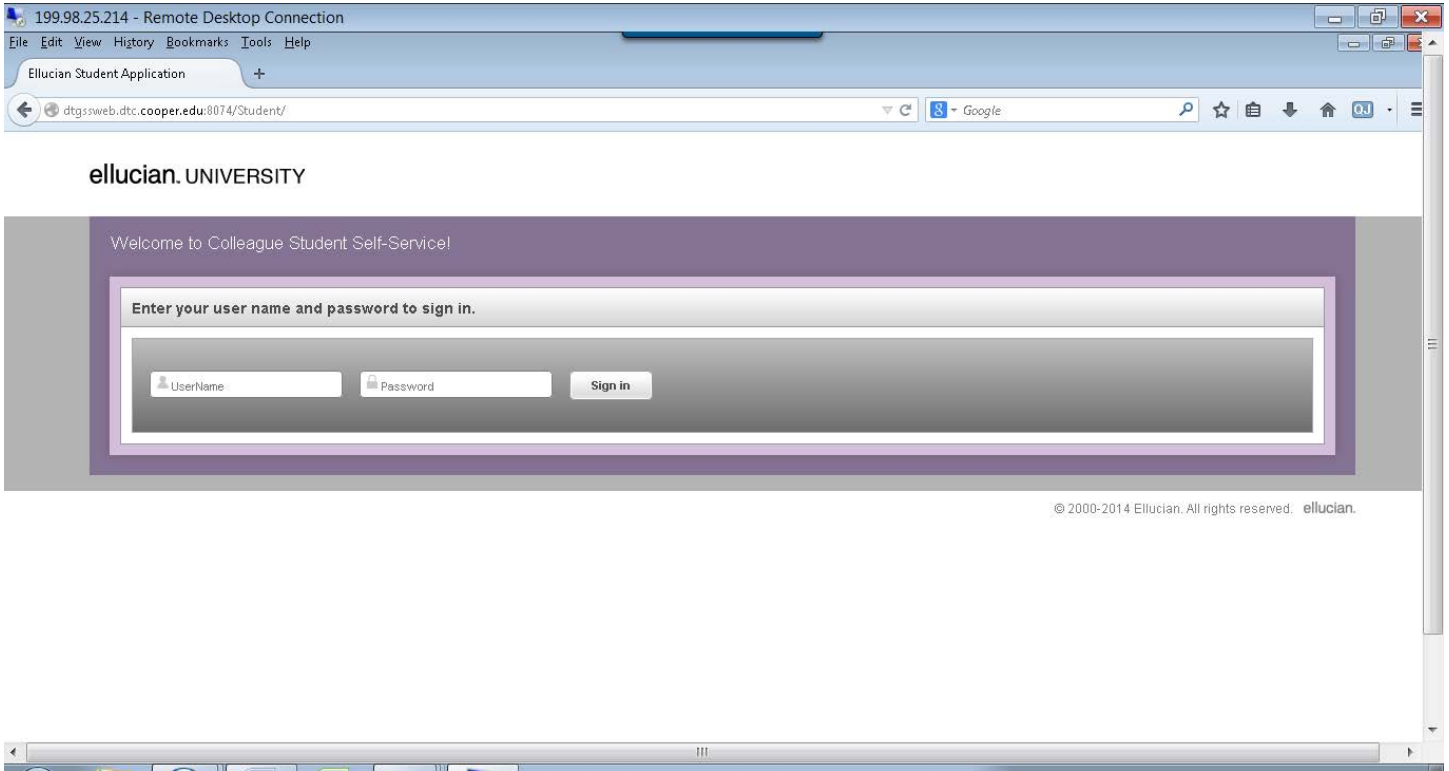


Student Self-Service for Advisors

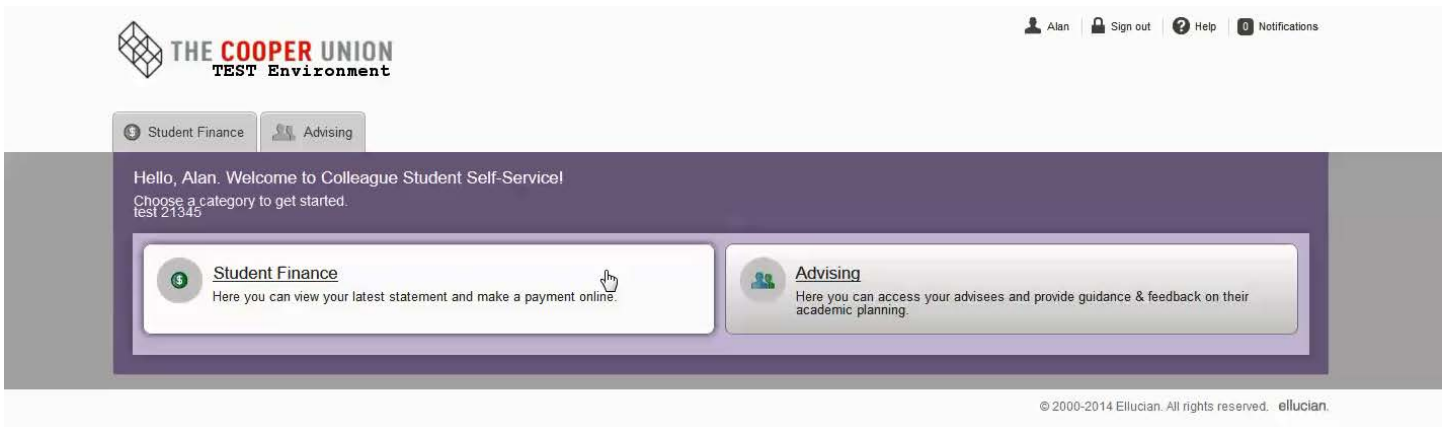
Go to URL: <http://dtgssweb.dtc.cooper.edu/Student>

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

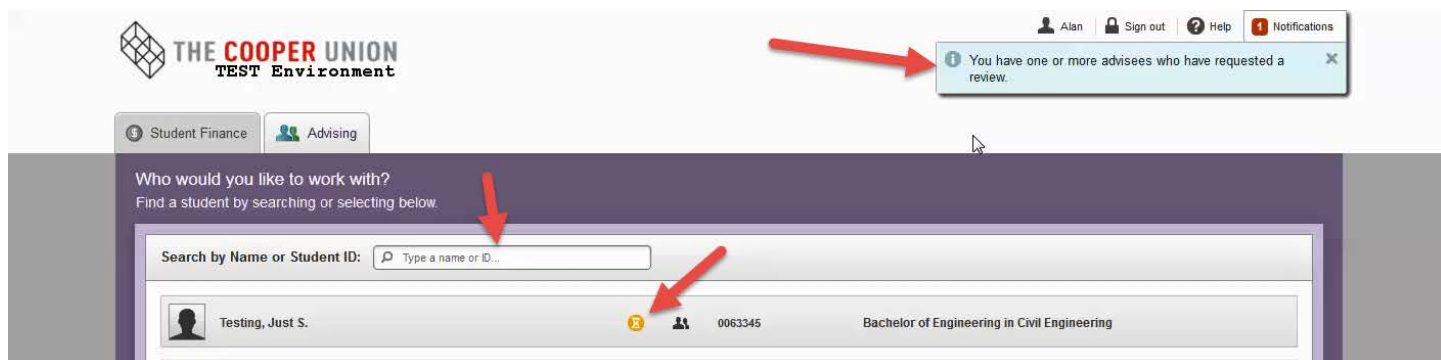
(1) Login screen:



