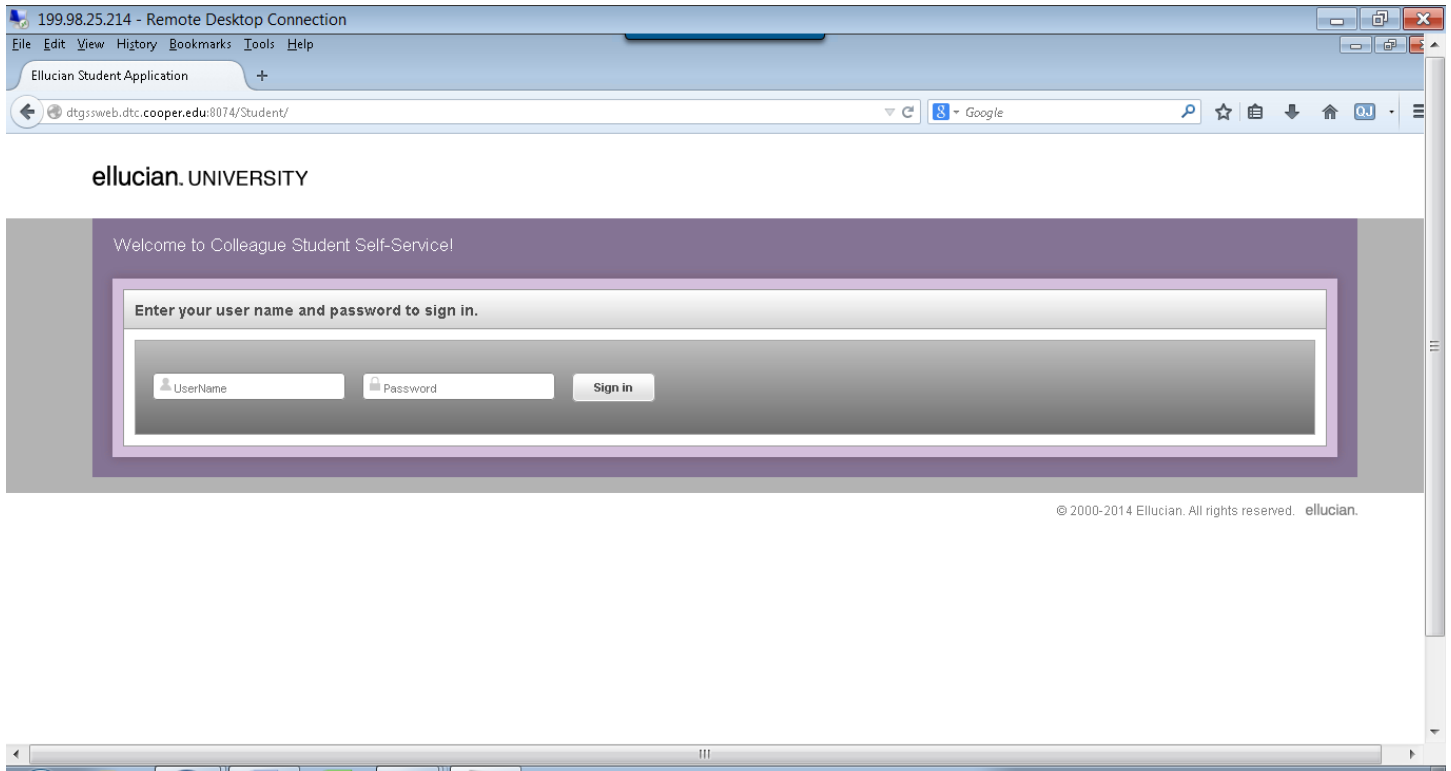


## Student Self-Service for Advisors

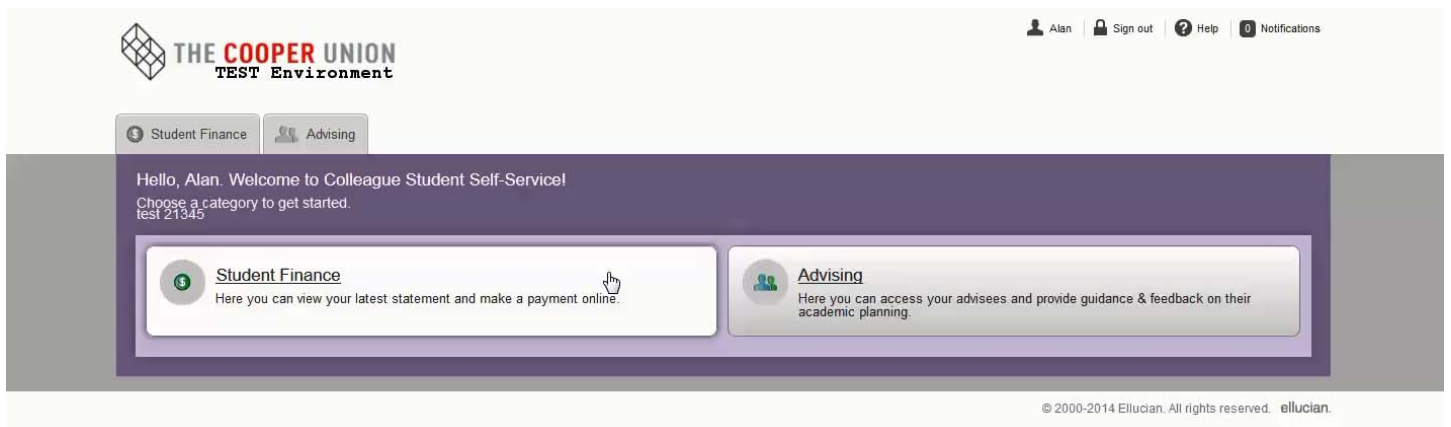
Go to URL: <http://dtgssweb.dtc.cooper.edu/Student>

