Basic WebAdvisor Information for Faculty

About
WebAdvisor is Lewis & Clark College's self-service information system and as a faculty member, you may use it to view rosters, email students, and in the future, submit grades.

Necessary Prior Steps
You must have completed two steps prior to using WebAdvisor as a faculty member:

> 1. You must have a Lewis & Clark email account. Most access to institutional resources online, including WebAdvisor and Faculty/Course evaluations, will require your LC username and password. If you do not have an lclark.edu email account, start here:
> http://www.lclark.edu/information_technology/information_systems/accounts/create/
>
> 2. You must complete the FERPA tutorial at https://www.lclark.edu/policies/ferpa/tutorial/

The Registrar's office will receive confirmation of completed FERPA tutorials and will then change your access rights to allow you to view the Faculty section of WebAdvisor.

Using WebAdvisor
Start at https://webadvisor.lclark.edu and login with your LC username and password. After logging in, you should see a menu with three options: Students, Faculty, Employees. This guide will only cover a small portion of the Faculty section. If you do not see a Faculty section, then you have not completed the FERPA tutorial and must do so prior to continuing further.

After clicking on Faculty, you should see a page similar to the one below:

To view your rosters, click on Class Roster Select Section, which is the first link under Faculty Information. This shows you basic meeting information and enrollment information for the class or classes you are teaching. Enrollment information is listed as a series of numbers in this order: Registered/Available/Wait Listed. So, if it says, 14, 6, 0, you have 14 students registered, with 6 seats available and no one on the wait list.

Pictures of your students may be viewed by clicking on the name of your class. The resulting page will show you your roster with pictures and give you a variety of options for emailing your class, or one student, or a subset of the class.

WebAdvisor does not have back buttons, so it's best to use the buttons at the top to go back to the Faculty Menu, the Main Menu, or to Log Out.

If you have any questions on using WebAdvisor, contact the Law Registrar, Tiffany Henning, at lawreg@lclark.edu