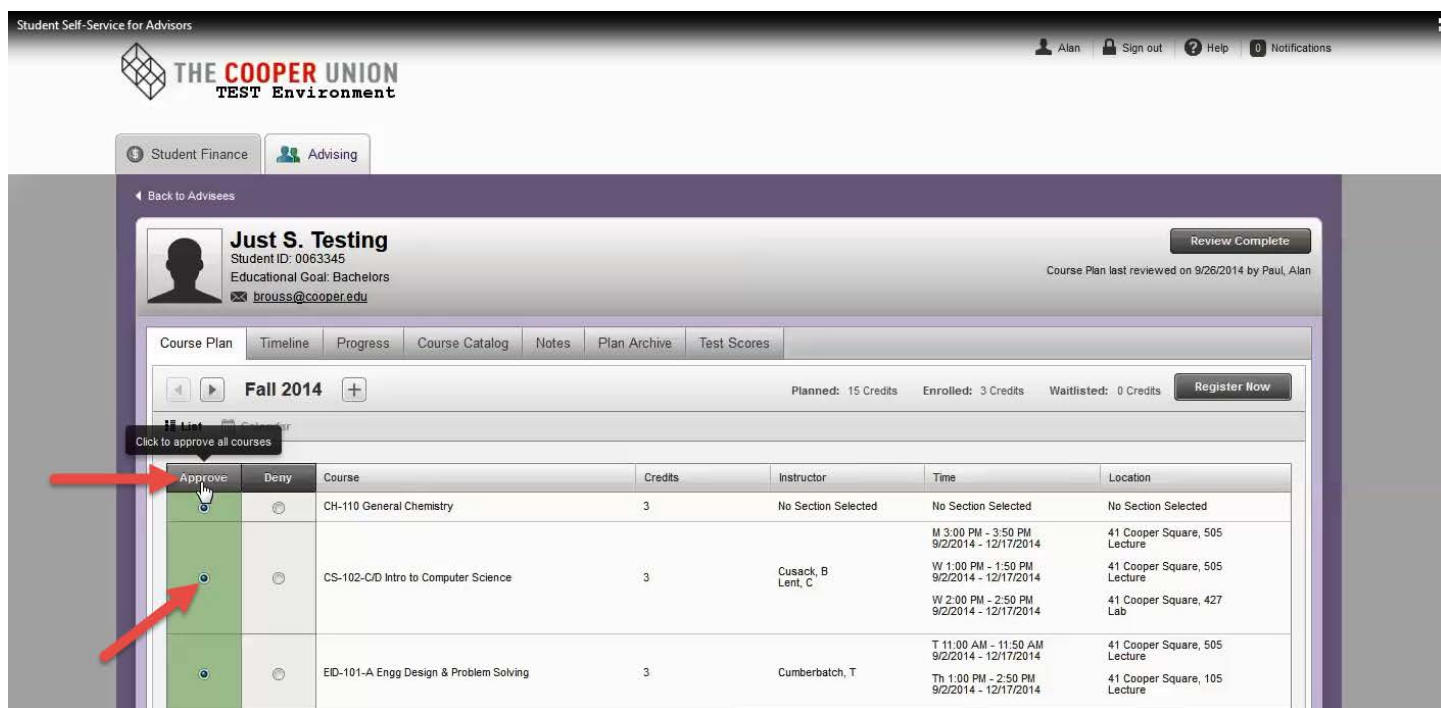
(2) Welcome screen: Click "Advising"



