

WEB ADVISOR FOR FACULTY

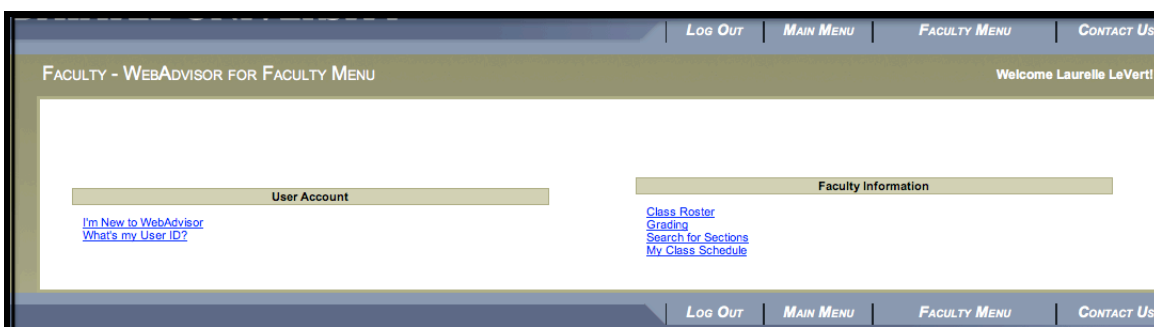
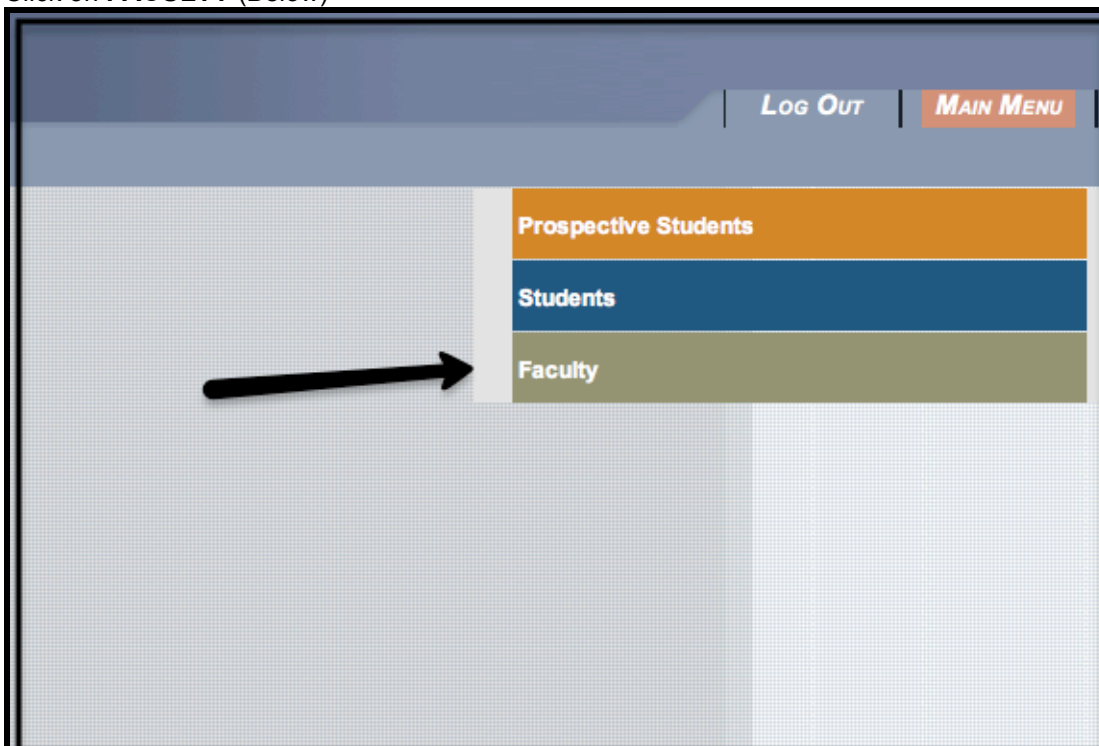
At the Web Advisor Faculty link you can:

