

Advisor Manual

MyCourseList.com

MyCourseList is designed to help you and your advisees create customized enrollment plans depending on a student's major and planned graduation date.

Accessing your account

1. Click the *Advisor Login* link on the main MyCourseList page.
2. Use your email address as your user name.
3. If this is the first time you have accessed your account, you will need to know the first-time password, which is defined by a site administrator. When you have successfully logged in the first time, you'll be asked to define your own password, which you will use on all subsequent logins.

Defining your profile

1. Click the *My Details* link.
2. Click the *Edit Details* button to change your name, title, email, phone number, photograph and password.
3. Add the courses that you teach by entering course number and codes in the *Teaching Portfolio* form.

Creating a new student account

Although students can create their own advising accounts, there may be occasions where you may want to create a student profile first.

1. Click *Students* link in the main menu.
2. Click the *Add a Student* button at the top of the page.
3. Enter the student's name, email and password. You will need to inform your advisee of this password, even though he or she will be able to change it.
4. Create the student's academic profile. (All data on this page can be edited later.)
 - a. Select your advisee's graduation date. This information will be used to help plan future semesters.
 - b. Select the applicable general education sequence.
 - c. Select your major course of study from the list.
 - d. Select any minors.

Changing an advisee's password

If a student forgets his or her password, you can reset it.

1. Click the *Students* link in the main menu.
2. Click the student's name.
3. Click the *Update* link beside the *Send Email* link in the student details section in the top right of the page.

Advising students

Students who have identified you as their advisor will be listed on your main *Students* page. The table on that page shows what percentage of their degree program they have planned, what percentage they have completed, intended graduation date, and the last time they logged in to their account.

Clicking the student's name will take you to their Course List page, which looks and functions similarly to the Course List page the student sees.

Interpreting the Course List page

Degree requirements

The Course List page groups the various courses that comprise a student's degree plan. The top of the page shows required courses, below which are groupings of courses where students can choose one or more courses from a list of options.

Courses that have been completed or scheduled are indicated in green. Courses and requirements that have been completed are indicated with a check mark. Scheduled courses will note the semester for which the course is scheduled.

Student status

The top right column of the page lists your advisee's intended graduation date, his or her selected course of study. Each of these items can be changed by selecting its associated *Change* link.

The student's system status is indicated in a drop-down menu in the profile section. Students can be set to one of the following four settings:

- *Active*. Student will appear at the top of your student-list page, and any classes scheduled for this student will be counted in enrollment projections.
- *Inactive*. Student will appear in the list of inactive students at the bottom of your list of advisees. Courses scheduled by this student are excluded from enrollment projections. If an inactive student logs into his or her account, the status is changed back to active.
- *Graduated*. Use this option when the student has completed all requirements for graduation. Student is removed from all lists, though can be accessed through a list of graduate students. Student data is retained in the database.
- *Deleted*. This removes all student data from the database, including scheduled courses.

Making changes

Changes that you make to this page will appear on the student's page. Likewise, changes the student makes will appear on your page.

Managing the course list page

Completing a listed course

Click the *Mark Complete* link beside a course that has been successfully completed. The data on the page will update automatically in a few seconds, which means that you can click multiple links without waiting for the page to completely refresh.

Marking courses complete helps narrow your advisee's choices when you start to create your long-term schedule, so it is important to check off as many courses as you can in this first step. If a course is not listed in the top part of the page, you may be able to use the search box at the bottom of the page.

Note: Some courses are designated so that only an advisor can mark the course as complete, so you may occasionally have advisee's asking you to check off a course in their program.

Scheduling a course

Click the *Schedule* link beside the course to take you to the course calendar. If the course is offered before your advisee's graduation date, the calendar page will reposition to the first instance of the course and will highlight all other instances in red.

If the course has already been scheduled, clicking the semester name will take you to the relevant semester on the calendar page and highlight all instances of the course to let you consider when you might want to reschedule the course.

Undoing a course

The *Undo* link will either remove a course from the schedule or indicate that a completed course has not been finished, allowing you or your advisee to add it to the schedule again.