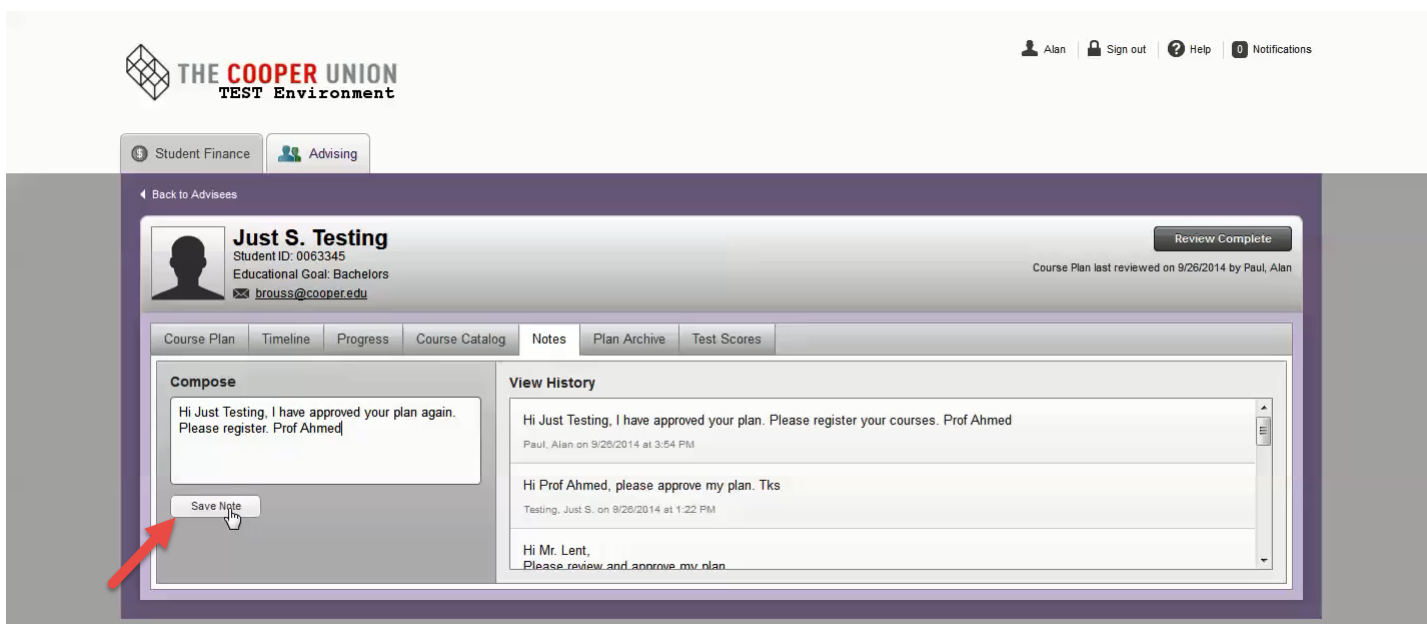
- (3) You will receive a msg atop the screen, if you have advisees requesting your approval of their education plan. The advisees will also be atop the list of students with an hour glass icon next to their names. If you don't have an advisee atop the list waiting for your approval and want to search 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.



