

Champlain College Student Educational Plan: Faculty Advisor Directions

Updated February 14, 2008

Go to WebAdvisor. In the Advisor Information section, select "Course Planning/ Ed Plan". The form below will be displayed. Enter the Student ID or SSN and select 'Ed Plan' from the 'Action*' drop-down list.

You can cut and paste the Student ID from the advisee lists within WebAdvisor or Informer.

The screenshot shows the WebAdvisor interface for Champlain College. At the top, the text "Champlain College Test" is displayed in a large font. Below this, there is a navigation bar with links for "MAIN MENU", "ADVISORS MENU", "HELP", and "CONTACT US". The main content area is titled "ADVISORS" and includes a welcome message "Welcome Jane!". The central focus is the "Course Planning / Ed Plan" form. This form contains a heading, a sub-heading, and a set of instructions: "Enter either the Student's Colleague ID or Social Security Number; both are not needed." Below the instructions, there is a legend: "* = Required". The form includes three input fields: "Student ID" (a text box), "SSN" (a text box), and "Action*" (a dropdown menu). A "SUBMIT" button is located below the "Action*" field. At the bottom of the page, there is another navigation bar with the same links as the top, and the "WebAdvisor 3.1" logo with the text "POWERED BY DATATEL" below it.

Select the program you would like to work with and click 'Submit'.

ADVISORS

Select a Program

Name John Q. Public
Address Line 1 163 South Willard St
Address Line 2
Address Line 3
City Burlington
State VT
Zip 05401
Country
ID 0190509
Start Date 08/29/05
Transfer Institution

EOPS Term	Eligibility	Term End Status
This information is not displayed on Student Ed Plan		

Choose One	Active Academic Program	Catalog
<input checked="" type="checkbox"/>	ACCT.BS Accounting-BS	2007-2008 Catalog

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If the student has not yet added courses to their Student Ed Plan Worksheet, the 'Create a Plan' form will open. If you wish to add a course to the students plan, simply enter the course and select the term you recommend the student take it in. Click 'Submit'.

Champlain College

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ADVISORS

Create a Plan

Name: John Q. Public
Academic Program: ACCT.BS Accounting-BS
Catalog: 2007-2008 Catalog

Planned Term	Course Subject	Number	Location	Course ID
<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"/>	<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"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If the student *has* already added courses to their Student Ed Plan Worksheet, the 'Modify a Plan' form will open. You will see any courses they have selected in the middle of your screen.

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ADVISORS

Modify a Plan

Name: John Q. Public | Acad Prog: ACCT.BS Accounting-BS | Cat: 2007-2008 Catalog | Chg By: | Chg Date:

Planned Term	New Term	Course Name	Title	Credits	CEUs	Delete
Term	Term	Credits	Term	CEUs		

Suggested Courses

Proposed Term	New Term	Course Name	Title	Credits	CEUs	Added By	Approve
2007 Fall Semester	<input type="text"/>	COR-110	Concepts of the Self (has prerequisites)	3.00		Student	<input type="checkbox"/>

Quick Add - Use this table if you know the exact course numbers to add.

Additional Term	Course Subject	Number	Location	Course ID
<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"/>

If you would like to change the term for which the student has planned to take the course, select the term in the 'New Term' drop down box. If you approve of the selection check the 'Approve' box. Scroll to the bottom of your screen.

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ADVISORS

Modify a Plan

Name John Q. Public Acad Prog ACCT.BS Accounting-BS Cat 2007-2008 Catalog Chg By Chg Date

Planned Term New Term Course Name Title Credits CEUs Delete


Term Term Credits Term CEUs

Suggested Courses

Proposed Term	New Term	Course Name	Title	Credits	CEUs	Added By	Approve
2007 Fall Semester	<input type="text"/>	COR-110	Concepts of the Self (has prerequisites)	3.00		Student	<input checked="" type="checkbox"/>

Quick Add - Use this table if you know the exact course numbers to add.

Additional Term	Course Subject	Number	Location	Course ID
<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"/>



Notify the student of your change(s). Check the 'E-mail Student' box. You may modify the text in the 'E-mail Text' field as needed. Click 'Submit' for your updates to take effect.

	<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"/>
Educational Goal	<input type="text"/>				
Private Comments	<input type="text"/>				
Public Comments	<input type="text"/>				
Student's Worksheet Notes	<input type="text"/>				
E-mail Student	Student's E-mail Address	Advisor's E-mail Address	E-mail Text		
<input type="checkbox"/>	<input type="text" value="public@champlain.edu"/>	<input type="text" value="janefaculty@champlain.edu"/>	<input type="text" value="Dr. Jane Q. Faculty has updated your Student Ed Plan."/>		
Next Action	<input type="text"/>				
<input type="button" value="SUBMIT"/>					

Text confirming your update will be displayed. You will now be able to delete the course from the Student's Plan if necessary. Select one of the menu options to exit the page.

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ADVISORS

Modify a Plan

Name John Q. Public Acad Prog ACCT.BS Accounting-BS Cat 2007-2008 Catalog Chg By Dr. Jane Q. Faculty Chg Date 09/23/07

The modifications you submitted on 09/23/2007 at 01:54PM have been made.

Planned Term	New Term	Course Name	Title	Credits	CEUs	Delete
2007 Fall Semester	<input type="text"/>	COR-110	Concepts of the Self (has prerequisites)	3.00	<input type="text"/>	<input type="checkbox"/>

Term	Term Credits	Term CEUs
2007 Fall Semester	3.00	<input type="text"/>

Suggested Courses

Proposed Term	New Term	Course Name	Title	Credits	CEUs	Added By	Approve
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Quick Add - Use this table if you know the exact course numbers to add.

Additional Term	Course Subject	Number	Location	Course ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

