebAdvisor.

‘For Administrators’ section is available only for a limited number of users.

How can I access WebAdvisor?
- Use your favorite web browser and point to http://www.philau.edu/webadvisor and then click on Faculty. You can also access the faculty portion of WebAdvisor by clicking on the ‘Faculty & Staff’ link from http://www.philau.edu
- Your User ID is the same as your network username
- Your initial password is the last four digits of your SSN
- Log in

For more information, click on the ‘New to WebAdvisor’ link. It will take you through the steps of obtaining your User ID and password.

If you still have trouble accessing WebAdvisor or procuring your User ID and password, please contact the helpdesk at helpdesk@philau.edu or at (215) 951 4OIT.
For Instructors, Advisors and Administrators

The following workflows are available for all Philadelphia University Instructors, Advisors and Administrators.

**New to Webadvisor**
Click on this link to access information on WebAdvisor. This page will also step you through the getting started with User ID and password process.

**What’s My User ID?**
Your User ID should be the same as your network username. If you are having trouble accessing WebAdvisor using your network username, you can click on the ‘What’s My User ID’ link.

**Step 1:** Enter your Last Name and SSN or Colleague ID
**Step 2:** Hit the Submit button.

If you are setup for access, the page will return your User ID. If you encounter an error message, please contact the helpdesk@philau.edu

**What’s My Password?**
**Step 1:** Your initial password is the last four digits of your Social Security Number. If you are having trouble accessing WebAdvisor with the last four digits of your SSN, then click on the ‘What’s My Password’ link.
**Step 2:** Enter your Last Name and SSN or Student ID and hit Submit (please see the Note on this page about entering SSN/Student ID).
**Step 3:** At the next screen, use the down arrow to select your PhilaU email address.
**Step 4:** Click Submit.
**Step 5:** Check your Email Account (give it a few minutes) for a message with a subject line of ‘WebAdvisor Response’. Use the temporary password in your email to log in.

You will be forced to reset your password once you log in.
Change Password

It is strongly recommended that you change your WebAdvisor Password often. To change your existing password, click on the ‘Change Password’ link.

**Step 1:** Log into WebAdvisor using your old password.
**Step 2:** Click on ‘Change Password’ link.
**Step 3:** Enter your User ID
**Step 4:** Enter your New Password (please remember that your new password must be 6 to 9 characters in length and include both letters and numbers.)
**Step 5:** Re-enter your New Password
**Step 6:** Click Submit.

You have now successfully changed your password.
Class Roster

Step 1: Click on the ‘Class Roster’ link.

Step 2: Select the current or future term (if you have students registered for that term) using the drop down arrow.

Step 3: Click on Submit

If the system locates you in the database as teaching any course/s for the term/date range you selected, it will return a screen that looks like the one below.

Step 4: Select one course by clicking on the Choose One Box…please note that you can only select one course at a time.
This list will show Student Name, Student ID, Philadelphia University Email, Freshmen/Junior/Sophomore/Senior information, Status of the registration (New, Add, Drop etc…), Course Credits and a box that will allow you to select ONE student to view additional information on the student. If you need Address/Phone number or Academic information on the student, click on the box in the ‘Student Profile’ column and then click Submit.

Refer to page number 10 for more information on Student Profile.
Search for Classes

Step 1: You can search for classes for any of the terms listed on the drop down box. **Term is a required item.**

If you don’t choose anything else, it will list ALL the courses for Fall 2003. You may want to filter your response with the Subject (choose from the drop down menu). If you are sure of the course number and the section number, you can enter them in the 3rd and the 4th boxes.

You may fill out any combination of search fields that make sense. If you select courses that meet Monday, Wednesday and Friday after 2:00pm and before 4:00pm, the system will return all courses that fit this criteria. If you enter a word, such as Accounting, in the search field called **Course Title Keyword(s);** the system will display all courses in which the word Accounting appears in the title. Please use as many search criteria as you know to ensure that you don’t have to scan through multiple pages to find the courses you are interested in. In addition, the narrower you make the search the faster the results can be obtained. In the example used above, if you knew the exact section number you wanted, you would enter that in addition to the subject and course number field.

Step 2: When you have entered all your selection, criteria click Submit.
Results from the Search for Classes page.

