

# USING WEB ADVISOR, STEP-BY-STEP

We are pleased to now offer WebAdvisor access to faculty members for a limited number of functions, including viewing/printing your current course roster. (More functions to come as our capabilities increase). The following pages will walk you through these functions and how to use them.

## 1. Viewing the Course Schedule

You don't need your login information to view the full course schedule. Go to <https://webadvisor.uchastings.edu> or click on the link "WebAdvisor" at the top of the [www.uchastings.edu](http://www.uchastings.edu) homepage. Choose "Search Sections" from the main page to review the semester's course offerings. You will be taken to a search page. This page allows you to search by course level (i.e. gpa lecture courses, seminars, nongpa courses, clinics/externships, first-year classes), day, instructor, etc. but the only information required is "Term". If you choose only the term, WebAdvisor will return all courses for that semester. Click the "Submit" button – you will then see a listing of classes based upon your search parameters. *Tip: the tighter your search parameters, the faster the search results.*

Term	Status	Course (Synonym)	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits
Spring Term 2005	Open	<a href="#">LAW*204*21 (20421)</a> <a href="#">COMPARATIVE ANTITRUST LAW</a>	01/25/2005-05/17/2005 Lecture Tuesday 02:40PM - 04:30PM, 198 McAllister Bldg, Room 219	McCall	10 / 20 / 0	2.00
Spring Term 2005	Open	<a href="#">LAW*206*21 (20621)</a> <a href="#">SEXUALITY AND THE LAW*</a>	01/13/2005-05/12/2005 Lecture Thursday 05:40PM - 07:30PM, 198 McAllister Bldg, Room J	K. Hodges	26 / 50 / 0	2.00

An asterisk (\*) after a course title indicates that there is special information about this class, such as a pre-requisite or enrollment restriction that students should review prior to attempting registration. Click on the course title to see this information as well as other information about the class, including the course description, writing requirement information, and any course-specific registration instructions. This will bring up a window that looks like this:

## Class Information

Title           LAW & ECONOMICS SEMINAR  
Course          LAW\*748\*11  
Synonym        74811

Description    **Satisfies writing requirement.** Economics provides one of the major theoretical perspectives for the contemporary study of law and legal institutions. This approach will be surveyed in the seminar. Emphasis will be placed on the application of rational decision making to the law, and to the evaluation in terms of economic theory of alternative legal regimes. Some of the major critiques of the law will be discussed too.

Credits        2.00  
Credit Type    K GPA SEMINARS

Start Date     19 August 2004  
End Date       21 December 2004

Comments      **Meets 3 hours per week for 7 weeks. Seminar ends 10/5.**

Find pre-requisite & writing requirement information here.

Special schedule and registration instructions are found here.

## 2. Logging on to WebAdvisor

Other functions require that you log on to your personal WebAdvisor account. You will be given a username and password by the IT department. If you forget this information or are having trouble logging onto WebAdvisor, follow the instructions for “What’s My UserName?” and “What’s My Password?” The instructions are easy to follow – you only have to know your own name and social security or Hastings ID number. If you don’t know any of your login information, you can follow both steps in sequence (username, then password). If you have never logged onto WebAdvisor, you can follow the instructions called “I’m New to WebAdvisor.”

Please note that the Records Office does not know your password. If you have followed all of the steps listed above and are still unable to obtain your login information, send an email to [webadvisorhelp@uchastings.edu](mailto:webadvisorhelp@uchastings.edu) to have your password reset.

## 3. Viewing your Teaching Schedule

To view your semester teaching schedule (including meeting times, classroom location, etc.), choose “My class schedule” from the faculty menu page. You will be prompted to select a term from a drop-down menu; select the term in question and click “submit”. You will then be directed to a page that contains all of your schedule information for that term:

## Class Schedule

	Class Name and Title	Days of Week	Start Time	End Time	Bldg	Room	Start Date	End Date
1	<a href="#">LAW*246*99 A GREAT CLASS - TEST</a>	S	03:00PM	04:00PM	198	219	01/13/05	05/06/05
2	<a href="#">LAW*837C*23 NEGOT/MED PROC &amp; PRACT *</a>	TTH	01:40PM	03:30PM	200	510	01/13/05	05/18/05

Click the course title for more information.

These dates are term dates and may not reflect your exact class meeting or exam dates.