Your log in user name and password are the same as your Web Advisor credentials

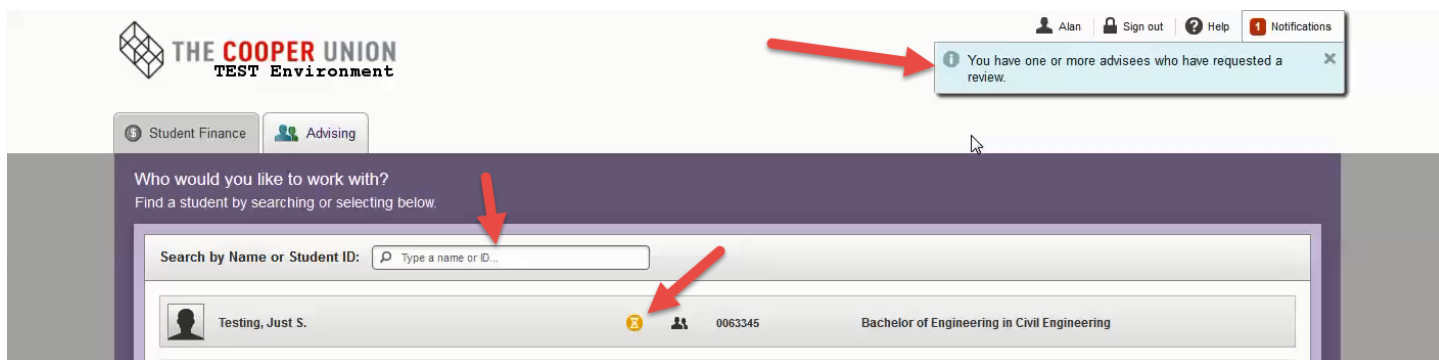
### (1) Login screen:



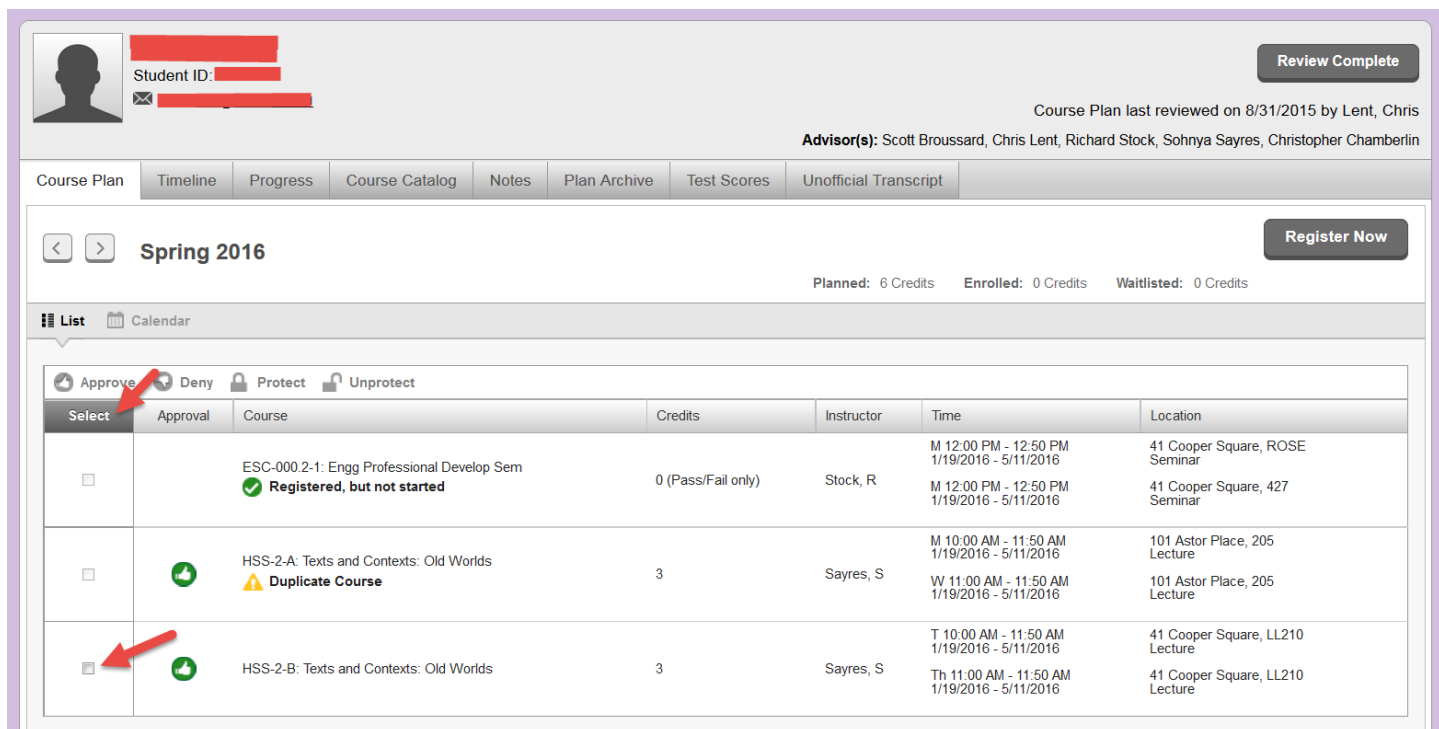
### (2) Welcome screen: Click "Advising"



- (3) You will receive a msg atop the screen, if you have advisees requesting your approval of their education plan. The advisees will also be atop the list of students with an hour glass icon next to their names. If you don't have an advisee atop the list waiting for your approval and want to search for a student, simply type their name or ID number in the blank area next to "Search by Name or Student ID" and press the enter key.



- (4) After you click on the advisee's name. It will bring you to their course plan for your review. You can individually approve and deny a course by clicking the check box next to the course. If you want to approve or deny all the courses in a batch, click on the word "Select".



Once you have selected one or more courses chose “Approve” or “Deny”. If you want to ensure a student can’t remove a course from their Ed plan, click “Protect”.

Course Plan
Timeline
Progress
Course Catalog
Notes
Plan Archive
Test Scores
Unofficial Transcript

Spring 2016
Register Now

Planned: 6 Credits
Enrolled: 0 Credits
Waitlisted: 0 Credits

List
Calendar

Approve
Deny
Protect
Unprotect

Select	Approval	Course	Credits	Instructor	Time	Location
<input type="checkbox"/>		ESC-000.2-1: Engg Professional Develop Sem <b>Registered, but not started</b>	0 (Pass/Fail only)	Stock, R	M 12:00 PM - 12:50 PM 1/19/2016 - 5/11/2016 M 12:00 PM - 12:50 PM 1/19/2016 - 5/11/2016	41 Cooper Square, ROSE Seminar 41 Cooper Square, 427 Seminar
<input type="checkbox"/>		HSS-2-A: Texts and Contexts: Old Worlds <b>⚠ Duplicate Course</b>	3	Sayres, S	M 10:00 AM - 11:50 AM 1/19/2016 - 5/11/2016 W 11:00 AM - 11:50 AM 1/19/2016 - 5/11/2016	101 Astor Place, 205 Lecture 101 Astor Place, 205 Lecture
<input checked="" type="checkbox"/>		HSS-2-B: Texts and Contexts: Old Worlds	3	Sayres, S	T 10:00 AM - 11:50 AM 1/19/2016 - 5/11/2016 Th 11:00 AM - 11:50 AM 1/19/2016 - 5/11/2016	41 Cooper Square, LL210 Lecture 41 Cooper Square, LL210 Lecture

- (5) Once you approve or deny the advisee’s plan, you should leave the student a note explaining your actions under “Notes”. Type your msg in the Compose box and then click the Save Note button. Your advisee will receive the note once they log back into Student Self-service.

