

Training Document for Advisors in WebAdvisor

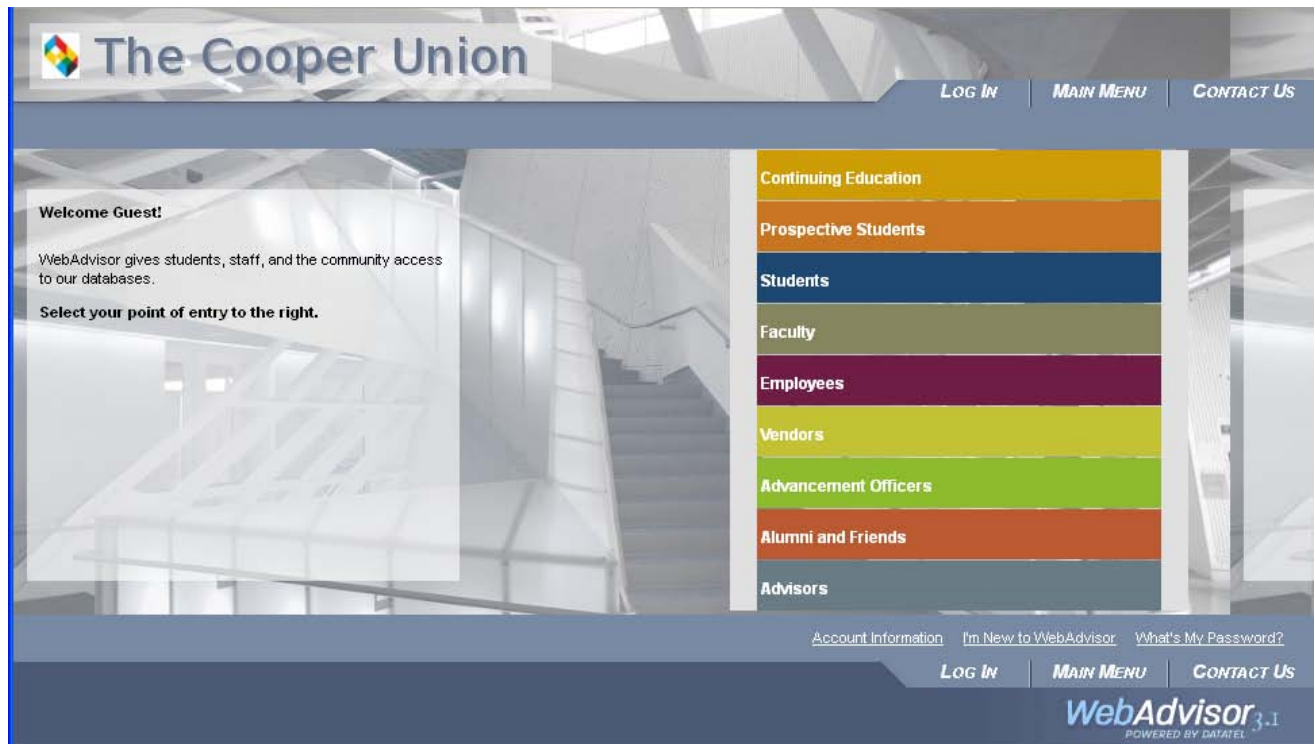
You will approve each advisee's Plan (course schedule) in WebAdvisor, ideally after discussing it face-to-face. Your approval authorizes your advisees to register for the next term (semester) on their designated day or on a later day during the registration period.

During the Add/Drop period you will have to approve any courses your advisees want to add. Your advisees will then register for those courses. You yourself will drop courses your advisees want to drop, unless you do not approve the drops.