1. See and download your class list(s) for this and future semesters
2. Email one, several, or all of the students in your class(s)
3. Enter Final Grades for students in your classes

How to access Web Advisor for Faculty:

Click the "WebAdvisor" Link at the top of the NSCAD Web Page (or enter URL directly:
WWW.NSCAD.CA/WEBADVISOR)

Click on **FACULTY** (Below)



Items you will be able to choose from:

- **I'm New to WebAdvisor:** Redirects you to the Options of Faculty and Employee
- **What's My User ID?:** Use to retrieve your User ID
- **Class Roster:** See class lists, email students
- **Grading:** Submit Grades when grading is available
- **Search for Sections:** Search Timetable(s)

- **My Class Roster:** View (and email to yourself) your class roster

CLASS ROSTER

Class Roster Select Section

Section Name and Title	Term	Start Date	End Date	Meeting Information	Location	Reg/Avail/Wait
AHIS-2600-1 Medieval Art	Winter 2011	01/05/11	04/19/11	01/05/2011-04/19/2011		3 / 12 / 0

OR: Select a term or date range to change your class list

Term: Start Date: End Date:

If you are teaching more than one class or teaching class(s) in any of the posted semesters, you will be able to link to your class rosters here.

Detail on Class Roster by clicking on the Section Name.

Course Name and Title	Instructor	Meeting Information	Reg/Avail/Wait
-<-Select a different course section		E-Mail these Students	

Student	ID	Access	E-mail Address	Phone Number	Pass Aud	Class	Academic Level	Status	Credits	CEUs	Cross-Listed Section
Artiste, Sally	0015903		llevert@nscad.ca				UG	New	3.00		
Sequitur, Nona	0015905		llevert@nscad.ca				UG	New	3.00		
Tabula, Resa	0015904		llevert@nscad.ca				UG	New	3.00		

Security Access Messages
None

Show Dropped/Withdrawn Students

Show Waitlisted Students

From this Page...

You can click on a Student's Name and see more information:

Student Profile

Student ID: 0015905
Preferred Name: Nona Sequitur

Address
5878 Irrelevancy Drive, NS B1P 1X2 Canada

E-mail Address Type
llevert@nscad.ca NSCAD Email

Phone Number Extension Type
902-539-0000 Home Phone

Academic Program	Academic Level	Degree	Anticipated Completion Date	Academic Standing	Major	Minor	CCD	Specialization
Visual Arts Certificate, Non-Art Specialist	UG				Non-Art Specialist	No Minor Allowed	Visual Arts Cert for Teachers	

Advisor Advisor Type Phone Number Extension E-mail Address Office Hours
None Specified

Counselor Counselor Type Phone Number Extension E-mail Address
None Specified

Foreign Language Information
None available

The "Student Profile" shows an instructor the following information:

- Student Name and ID number
- Address (local)
- NSCAD Student Email address
- Local Phone number
- Academic Program / Major / Minor / Certificate

** The Advisor and Counsellor Tabs are NOT being used, so remain blank**

From the Class Roster, you can also send an Email to one or a group of students:

Send Email

To Email One Student in your class:

Class Roster											
Course Name and Title Instructor Meeting Information Reg/Avail/Wait											
← Select a different course section E-Mail these Students											
Student	ID	Access	E-mail Address	Phone Number	Pass Aud	Class	Academic Level	Status	Credits	CEUs	Cross-Listed Section
Artiste, Sally	0015903		llevirt@nscad.ca				UG	New	3.00		
Sequitur, Nona	0015905		llevirt@nscad.ca				UG	New	3.00		
Tabula, Rasa	0015904		llevirt@nscad.ca				UG	New	3.00		
Security Access Messages											
None											
Show Dropped/Withdrawn Students <input type="checkbox"/>											
Show Waitlisted Students <input type="checkbox"/>											
Click to Send an Email											
SUBMIT											

Send E-Mail

* = Required

E-mail Recipients: Sally Artiste (llevert@nscad.ca) ← **Email Recipients**

Blind Copy (BCC) all recipients ← **You can CC or Bcc others on the email**

Additional E-mail Addressees:

E-mail Action	E-mail Address
Copy To	

Subject: * Regarding Next Week's Assignment

E-mail Text * Dear Student
...