Completing an unlisted course

If your advisee has completed an elective course that is not a specific requirement for your degree program, you can search for it by name or course code under the *Elective Courses* heading near the bottom of the page. A list of suggested courses will appear below the search field as you type. When you see the course you're looking for, click the *Mark Complete* link beside it.

Tip: Although these courses will appear as electives for now, if your advisee changes to a degree program that requires one of these courses, it will automatically be added as a completed course in the top section of the page. Required courses completed for a degree program that are not required by a new course of study will appear in the electives section.

Changing a student's advisor

You can reassign a student to another advisor by selecting another advisor's name in the advisor drop-down menu on the right side of the page.

Adding an advising note

A form at the top of the course list page allows you to leave private or public advising notes for any student. If you elect to make the note visible to the student, it will appear at the top of their course list when they access their account. Notes that are visible to a student have an eyeglasses icon at the end of the note. Notes that only faculty can see will not have the eyeglasses.

Each note or file will indicate the date and the identity of the faculty member who left it. This authorship information is visible on both the advising and student pages.

Files can be downloaded or displayed in your browser, depending on the file type, by selecting the view or download link.

Note: Uploaded files are stored in a password-protected database and can only be accessed by advisors and the advisee.

Interpreting the calendar page

Access this page with the *Review Manual Schedule* button on the top of the course page. This page will create a list of courses that are relevant to your advisee's degree program for every semester between the current semester and the student's intended graduation date. The status of each course is indicated in several distinct ways.

- ▶ *Ready to add to schedule.* These courses are presented in blue. You can add it to the schedule immediately.
- ▶ *Has already been scheduled.* If the class is scheduled in another semester, it is shown faded out with the name of the scheduled semester after it.
- ▶ *Is scheduled for this semester.* Shown in green with an *Undo* link.
- ▶ *Is no longer required.* If a course is part of a list of options (take one class from a list of three, for example), once the student has scheduled one of those classes, the system will recognize that the requirement will be satisfied and will fade out the other classes in the grouping. Until the course is completed, the courses remain on the list in case another option is needed.

- ▶ *Requires a prerequisite.* Shown in brown with a *Requires Prerequisite* link. Following the link will show you what the prerequisite is. Note that a course with a prerequisite indication in one semester may be shown as ready for adding in a later semester.
- ▶ *Prerequisite warning.* If you override a prerequisite and schedule a course, or if you take a prerequisite course off your schedule, the affected course will show a red prerequisite alert.

Each semester heading has an hour counter that keeps track of how many hours have been added to the schedule for that semester. The top of the page presents a summary of how many hours your advisee has finished, how many are scheduled, and the total toward graduation.

Using the calendar page

To add a class to the schedule, click the *Add* link beside it. To remove a course from the schedule, click the *Undo* link. To reschedule a course, click the *Add* link in the semester you want to move the class to. The course will be undone in the first semester and will be added to the new semester.

You don't need to wait for the page to reload to continue adding other courses. For each class you add or undo, the system will take a couple of seconds to recalculate your entire calendar to reflect the cascading implications of your decisions.

Although there is no *Add* link for courses with unfulfilled prerequisites, you can override the restriction by clicking the *Requires prerequisite* link and electing to schedule the course regardless of the prerequisite. If you do this, you and your advisor will see a prerequisite alert beside the scheduled course.

Completed courses are not listed in the semester list, nor are courses in optional groupings when you have completed enough courses to satisfy that requirement. Consequently, as you complete more courses, the length of each semester list will decrease.

If you wish to see all instances of a course in the calendar, click the course title and the course will appear in red whenever it is offered.

To add an elective course that is not listed in the calendar, use the search field at the bottom of each semester's course list.

If a student changes sequences, all scheduled courses will remain in the calendar, however many may now appear as free electives. If a student changes the projected graduation date, all courses scheduled after that date are deleted from the schedule.

Printing the Course Calendar

If you print either the Course List or Calendar, the browser will automatically reconfigure the page to eliminate extraneous links and screen information. For example, printing the Calendar page will output a list of semesters with only scheduled courses displayed beneath the semester headings.