Here is the URL for WebAdvisor:

<https://dtwa.cooper.edu>

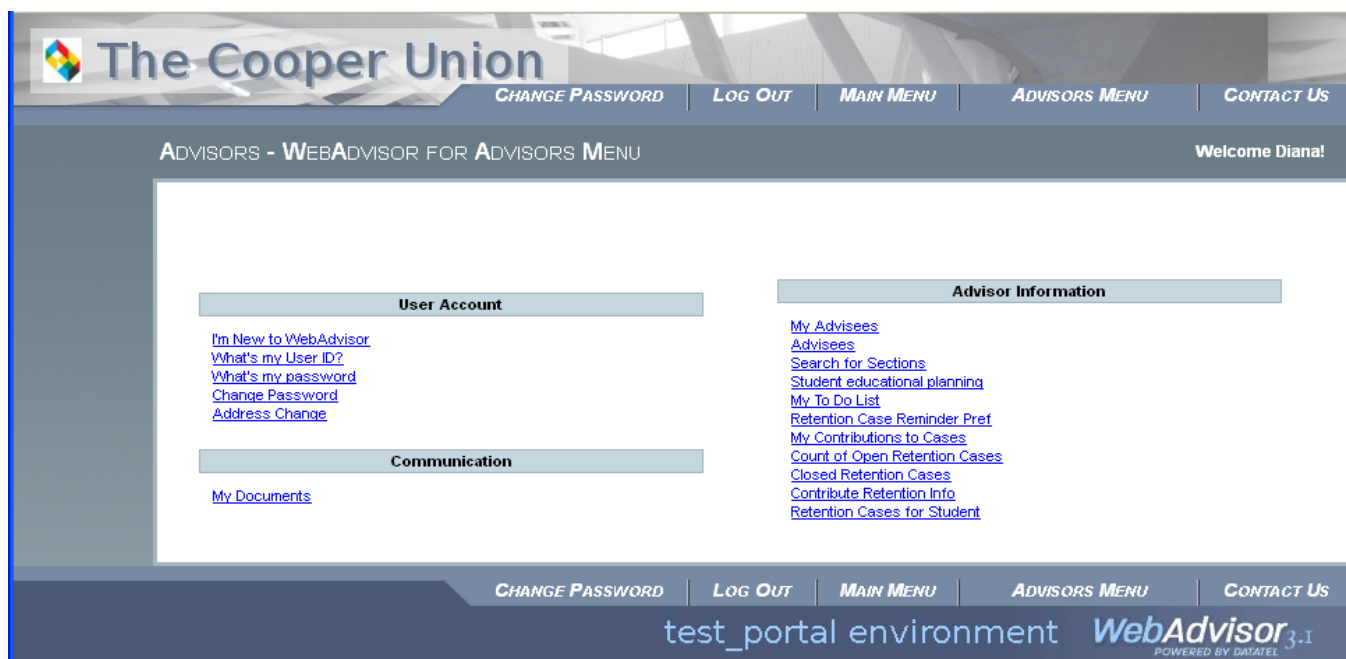
This is the WebAdvisor login page:



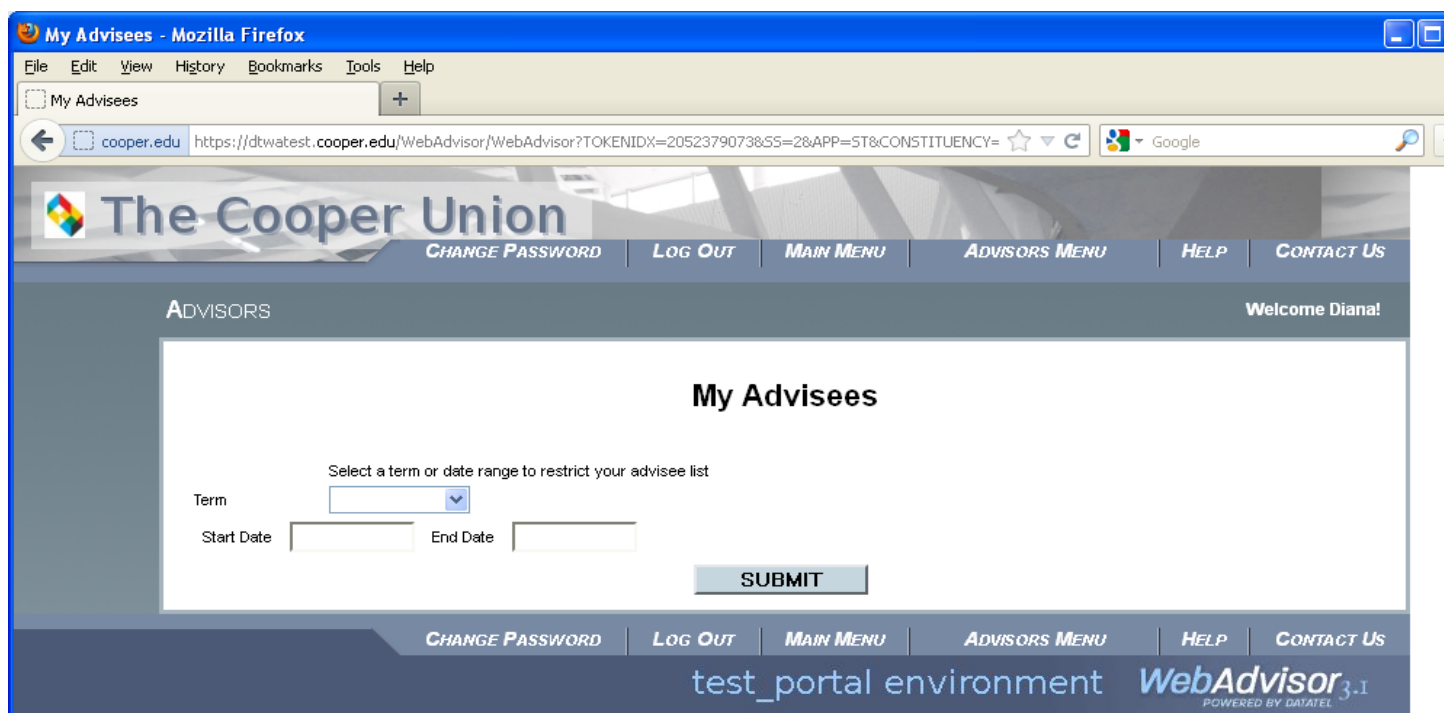
Log in. You should have received at least one e-mail from the IT department with instructions on how to create a password. If you do not know your login or password, click "I'm New to WebAdvisor" or "What's My Password?" at the bottom right near the Log In tab.

A note before you navigate: do not use the back-arrow in WebAdvisor, since it is unreliable. It is far better to click on Advisors Menu, or Main Menu (visible in the next screen shot).

Click on the Advisors tab (at bottom). The Advisors Menu page will appear:



Click on My Advisees (top right). The My Advisees page will appear:



Choose the term or enter the current date in the Start and End date boxes (to restrict your advisee list to active advisees, enter the current date in both the Start and End date boxes):

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ADVISORS Welcome Diana!

My Advisees

Select a term or date range to restrict your advisee list

Term:

Start Date: End Date:

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Click Submit, and your list of advisees will appear:

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ADVISORS Welcome Diana!

My Advisees

Make a selection from one drop-down box in the ""Action"" column to get more information about one of your advisees.


Name	Action
David Dstudent	<input type="text"/>

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In the drop-down box under Action, choose Student Educational Plan:

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ADVISORSWelcome Diana!

My Advisees

Make a selection from one drop-down box in the ""Action"" column to get more information about one of your advisees.


Name	Action
David Dstudent	Student Educational Plan

SUBMIT

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Click Submit, and the Select a Program page will appear:

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ADVISORSWelcome Diana!

Select a Program

NameDavid Dstudent

Address Line 1

Address Line 2

Address Line 3

City

State

Zip

Country

ID0063294

Start Date

Transfer Institution

EOPS Term	Eligibility	Term End Status
This information is not displayed on Student Ed Plan		

Choose One	Active Academic Program	Catalog
<input type="checkbox"/>	MECH.BE Bachelor of Engineering in Mechanical Engineering	2013 Catalog

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Click the Choose One box (lower left) to confirm your advisees academic (degree) program and Submit. The Catalog year indicates the year the advisee applied to Cooper Union. The Modify a Plan page will appear (next two screen shots):

