

Faculty Webadvisor & Educational Planning Instructions

To access Faculty Information option:

1. www.callutheran.edu
2. Click MyCLU on top of page
3. Sign in with your username and password
4. Click WebAdvisor on top of page
5. select WebAdvisor for Faculty

My Advisees

1. Click on term (Undergraduate, Graduate Psychology, Education use only SEMESTERS) (ADEP, MSCS, MPPA, MBA use only TERMS)
 - a. From this screen you have some options:
 - i. View student's transcript
 - ii. View student's schedule
 - iii. Program evaluation (same tool that student's can see on their side)
 - iv. View student test summary
 - v. Express register
 - vi. Search and register
 - vii. Drop sections
 - viii. View student profile

Advisees

1. Click on term
 - a. From this screen you can view:
 - i. Student's program
 - ii. Cumulative GPA
 - iii. Ungraded credits
 - iv. Attempted credits
 - v. Earned credits

Class Roster

1. Click on term
2. Select the course
3. Check the student profile box
 - a. This gives you information on the student:
 - i. Address
 - ii. Email
 - iii. Phone numbers
 - iv. Major
 - v. Advisor(s)

Grading (or, can submit through WebCT)

1. Click on term
2. Select either final or midterm grade
3. Check the box of the class that you are wanting to enter

Search for classes

1. This option is the same as the student. From this screen you can view the classes that are being offered.

My class schedule

1. Click on term

Student Educational Planning (To be used to facilitate advising, we suggest that you have the student update their plan before meeting with them every semester.)

1. To view a student's plan you need to enter either their student ID# or their SSN (Doesn't have to be one of your advisees!!)
 - a. From this screen you can:
 - i. Add or change student's planned courses (you can change the planned courses that a student has already planned)
 - ii. View program evaluation
 1. Click on student's academic program
 2. Pull the drop down menu (at the bottom of this page) to view the evaluation with or without the student's planned courses!!
 - iii. Add or change a program (you can view what would be needed for the student if they changed majors)
 - iv. View student's schedule
 - v. View student's test summary (this will show any SAT, ACT, placement or other tests taken by student and scores)
 - vi. View student's transcript
 - vii. View student's planned program
 - b. After selecting from the previous list, check the box for the academic program of the student.
 - i. From here you can change anything that you wish and you can send a message to the student of why you are making the change.

Student Profile

1. Type in the student's ID# or SSN to view:
 - a. Student's email
 - b. Phone number
 - c. Program (major)
 - d. Advisor information

Advisor Registration Approval

1. Select term
2. Select student that you are wanting to clear to register