ACADEMIC PLANNING FOR FACULTY

OVERVIEW

Students and their respective advisors can plan out their course of study using the **Academic Planning** links in the **MarywoodYou Portal**. The **Timeline** displays completed, current, and future courses. The **Progress** tab runs **degree audits**. You can also view **Notes** and **Test Scores**.

LOG ON TO THE MARYWOODYOU PORTAL

1. Click on the MarywoodYou link at the bottom of the Marywood home page.

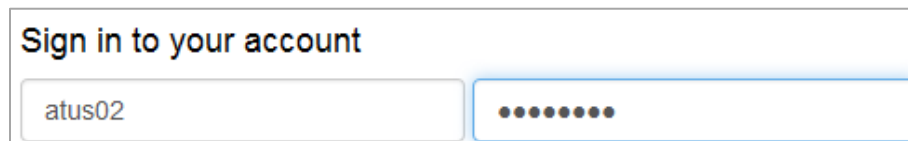2. Enter your **User Name** and **Password**, then click **Sign In.**

Sign in to your account

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Figure 1 Screenshot of Portal Login Page

3. Click FACULTY AND STAFF on the left. The **MarywoodYOU Portal** page displays.

4. Locate the Self-Service Menu.

5. Expand **WebAdvisor for Faculty** and **Faculty Information** to view available links.

Faculty Information

Advisees

Class Roster

Grading

Search for Sections

My Class Schedule

Student profile

Academic Planning

My Advisees

Figure 2 Screenshot of Faculty Information Links

6. Select **Academic Planning** to open the module in a new window.

7. Go to the **Advising** tab.

8. Your **current list of advisees** display. Select an advisee.

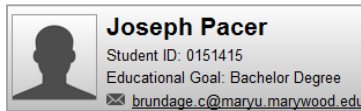9. The heading area includes your advisee's **Picture**, **Name**, **Student ID**, **Program**, **Advisor**, and **Email Address**.

Joseph Pacer
Student ID: 0151415
Educational Goal: Bachelor Degree
✉ brundage.c@maryu.marywood.edu

Figure 3 Screenshot of Advisee Summary

10. Ten tabs display below the heading: **Course Plan**, **Timeline**, **Progress**, **Course Catalog**, **Notes**, **Plan Archive**, **Test Scores**, **Grades**, **Petitions & Waivers**, and **Graduation Application**.

COURSE PLAN

1. The **Course Plan** of the current semester displays by default. Use the left and right arrows to move back and forward through semesters.

2. The default view of the Course Plan is **List**. Change the view to **Calendar** to see a grid of classes with days/times outlined more clearly.

Figure 4 Screenshot of Course Plan in Calendar View

3. Planned courses (marked in **yellow**) can be removed in this view. To do this, click the **X** in the upper right corner of the corresponding course block.

4. Students may drop a current course or register for future courses using this view as well.

TIMELINE

1. The **Timeline** allows easy scrolling back and forth through the semesters.

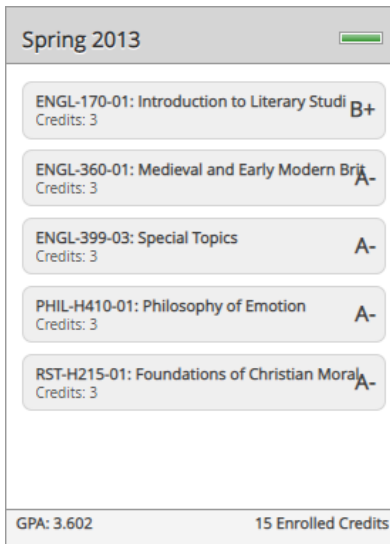2. **Grades** and **GPA by semester** can be viewed in the Timeline.

Figure 5 Screenshot of Semester in Timeline

3. **Planned courses** can also be removed in the Timeline. Click the corresponding **X** to remove a course or all courses planned for a term.