Modify a Plan

Name	Academic Program	Catalog	Ed Plan Changed By	Ed Plan Changed On	Delete Plan?
David Dstudent	MECH.BE Bachelor of Engineering in Mechanical Engineering	2013 Catalog	David Dstudent	11/20/12	<input type="checkbox"/>

Planned Term New Term Course Name Title Credits CEUs Delete
Term Term Credits Term CEUs

Suggested Courses							
Proposed Term	New Term	Course Name	Title	Credits	CEUs	Added By	Approve
Spring 2013	<input type="text"/>	HSS-2	Texts and Contexts: Old Worlds	3.00		Student	<input type="checkbox"/>
Spring 2013	<input type="text"/>	ME-105	Drawing & Sketching for Engrs	2.00		Student	<input type="checkbox"/>
Spring 2013	<input type="text"/>	ME-116	Musical Instrument Design	3.00		Student	<input type="checkbox"/>

Quick Add - Use this table if you know the exact course numbers to add.

Additional Term	Course Subject	Number	Location	Course ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Private Comments

Public Comments

Student's Worksheet Notes

E-mail Student Student's E-mail Address Advisor's E-mail Address

Diana Dteacher has approved your Student Ed Plan.

Student E-mail Text

There are no other active advisors.

E-mail Other Advisors

☐

Alternative Advisor E-mail Text (leave blank to use the Student E-Mail Text in the Advisor e-mail)

Advisor Name Advisor E-mail Address Advisor Type Program Skip E-mail to This Advisor

Next Action

SUBMIT

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In the upper half of this Modify a Plan page you can approve a plan or some of the courses in the plan, add courses to the plan (these added courses are automatically approved), or even delete the plan.


In the lower half of this page you can enter Private Comments available only to yourself or Public Comments available both to you and your advisee.

To jump to the bottom of a long page, hold down the Ctrl key, then push the End key.

To approve the plan, check the boxes on the right side of the middle section in the upper half of this page.

To add courses, click on Catalog Search and Add in the Next Action drop-down box at the bottom left of the lower half of this page, and Submit:

Public Comments		
Student's Worksheet Notes		
E-mail Student	Student's E-mail Address	Advisor's E-mail Address
<input type="checkbox"/>	chenki@cooper.edu	
Diana Dteacher has updated your Student Ed Plan.		
Student E-mail Text		
There are no other active advisors.		
E-mail Other Advisors	<input type="checkbox"/>	
Alternative Advisor E-mail Text (leave blank to use the Student E-Mail Text in the Advisor e-mail)		
Advisor Name	Advisor E-mail Address	Advisor Type
		Program
		Skip E-mail to This Advisor
Next Action	Catalog Search and Add	
SUBMIT		
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ADVISORS

Welcome Diana!

Catalog Search and Add

Search results will include courses that meet ALL of the criteria you specify.

Subject	Course Level	Course Number
Biology		101

Department

Course Title Keyword(s)

Location

Academic Level

Course Type


Instructional Method

Session Cycle

Yearly Cycle

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Choose the Subject, enter the Course Number, and Submit. The Catalog Search Results page will appear.


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ADVISORS

Welcome Diana!

Catalog Search Results

Narrow my search
☐

Please select courses to add to the student's plan.

Select Course(s)	Planned Term	Course Name and Title	Department	Credits	CEUs	Academic Level	Location	Course Type	Session Cycle	Yearly Cycle
<input checked="" type="checkbox"/>	2013SP Spring 2013	BIO-101 Biology for Engineers I (has prerequisites)		3.00		Undergraduate				

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Click in the Select Course box on the left side of the form, choose the Planned Term from the drop-down, and Submit. The Modify a Plan page will appear, and the course just chosen will appear near the top of the page:

Modify a Plan

Name	Academic Program	Catalog	Ed Plan Changed By	Ed Plan Changed On	Delete Plan?
David Dstudent	MECH.BE Bachelor of Engineering in Mechanical Engineering	2013 Catalog	Diana Dteacher	11/21/12	<input type="checkbox"/>