THE COOPER UNION  
TEST Environment

Alan
Sign out
Help
Notifications

Student Finance
Advising

Back to Advisees

**Just S. Testing**  
Student ID: 0063345  
Educational Goal: Bachelors  
brouss@cooper.edu

Review Complete  
Course Plan last reviewed on 9/26/2014 by Paul, Alan

Course Plan
Timeline
Progress
Course Catalog
Notes
Plan Archive
Test Scores

**Compose**  
Hi Just Testing, I have approved your plan again.  
Please register. Prof Ahmed  
Save Note

**View History**  
Hi Just Testing, I have approved your plan. Please register your courses. Prof Ahmed  
Paul, Alan on 9/26/2014 at 3:54 PM  
Hi Prof Ahmed, please approve my plan. Tks  
Testing, Just S. on 9/26/2014 at 1:22 PM  
Hi Mr. Lent,  
Please review and approve my plan.

- (6) Next you need to complete your Review and Archive the course plan you have approved by clicking “Review Complete”. You will receive a pop up msg stating that the review is complete and do you want to archive the plan? Click the “Archive” button.

The screenshot shows the 'Just S. Testing' profile page. The 'Review Complete' button is highlighted with a red arrow. A confirmation dialog box is open, asking 'Would you like to archive this course plan?' with 'Cancel' and 'Archive' buttons. The 'Archive' button is also highlighted with a red arrow. A green notification bar at the top states 'The review has been completed.'

- (7) You can verify the archived file as well as see other archive files by clicking the “Plan Archive” tab. Here you can see all the courses approved and denied as well as all the notes between advisors and the advisee. Click on the PDF file to open for review.

The screenshot shows the 'Just S. Testing' profile page with the 'Plan Archive' tab selected. A table lists archived PDFs with columns for 'Download PDF', 'Archive Date', and 'Archived By'. A red arrow points to the 'Download PDF' link for the first entry. A green notification bar at the top states 'An archive has been created.'

Download PDF	Archive Date	Archived By
<a href="#">Download PDF</a>	9/26/2014 3:57:18 PM	Paul, Alan
<a href="#">Download PDF</a>	9/26/2014 11:59:15 AM	Paul, Alan
<a href="#">Download PDF</a>	9/25/2014 1:55:21 PM	Paul, Alan
<a href="#">Download PDF</a>	9/22/2014 1:32:43 PM	Lent, Chris
<a href="#">Download PDF</a>	6/19/2014 3:15:20 PM	Paul, Alan
<a href="#">Download PDF</a>	6/19/2014 9:48:16 AM	Paul, Alan

(8) The Timeline view allows you to see what courses a student has taken and is planning on, with grades achieved.

The screenshot displays the Cooper Union TEST Environment interface. At the top left is the logo for THE COOPER UNION TEST Environment. On the top right, there are links for 'Alan', 'Sign out', 'Help', and 'Notifications'. A green notification bar at the top right states 'An archive has been created.' Below the top navigation, there are tabs for 'Student Finance' and 'Advising'. The main content area is titled 'Back to Advisees' and features a profile for 'Just S. Testing' with Student ID: 0063345, Educational Goal: Bachelors, and email: brouss@cooper.edu. A red arrow points to the 'Course Plan' tab in the navigation bar. The 'Course Plan' tab is active, showing a timeline view. The timeline is divided into two columns: 'Fall 2014' and 'Spring 2015'. The 'Fall 2014' column lists several courses: CH-110: General Chemistry (Credits: 3), CS-102-CID: Intro to Computer Science (Credits: 3), EIB-101-A: Engg Design & Problem Solving (Credits: 3), ESC-000-1-6: Engg Professional Develop Sem (Credits: 0 (Pass/Fail only)), HSS-1-E: Freshman Seminar (Credits: 3), and MA-110-A: Intro to Linear Algebra. The 'Spring 2015' column is currently empty. At the bottom of the timeline, it shows 'GPA: 0.00' and '3 Enrolled Credits, 15 Planned Credits'. A 'Review Complete' button is visible in the top right corner of the timeline view.

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Do not approve a course offered in another school at Cooper Union without permission of an advisor (Architecture and Art) or a Dean (Engineering), even if your advisee has told you that the instructor approved it. Your advisee must ask the advisor or dean to email approval to you.