Sender's Name Laurelle LeVert Sender's E-mail llevert@nscad.ca Copy (CC) yourself ← **Copy Yourself on the Email**

Record Contact ← **This is part of a module we are NOT using**

SUBMIT

Hit **SUBMIT** to send the email. If you **CC** yourself, a copy will be placed in your Sent box.

OR

To Email a Group of Students from your class:

Class Roster

Course Name and Title Instructor Meeting Information Reg/Avail/Wait

[← Select a different course section](#) [E-Mail these Students](#) ←

Student	ID	Access	E-mail Address	Phone Number	Pass Aud	Class	Academic Level	Status	Credits	CEUs	Cross-Listed Section
Artiste, Sally	0015903		llevert@nscad.ca				UG	New	3.00		
Sequitur, Nona	0015905		llevert@nscad.ca	902-539-0000 (HOME)			UG	New	3.00		
Tabula, Rasa	0015904		llevert@nscad.ca				UG	New	3.00		

Security Access Messages
None

Show Dropped/Withdrawn Students

Show Waitlisted Students

SUBMIT

Choose "Email These Students":

Select Students for E-Mail

Section Name and Title

Choose One	E-Mail Options
<input checked="" type="radio"/>	E-Mail All Students Listed
<input type="radio"/>	E-Mail Only Selected Students

Can "select all" students in a class, or choose option to select a portion of the class

Select	Students	Status	E-Mail Address
<input type="checkbox"/>	Artiste, Sally	New	llevert@nscad.ca
<input type="checkbox"/>	Sequitur, Nona	New	llevert@nscad.ca
<input type="checkbox"/>	Tabula, Rasa	New	llevert@nscad.ca

Once selection is complete, hit Submit to write email

You are then brought to the page (see above) where you can compose your message.

Send E-Mail

* = Required

E-mail Recipients: Sally Artiste (llevert@nscad.ca), Nona Sequitur (llevert@nscad.ca), Rasa Tabula (llevert@nscad.ca)

Blind Copy (BCC) all recipients

Additional E-mail Addressees:

E-mail Action	E-mail Address
<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"/>

Subject: *

E-mail Text: *

Sender's Name Sender's E-mail Copy (CC) yourself

Record Contact

Hit **SUBMIT** to send the email. If you CC yourself, a copy will be placed in your Sent box.

Grading

Faculty will be able to submit final grades online as per the long-standing grade submission deadlines. A Reminder will be sent to NSCAD Faculty Email each semester regarding the deadline to submit grades. Shortly after the last day to submit grades, grade entry online will be closed so that the Registrar's Office can process grading. Any grade changes after that must be submitted in writing to the Registrar's Office (including INCs)

FACULTY

Grading

Select a term or date range to restrict your class list

Term: Winter 2011

Start Date: End Date:

Instructors can select the Term they are teaching and select the Course they wish to grade (when that term becomes available for grading):

Grading

Please only select FINAL grade below. Midterm/Intermediate grades are not being used.

Final or Midterm/Intermediate Grading: Final

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input checked="" type="radio"/>	AHIS-2600-1 Medieval Art	01/05/11	04/19/11						2011W

- Select FINAL Grading (we are NOT tracking mid-term grades in the system)
- Select the Course you wish to grade
- SUBMIT

Final Grading

Once entered and saved, grades can be changed but not deleted. Shortly after the grading deadline, grades will be locked. Faculty who wish to make changes must contact the Registrar's office.