Your class capacities are not viewable on this screen. To check your course cap, enrollment numbers, or number of waitlisted students, use the “search sections” feature (see #2 above).

## 4. Viewing your Class Rosters and Waitlists

To view your current roster for a class that you are teaching, choose “Class roster” from the faculty menu page. Once again, you will be prompted for a term; when you select the term, you will be directed to a page that lists all classes that you are teaching in that term. Choose the class roster you’d like to view by clicking the box in the “Choose one” column and clicking “submit” at the bottom of the page.

## Class Roster

	Choose One	Course Name and Title	Term	Bldg	Room	Meeting Times	Days of Week
1	<input checked="" type="checkbox"/>	LAW*246*99 A GREAT CLASS - TEST	05/SP	198	219	03:00PM - 04:00PM	S
2	<input type="checkbox"/>	LAW*837C*23 NEGOT/MED PROC & PRACT *	05/SP	200	510	01:40PM - 03:30PM	TTH

Select the course you wish to view here.

You will be taken to a page that lists your class roster – both registered and waitlisted students. You can see if the student is registered by checking the “status” column.

## Class Roster

### Course Name and Title

LAW\*246\*99 A GREAT CLASS - TEST

### Instructors

Prof. Melissa Nelken

	Student	E-mail address	Class	Status	Credits	Student Profile
1	Student, Dummy	jasperso@uchastings.edu		Registered	16.00	<input checked="" type="checkbox"/>
2	Student, Test	cole@uchastings.edu		Wait		<input type="checkbox"/>

Check the students' statuses here. "Wait" means that the student is on the waitlist.

Check the box next to the student's name to view contact information.

Waitlisted students are listed in priority order. **However, once we begin offering spaces, the students who have “permission to register” will be moved to the bottom of the list. Check with the Records Office if you need clarification about who is being offered a seat.** If students have questions about their places on the waitlist, or their chances of enrolling in your class, it is best to direct them to the Records Office.

You can also view more detailed information about your students. Check the box next to a student's name in the column “student profile” and click “submit” at the bottom of the page to view contact, class year, and program information for a student on your roster. *Note: you can only check one box before clicking “submit”.* The student profile will come up on a page that looks like this:

## Student Profile

Preferred Name Dummy Student  
 Preferred Address 200 Mc Allister  
 Attn: IT Dept  
 3rd Line

### E-mail Address

jasperso@uchastings.edu

	Phone Number	Extension	Type
1	415-7770-1212		Home Phone
2	415-555-1212		Cell Phone

Academic Program	Degree	Anticipated Completion Date	Major	Concentration
Juris Doctor	JD	05/07	JURIS DOCTOR DEGREE	Family Law

If the student is enrolled in a concentrated studies program, it will appear here.

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

**IMPORTANT!** Please remember to keep all student information (including contact information) completely confidential. If anyone asks you for information about one of your students, please direct that person to the Records Office. Student information, including contact information, is protected by the Family Educational Rights & Privacy Act and should **not** be shared with other students in your class, or with any other party.

## 7. Troubleshooting WebAdvisor

There are some common technical problems that you may experience when using WebAdvisor:

- 1) Log in times out. For security reasons, WebAdvisor will “time out” your session if your screen remains idle for 10 minutes. (Be sure to log out when you are finished!)
- 2) “Request timed out” or “subroutine failed to complete successfully” message appears after you click the submit button. This is a blip in the system that happens rarely. The best solution is to close your browser, re-open it, and start again.
- 3) “java.net.Socket Exception = connect (code=10061)” message appears on screen. The server is down for maintenance; try again later.

### PROBLEMS? QUESTIONS? CONCERNS?

Many WebAdvisor questions can be answered by selecting “FAQ” from the menu in the upper-righthand corner of the screen. If you are experiencing technical problems that you cannot find the answer for, contact IT during office hours or email [webhelp@uchastings.edu](mailto:webhelp@uchastings.edu).

#### Contact Information:

<b>WebAdvisor Online Help</b> Username/Password, Technical Issues <a href="mailto:webadvisorhelp@uchastings.edu">webadvisorhelp@uchastings.edu</a>	<b>Records Office</b> Course schedule, Waitlist issues <a href="http://www.uchastings.edu/records">http://www.uchastings.edu/records</a> <a href="mailto:records@uchastings.edu">records@uchastings.edu</a> (415) 565-4613
--	--