Explanation of the columns on this page:

- **Column 1** – Sequence number
- **Column 2** – Course Name and the title of the course
- **Column 3** – Meeting Information
  - **TBA TBA LEC MWF 10:05AM 10:55AM**
    - The first few letters are the code for the building where this class will be held. The second word is the room number; the third word is the instruction method; LEC – Lecture, IND – Independent Study, LAB – Lab, STU – Studio, LLB – Lecture/Lab combination, ONL – Online, RTN – Rotation, STA – Study Abroad.
    - The new group of letters indicates the days of the week the class is offered; M-Monday, T-Tuesday, W-Wednesday, R-Thursday, F-Friday, S-Saturday. The last two items are the start and the end times for that class.
- **Column 4** – Faculty Name
- **Column 5** – Status of the course.
- **Column 6** – Capacity for the class and current availability.
- **Column 7** – Credits
- **Column 9** – Academic Level – UG for undergraduate, GR for graduate.
- **Column 10** – Location – Main, Bucks, Montgomery etc…
- **Column 11** – Term

<table>
<thead>
<tr>
<th>Course Name and Title</th>
<th>Meeting Information</th>
<th>Faculty</th>
<th>Status</th>
<th>Cap/Avail</th>
<th>Credits</th>
<th>Acad Level</th>
<th>Loc</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>C-121-103 (63025) Organic Chemistry</td>
<td>TBA TBA LEC MWF 10:05AM TBA TBA LAB M 02:30PM</td>
<td>K. Bhat; T.B.A.</td>
<td>Open</td>
<td>13/2</td>
<td>4.00</td>
<td>UG</td>
<td>MAIN</td>
<td>OSMF</td>
</tr>
<tr>
<td>C-121-104 (63026) Organic Chemistry</td>
<td>TBA TBA LEC MWF 10:05AM TBA TBA LAB T 02:30PM 06:15PM</td>
<td>K. Bhat; T.B.A.</td>
<td>Open</td>
<td>13/2</td>
<td>4.00</td>
<td>UG</td>
<td>MAIN</td>
<td>OSMF</td>
</tr>
<tr>
<td>C-123-106 (63302) Bioorganic Chemistry</td>
<td>TBA TBA LEC MWF 00:05AM 00:55AM</td>
<td>K. Bhat</td>
<td>Open</td>
<td>30/14</td>
<td>3.00</td>
<td>UG</td>
<td>MAIN</td>
<td>OSMF</td>
</tr>
<tr>
<td>C-201-101 (123947) Research 1</td>
<td>TBA TBA LEC MWF 00:05AM 00:55AM</td>
<td>K. Bhat</td>
<td>Open</td>
<td>90/98</td>
<td>3.00</td>
<td>UG</td>
<td>MAIN</td>
<td>OSMF</td>
</tr>
</tbody>
</table>
My Class Schedule

As a faculty, you can select the above link to see what classes you are teaching during a given term.

Step 1: Select a term from the drop down menu or type in a date range (Use mm/dd/yy with the '/')
Step 2: Click Submit.
You should see a response like this.
Student Profile

To View a student’s profile, you need one of the two items a) Student ID (a 7 digit number that is listed on your class roster or advisee list) b) SSN

[Image of the WebAdvisor for Faculty interface with fields for Student ID and Social Security Number]

Administrative Computing Resources
Page: 10
The returning page will list the following information when available –

- Student ID and name
- Preferred residence address
- Email address; phone number(s) – home, local and business (if available)
- Academic Program
- Academic Level (UG – undergraduate, GR – Graduate)
- Degree that is being sought
- Anticipated Completion Date for the Academic Program
- Major
- Minor
- Advisor(s)
- Advisor Information
My Advisee
The My Advisees page displays a list of your advisees (The student must be assigned as your advisee for the term you selected for you to be able to view the student’s information) and allows you to view detailed information about an advisee.

Step 1: Click on the ‘My Advisee’ link. Select a term from the drop down menu or enter a date range (mm/dd/yy –with ‘/’). Click Submit.

Step 2: To view detailed information about one of your advisees make a selection from the drop-down box:

- Select Transcript to see the advisee's transcript. (will display the unofficial Transcript of the student)
  - On the next screen click on the box next to ‘Run Transcript’ (please see page 13 for sample of transcript displayed on the web.)
  - Click Submit
- Select Schedule to see the advisee's class schedule. (see page 13 for sample)
- Select Student Profile to see the Student’s demographic and academic information.

Step 3: After making a selection from the drop-down box, click Submit to view the detailed information. You can also use the back button to back up from a student's information page and select a different action or view different information.
Sample of a web transcript (unofficial)

Sample of Schedule
List Advisees

Step 1: Click on the ‘List Advisees’ link to get a list of all your advisees.

This may take several minutes to process because for each advisee, it must calculate the cum gpa, current credits, attempted credits, and earned credits.