Class Name: AHIS-2600-1
 Title: Medieval Art
 Location:
 Term: Winter 2011

Instructor: Laurelle LeVert

Student	ID	Status	Grade	Expire Date	Last Date of Attendance	Never Attended	Midterm Grade	Class Level	Credits	CEUs	Cross-Listed Section
Artiste, Sally	0015903	N	A	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>			3.00		
Sequitur, Nona	0015905	N	B+	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>			3.00		
Tabula, Rasa	0015904	N	INC	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>			3.00		

Once entered, grades can be CHANGED, but not DELETED. Once you have entered your grades

and hit "SUBMIT", you can still return and change grades, up to the last day to submit grades. Shortly after that the Registrar's office will "lock down" grade submission in order to run a process that moves the grade to the student's record.

NOTE: We are NOT using "Expire Date" or "Last Date of Attendance" or "Never Attended"

Please do not enter any data in these fields, as it will not be tracked.

Search for Sections

Instructors here have access to the "timetables" posted which are also available to students and to the general public. NOTE: the version available to the public does NOT contain Faculty contact Email.

Search for Sections

NOTE: Please select a term and at least one other value to start your search.

Term:

Starting On/After Date: Ending By Date:

To search for Sections (the Timetable), must select TERM and one other element, such as Subject, Course Level, Day of Week, Instructor, etc

Subjects	Course Levels	Course Number	Section
<input type="text" value="Art History"/>	<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"/>

Sections Meeting After: Sections Ending Before:

Mon Tue Wed Thu Fri Sat Sun

Course Title Keyword(s):

Location: Academic Level:

Instructor's Last Name:

Once you have defined your parameters, hit SUBMIT:

Courses with a closed status have reached their capacity.

Click on a course to see description prerequisites, etc

	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs	Academic Level
1	Winter 2011	Open	AHIS-2010-1 Survey of 19th C Art				20 / 130 / 0	3.00		Undergraduate
2	Winter 2011	Open	AHIS-2020-1 Survey of 20th C Art				79 / 130 / 0	3.00		Undergraduate
3	Winter 2011	Open	AHIS-2120-1 Craft & Design Hist 1750-1950				73 / 130 / 0	3.00		Undergraduate
4	Winter 2011	Open	AHIS-2600-1 Medieval Art		01/05/2011-04/19/2011	L. LeVert	12 / 15 / 0	3.00		Undergraduate
5	Winter 2011	Open	AHIS-2702-1 Ren & Baroque Art: Baroque				12 / 40 / 0	3.00		Undergraduate
6	Winter 2011	Open	AHIS-2810-1 Film History & crit: 1940-PRES				37 / 80 / 0	3.00		Undergraduate
7	Winter 2011	Waitlisted	AHIS-3011-1 2th C Art: Art & Activism				3 / 40 / 1	3.00		Undergraduate

**** At this level you can also see if spaces are available, whether there is a waitlist, etc.**

Section Information

Title Survey of 19th C Art
 Course Section Number AHIS-2010-1
 Description This course will provide a survey of nineteenth-century practices and media in Western art within their social, political and philosophical contexts.
 Credits 3.00 CEUs
 Start Date 05 January 2011 End Date 19 April 2011
 Academic Level UG - Undergraduate

Meeting Information
 01/05/2011-04/18/2011 Lecture Monday, Wednesday 06:00PM - 07:30PM, Duke, Room D440

Faculty name	Phone	Extension	E-mail address	Instructional Method
				Lecture

Prerequisites
 None

Supplies
 None

Title	Author	Publisher	Copyright	ISBN	Price	Req.	Comments
To Be Determined							

This page shows the course description (from the Calendar), Prerequisites, Meeting times/days, Instructor and Instructor's Email (hidden here).

My Class Schedule

Here you can see a summary of your Teaching Schedule for a Term (enter SUBMIT)

Class Schedule

Select A Term

or Enter a Date Range