Web Advisor Instructions for Faculty (located at [http://my.luther.edu](http://my.luther.edu)).

Select LOG IN

Enter username and password in the Log In screen. Select SUBMIT. Please contact the LIS Helpdesk at helpdesk@luther.edu or call them at x1000 if you need additional assistance.

Select FACULTY
The options available under the FACULTY menu are those listed below:

- **Work with My Advisees**
- **List My Advisees**
- **Class Roster**
- **Grading**
- **Search for Sections**
- **My Class Schedule**

### 1) Work with My Advisees:

This site will provide you with a list of your advisees and allow you to review their program evaluation, transcript, etc. To review your advisee list, select a term or a date. Selecting a date will give you a more accurate listing of your advisees since it excludes those advisees who changed to another advisor during the term.
Your advisee names will appear. For each advisee, you can select the following actions:

**View Student Transcript** - displays an advisee’s courses and grades in each term.
**View Student Schedule** - displays an advisee’s class schedule for a specified term.
**Evaluate Program** - produces a copy of the student’s program evaluation
**Search and Register** – allows you to search for courses and register an advisee in them.
**Drop Section** - allows you to drop an advisee from courses.
**View Student Profile** - displays an advisee’s home address, e-mail, major, etc.

### 2) List My Advisees

This site will provide you with a list of your advisees including GPA and credit information.
3) Class Roster

Selecting the Class Roster option will provide you with a list of classes you are teaching in a specific term. You can look at the roster names by selecting the appropriate course.

The names on the roster will appear. Clicking on “Select a different course section” will return you to the section lists.

If you select “e-mail these students”, a list with each student’s email address appears (see next page).
You can send an email to all the students in your class or only those you select.

4) Grading

Select either term OR enter the term start and end dates and click submit.
Select Final under the grading options and choose the course you wish to grade. Click on submit.

Please enter the final grades under the Grade column. Grading options include the following: A, A-, B+, B, B-, C+, C, C-, D+, D, D- and F. Can be in either upper or lower case.

If grading an AUDIT, enter AU if the student has fulfilled the audit. Enter an F if they did not and it will convert to NCr.

If grading CR/NC, enter a letter grade and the system will convert to Cr or NCr accordingly. Receiving CR means earning a letter grade of C- or better.

If submitting an INCOMPLETE, you must enter a date under the Expire Date. You will receive an e-mail with grading instructions each semester, including the expiration date to use.
5) Search for Sections

This option allows you to search for sections offered in a term and by discipline. Searching for classes offered FIRST or SECOND SEVEN WEEKS can be done by leaving the term box blank, entering the dates for the seven week courses and then selecting the days (M-F) in that section. Click on submit.

What appears is a listing of sections based on your selection criteria. Please note that the status (open or closed) is provided, as well as the limit and the gen educ requirement each course fulfills. If you click on the “section name and title” you will be taken to a screen which provides you with the course description.
6) My Class Schedule

My Class Schedule will list the courses you are teaching for a particular term. Select the term and submit.

A listing will appear:

By clicking on the title of the course you will get section information about the course.
7) Approve Students to Register

As an advisor, you are required to meet with your advisees before each registration. After you have met, you must approve each student to register using this screen. **Forgetting to do so means that the student will be prevented from enrolling in any courses.** After you have met with an advisee, you check the APPROVED BOX by the advisee’s name. You may “approve” more than one advisee at a time. You may “uncheck” an advisee if you made an error. Be sure to share the registration date and time with each advisee.

![Approve students to register](image)

When you are done using the WebAdvisor, it is very important that you log out of my.Luther.edu and close the browser.