

MyWagner tip sheet for the faculty-advisor tab

Terminology and page navigation

Terminology

- "Tabs" are in gold at the top of the screen
- "Pages" can be seen by clicking on the bold green titles on the left of the screen
- "Portlets" are the boxes in the middle of the screens with the dark green bars at the top of each
- "Portal" is the entire myWagner interface

Page navigation

- Do not use the browser's "back" button.
- To go back to a previous screen it is best to click on the words just below the dark green bars of each portlet, or on the words in the light yellow bar just below the gold tabs.
- For many searches you must specify the year and term. Verify that you have done this if a search does not seem to be working.

Search navigation

- When selecting choices for a search, it is best to select them in the order that they are presented. For example, if "year and term" are first, then "department" is second, do them in that order. If you mix up the order the search may revert to previous choices.

To see enrollments for courses (there are a few ways to do this):

A. Seeing enrollments for the courses you teach.

1. In the "My Courses" portlet, choose the correct year and term to see the course(s) you are teaching.
2. On the far right in that box it should say "go directly to" and there is a "select area" button. Click that button, and you will get 4 choices: "Course details", "Class list", "Grade entry", and "Textbooks".
3. Click on "Course details" to see the date and time of the course and the number of open seats.

B. Seeing enrollments for all courses, not just yours.

1. In the "Faculty-Advisor" tab, on the left hand side click the link called "Student Advising".
2. One of the portlets on that page is "Course Schedules" (on the right side of the screen.)
3. In that box click on the link called "Course Search". This is the place where you can see enrollments and course notes such as prerequisite requirements.

To see a class list:

1. In the "My Courses" portlet, choose the correct year and term to see the course(s) you are teaching.
2. On the far right in that box it should say "go directly to" and there is a "select area" button. Click that button, and you will get 4 choices: "Course details", "Class list", "Grade entry", and "Textbooks".

3. Click on "Class list" and a list of your students should appear. If you choose "Course details" that will show the date and time of the course and the number of open seats, so that is another way to see the enrollment number.

To clear a student.

1. In "Student Advising" underneath the Advisor name, click on the drop down box and click on "Need Registration Clearance".
2. Enter the student's program.
3. Make sure you are in the correct term and click on Search.
4. Your advisees will appear and you will click on the GRANT tab to clear them.

Grade Entry

Click on Faculty/Advisor tab

Where you see MY COURSES, click on the drop down box for the course you would like to enter grades for.

Click on Grade Entry

Select the Grades and Enter the Last Date of Attendance

Click SAVE to have it sent to the Registrar's Office