Tip: You can output a copy of the course calendar as a pdf (though your print dialog box in your browser) and then save it to the student's advising page as an attached file. These files can serve as a permanent record of your meeting and agreed-on enrollment plan, which can be especially useful a semester or two before graduation.

Using the instant schedule options

One-Click Schedule

This feature will automatically create a full enrollment schedule based on a student's specified degree program. It will also add placeholders in semesters where a student needs to take elective classes to stay on track to reach the total number of hours required for graduation.

The one-click schedule will retain all the classes already marked as complete, but will override any scheduled courses. Course options (i.e. where a student must take one class from a list of possible courses) will be chosen randomly, so clicking the one-click schedule option again will likely produce a slightly different schedule.

Once a schedule is created, you can manually change it in the calendar page.

The one-click option will attempt to create a schedule that adheres to the following rules:

- ▶ Prerequisites must be completed in the proper sequence.
- ▶ Corequisite courses are automatically added when their sibling courses are selected.
- ▶ All courses must be scheduled before the student's intended graduation date.
- ▶ A student cannot take more hours in a semester than the institution recommends. These limits can be manually overridden, however.
- ▶ Lower-level courses will tend to be scheduled in a student's first few semesters, and upper-level courses will tend to appear in the last few semesters.

Tip: If the one-click option is repeatedly unable to create a full schedule, you may need to change your advisee's graduation date.

Two-Click Schedule

This functions in much the same way as the one-click schedule option, though it lets you define some parameters to help the system create a schedule.

- ▶ *Retain future classes.* This option will preserve courses already entered on the calendar and create a schedule around them.
- ▶ *Maximum hours.* You can override the institutional default maximum so you can raise or lower the number of hours per semester an advisee wants to take.
- ▶ *Starting semester.* If you want to have the system begin the schedule a semester or more from now, select a semester from the drop-down menu. You can use this option in conjunction with the *Retain future classes* option to create a "donut schedule" by scheduling a few semesters, leaving one blank, then starting the schedule later.
- ▶ *Erase schedule courses.* If you want to clear out all scheduled courses and start from scratch (if a student has changed majors, for example), use this option. This will not affect courses that have been marked as complete.

Schedule from Here

These links are available for each semester on the calendar. Clicking a *Schedule from here* link will implement the one-click process, though it will only affect semesters starting from where you clicked, leaving everything else in place.

Add downloadable files and links to information pages

To a course

1. Select Courses from the left menu.
2. Click the Add Resource link beside the course name. At the advisor access level, you can only add resources to courses you teach.
 - a. Use the first form to enter a title and select a file from your computer to upload a file, such as a pdf, that can be downloaded from the course detail page. Note that these files are available to anybody visiting the site, not just your students.

- b. Use the second form to enter a link to another web page. URLs beginning with just www will not work; make sure it begins with something like http://. Cutting and pasting the URL from a browser window is the most accurate method of entering this information.

To a faculty page

You can make files and links available on your faculty detail page.

1. Select My Details from the left menu.
2. Near the bottom of the page are two forms similar to the forms used to add resources to an individual course.

Limitations

MyCourseList is designed to be an assistant to you and your advisee for your course planning, though you and your advisee should be mindful of the system's limitations.

- ▶ The calendar list and automatic schedules are created by using data provided by the institution on when those courses are likely to be offered in the future. Numerous factors can affect those plans, so courses placed on your schedule now may not be offered as expected in the future.
- ▶ This is not a registration system, so students will need to take each semester's plan and try to implement it during the registration process. The system does not guarantee that two required courses won't be offered at the same time of day, or that needed classes will not be full.
- ▶ Often, not all requirements for a degree program can be defined in a planning system like this, in which case you will need to provide your advisee's advice on whether they are meeting requirements.
- ▶ This system does not track grades. If a course or program has a particular grade or GPA requirement, this system will not prevent a student from planning those classes.
- ▶ The course list page relies on a student's accurate self reporting when he or she marks courses as being complete. If a student happens to incorrectly mark a course as complete, the system may guide your advisee to schedule courses that will be unhelpful or unavailable.