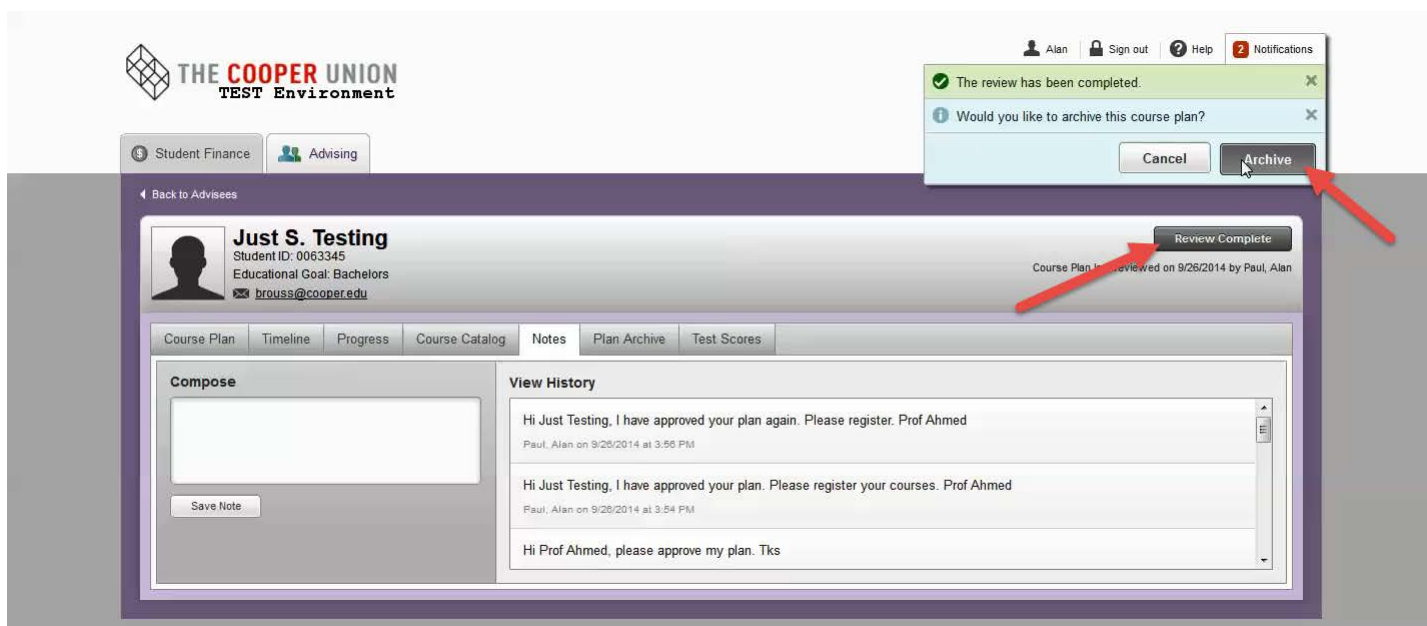
- (4) After you click on the advisee's name. It will bring you to their course plan for your review. You can individually approve and deny a course by clicking under those headers next to the course description. You also can approve and deny all courses by clicking on the column headers.



- (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.



- (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 msg stating that the review is complete and do you want to archive the plan? Click the "Archive" button.



- (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 displays the 'THE COOPER UNION TEST Environment' interface. At the top, there is a navigation bar with 'Student Finance' and 'Advising' tabs. A notification banner at the top right states 'An archive has been created.' The main content area is for student 'Just S. Testing' (Student ID: 0063345, Educational Goal: Bachelors, Email: brouss@cooper.edu). The 'Plan Archive' tab is selected, showing a table of archived PDFs. A red arrow points to the 'Plan Archive' tab, and another red arrow points to the 'Download PDF' link in the first row of the table.

Archived PDF	Archive Date	Archived By
Download PDF	9/26/2014 3:57:18 PM	Paul, Alan
Download PDF	9/26/2014 11:59:15 AM	Paul, Alan
Download PDF	9/25/2014 1:55:21 PM	Paul, Alan
Download PDF	9/22/2014 1:32:43 PM	Lent, Chris
Download PDF	6/19/2014 3:15:20 PM	Paul, Alan
Download PDF	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. To the 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 header, 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 'Timeline' tab in the navigation bar. The 'Timeline' view shows two columns: 'Fall 2014' and 'Spring 2015'. The 'Fall 2014' column lists several courses with their credits and a checkmark indicating completion. The 'Spring 2015' column is currently empty. A '+ Add a Term' button is located in the top right corner of the timeline view.

THE COOPER UNION
TEST Environment

Alan Sign out Help Notifications

An archive has been created.

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

+ Add a Term

Fall 2014

CH-110: General Chemistry
Credits: 3

CS-102-C/D: Intro to Computer Science
Credits: 3

EBD-101-A: Engg Design & Problem Solving
Credits: 3

ESC-000-4-E: Engg Professional Develop Sem
Credits: 0 (Pass/Fail only)

HSS-1-E: Freshman Seminar
Credits: 3

MA-110-A: Intro to Linear Algebra

GPA: 0.00 3 Enrolled Credits, 15 Planned Credits

Spring 2015

**

Do not approve a course offered in another school at Cooper Union without permission of an advisor (Architecture and Art) or an Associate 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.