E-Advising via WebAdvisor – For Faculty

What is e-Advising?
E-Advising provides an integrated approach for registration through WebAdvisor; it allows advisors and advisees to plan and register for requirements as they relate to the student’s overall educational goals.

- Is based on the student’s Program Evaluation report, which contains all of the courses required for the student’s degree program;
- Shows which degree requirements have been completed so the student can target the courses still needed;
- Is based on the concept of a course planning worksheet. The worksheet is shared between the student and the adviser;
- The student builds the worksheet by selecting “e-Advising” in WebAdvisor, and then either the “Course Planning Wizard” or “Create/Add to Worksheet”;
- Once built, students email their adviser using the “E-Mail Advisor(s)” option;
- After the student’s plan has been approved by the adviser and the adviser lifts the student’s advisement hold, the student can use e-Advising’s “Register” option to register from the planned courses (during his/her registration appointment time).

Accessing the e-Advising module

To access the e-Advising module, click on the ‘eAdvising’ link under the ‘Faculty Information’ menu on the WebAdvisor for Faculty main menu.

E-Advising currently allows any faculty that has Advising access to have access to all students. This is done to allow for easy transference of advisees in the case of absence as well as to provide access at the chair and dean level. Advisees are accessed by entering their seven digit student ID, selecting ‘Add or Change Plan’ from the dropdown box and clicking submit.

The next screen will ask you to select the program for which you would like to plan. If the program listed is not the student’s correct program stop here and initiate the process for changing the student’s program to the correct one. If the program is correct, select the program you would like to plan for and click submit.
Create a Plan Screen

→ Once you have selected the student and program the system will bring you to either the ‘Create a Plan’ or the ‘Modify a Plan’ screen. If a student has no plan at all you will be directed to the ‘Create a Plan’ screen, otherwise you will be directed to the ‘Modify a Plan’ screen. On the ‘Create a Plan’ screen you will be presented with the option of adding courses to the student’s plan. From this screen you can either add courses directly to their plan, run a Program Evaluation, or use the Course Planning Wizard to determine which courses should be added.
If you know exactly which classes the student should be taking enter them directly, otherwise use the Course Planning Wizard to select the courses they have remaining.

- Note: If you add classes directly to the student’s plan the system will assume that you are finished and take you directly to the ‘Student Plan Inquiry’ screen to view your additions and then back to the Faculty Menu. If you wish to enter the ‘Modify a Plan’ screen you would either need to re-enter the student or add the courses via the Course Planning Wizard.

**Plan Modification Screen**

- Once you have selected the student and program the system will bring you to the Plan Modification screen. This is the main screen from which most actions will take place. This screen is broken up into various sections described in detail below.
- The first section is informational, showing the student’s name, their program, their catalog, the last person to edit their plan, and the last change date.

![Modify a Plan](image)

- The next section is known as the Educational Plan. This section contains courses that were either planned by you (the adviser), or planned by the student then approved by you. These courses cannot be removed by the student once they have been added to the Educational Plan. This section should be reserved for courses the student must take rather than courses that are a selection from numerous valid options.

<table>
<thead>
<tr>
<th>Planned Term</th>
<th>New Term</th>
<th>Course Name</th>
<th>Title</th>
<th>Credits</th>
<th>CEUs</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2011</td>
<td></td>
<td>CBA2021</td>
<td>Intermediate Accounting I (has prerequisites)</td>
<td>3.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term</td>
<td>Term Credits</td>
<td>Term CEUs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring 2011</td>
<td>2.01</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Following the Educational Plan is the “Suggested Courses” section. This section contains courses that the student has added to their plan. These courses can be moved to a new term or approved. By taking action on these courses you are moving them to the student’s Educational Plan, after which they will not be able to alter them without your assistance. If you simply have an alternative choice you would like the student to consider it is suggested that you use the Communication section (described later).

![Suggested Courses](image)

- Following the “Suggested Courses” section is the “Quick Add” menu. This section works similarly to the “Search for Sections” portion of Registration, with the additional feature of attaching a specific term. Adding a course to a student’s plan using this method will add the course to the student’s Educational Plan. Needed fields include Term, Subject, and Course Number.
The next section is the “Notes” section. This section is intended to provide information for you, your advisee, and any other adviser that may be assisting this student. The three areas are Educational Goal, Private Comments, and Public Comments. Educational Goal relates to the student’s stated objective (ie. BS, Master’s, Continuing Ed, etc.). The Private Comments section is an area for advisers to make notes regarding the student that may be helpful in future advisement interactions. Keep in mind that “Private” means only visible to advisers, not only visible to you. Public notes are visible to everyone who can see this student’s record including the student and anyone with advisement access. Also shown are notes the student has made on their plan. These notes are not editable by you, but are visible.

The final two editable sections deal with Communication. The first allows you to email the student with a message of your choice, either directing them to make a change, giving them the go ahead to register, or any other direction you deem appropriate. The second allows you to copy other advisers with either the same message or an altered version.

The final section of the Plan Modification Screen is the “Next Action” you wish to take. This allows for a range of functions you are already familiar with, plus some added features: “Course Planning Wizard” and “Add or Change Program”.

Course Planning Wizard
The ‘Course Planning Wizard’ lists the degree requirements from the ‘Program Evaluation’ report in a tree structure, so you can detail from the main requirement level to the course level and select courses to add to your plan (Requirements → Subrequirements → Groups → Courses).

The next step in the planning process is to select a requirement that need planning. Check the box and click ‘submit’.

Next, select a sub-requirement that needs planning, and click ‘submit’.

Then select a group that needs planning, and click ‘submit’. On this screen, please note the ‘What is Required’ block. This block details the requirements for this sub-requirement – i.e. describes the groups below.
Finally, you will be required to select courses to add to your plan, so this requirement is satisfied. Use the ‘Still to plan’ section on this screen to understand what else is required.

You can choose to add courses to your plan without a term by checking the ‘Select’ box and clicking ‘submit’, or you can add courses to your plan for a term by selecting a term under ‘Planned Term’ and clicking ‘submit’.
The “Add or Change Program” function will allow you to change the catalog year of the student’s program. Simply select the correct year and click Submit.