Planned Term	New Term	Course Name	Title	Credits	CEUs	Delete
Spring 2013	<div style="border: 1px solid black; padding: 2px;">▼</div>	BIO-101	Biology for Engineers I (has prerequisites)	3.00		<input type="checkbox"/>

Term	Term Credits	Term CEUs
Spring 2013	3.00	

Suggested Courses

Proposed Term	New Term	Course Name	Title	Credits	CEUs	Added By	Approve
Spring 2013	<div style="border: 1px solid black; padding: 2px;">▼</div>	HSS-2	Texts and Contexts: Old Worlds	3.00		Student	<input type="checkbox"/>
Spring 2013	<div style="border: 1px solid black; padding: 2px;">▼</div>	ME-105	Drawing & Sketching for Enags	2.00		Student	<input type="checkbox"/>
Spring 2013	<div style="border: 1px solid black; padding: 2px;">▼</div>	ME-116	Musical Instrument Design	3.00		Student	<input type="checkbox"/>

Quick Add - Use this table if you know the exact course numbers to add.

Additional Term	Course Subject	Number	Location	Course ID
<div style="border: 1px solid black; padding: 2px;">▼</div>	<div style="border: 1px solid black; padding: 2px;">▼</div>	<div style="border: 1px solid black; padding: 2px;"> </div>	<div style="border: 1px solid black; padding: 2px;">▼</div>	<div style="border: 1px solid black; padding: 2px;"> </div>
<div style="border: 1px solid black; padding: 2px;">▼</div>	<div style="border: 1px solid black; padding: 2px;">▼</div>	<div style="border: 1px solid black; padding: 2px;"> </div>	<div style="border: 1px solid black; padding: 2px;">▼</div>	<div style="border: 1px solid black; padding: 2px;"> </div>
<div style="border: 1px solid black; padding: 2px;">▼</div>	<div style="border: 1px solid black; padding: 2px;">▼</div>	<div style="border: 1px solid black; padding: 2px;"> </div>	<div style="border: 1px solid black; padding: 2px;">▼</div>	<div style="border: 1px solid black; padding: 2px;"> </div>
<div style="border: 1px solid black; padding: 2px;">▼</div>	<div style="border: 1px solid black; padding: 2px;">▼</div>	<div style="border: 1px solid black; padding: 2px;"> </div>	<div style="border: 1px solid black; padding: 2px;">▼</div>	<div style="border: 1px solid black; padding: 2px;"> </div>

Check the boxes under Approve at the right and Submit. The course you just added is automatically approved, since an advisor added it:

Modify a Plan

Name	Academic Program	Catalog	Ed Plan Changed By	Ed Plan Changed On	Delete Plan?
David Dstudent	MECH.BE Bachelor of Engineering in Mechanical Engineering	2013 Catalog	Diana Dteacher	11/21/12	<input type="checkbox"/>

The modifications you submitted on 11/21/2012 at 12:59PM have been made.

Planned Term	New Term	Course Name	Title	Credits	CEUs	Delete
Spring 2013	<input type="text"/>	BIO-101	Biology for Engineers I (has prerequisites)	3.00		<input type="checkbox"/>
Spring 2013	<input type="text"/>	HSS-2	Texts and Contexts: Old Worlds	3.00		<input type="checkbox"/>
Spring 2013	<input type="text"/>	ME-105	Drawing & Sketching for Enngs	2.00		<input type="checkbox"/>
Spring 2013	<input type="text"/>	ME-116	Musical Instrument Design	3.00		<input type="checkbox"/>

Term	Term Credits	Term CEUs
Spring 2013	11.00	

Suggested Courses

Proposed Term	New Term	Course Name	Title	Credits	CEUs	Added By	Approve
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Quick Add - Use this table if you know the exact course numbers to add.

Additional Term	Course Subject	Number	Location	Course ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Then e-mail your advisee that you have approved the plan and that the advisee is now free to register. You can mention the course you just added, or perhaps you deleted a course whose prerequisites your advisee did not complete.

An advisee is free to modify a plan before registration, but is not allowed to remove an approved course from a plan. Any course an advisee adds to a plan requires advisor approval.