PROGRESS

1. The **Progress** tab is the student's **degree audit**.

2. Courses are color-coded with the following statuses: **Completed**, **Fulfilled**, **In-Progress**, **Not Started**, and **Planned**.
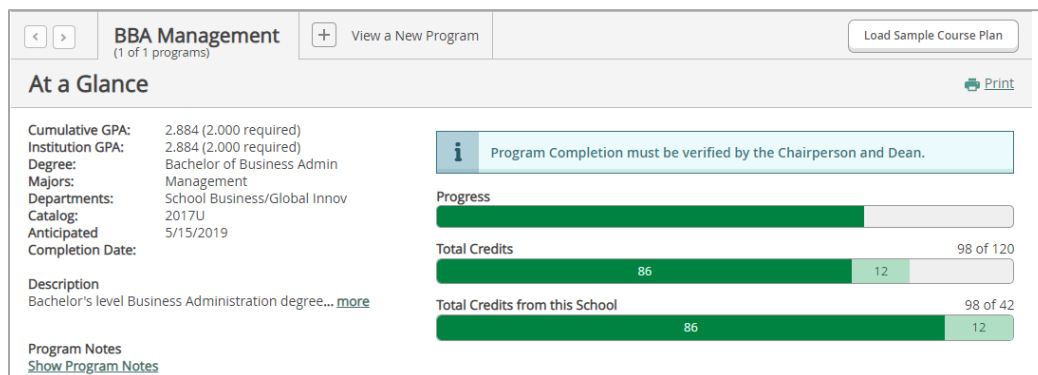

Figure 6 Screenshot of Degree Audit/ Progress Tab

3. To ensure the student is following the official course of study, add courses to the plan directly from the degree audit. Click [Search] **or** the needed course number. The **Course**

Catalog tab opens, listing the **available sections** that satisfy that requirement. Use the **filters** to narrow your search.

4. Using filters such as **Terms**, locate a course and expand **View Available Sections for**.

5. Select Add Section to Schedule to view details such as **prerequisites** and **course description**.

6. View details carefully and **add to the plan** by selecting Add Section .

Section Details

BUS-312-01 Operation Management/Quantitat
Spring 2019

Instructors	Kim, H (jhkim@marywood.edu)
Meeting Information	M, W 4:00 PM 5:30 PM 1/16/2019 - 5/11/2019 Scranton, TBD (Moodle-Supplemental Instruct)
Dates	1/16/2019 - 5/11/2019
Seats Available	30 of 30 Total
Credits	3
Grading	Graded ▼
Requisites	⚠ MATH 155 - Must be completed prior to taking this course.
Course Description	Deals with theory of linear programming and duality methods, design and use of computer solutions, decisions made under uncertainty and recurrent decision problems under certainty and risk. Also covers transportation algorithms, inventory control and PERT/CPM.

Close	Add Section

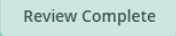**Figure 7 Screenshot of Section Summary**

NOTES

The **Notes** tab allows an advisor or other administrator to enter comments or instructions to the student. Once saved, **Notes CANNOT be deleted.** Notes are visible to the student, advisor, and other relevent administrators.

1. Type a comment (Note) in the **Compose a Note** dialog box.

2. Click the **Save Note** button.

3. Read previous comments in the **View Note History** area.

PLAN ARCHIVE

A student may request a review of their progress (plan). An advisor may also wish to **track** each advisement meeting.

1. After the review, select the [Review Complete] button.

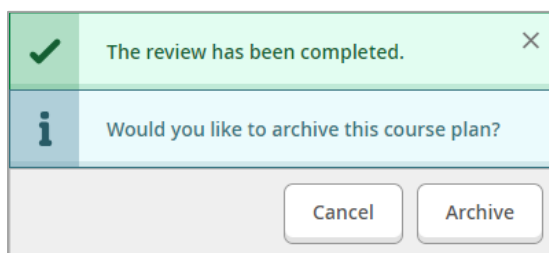2. The message **The review has been completed** will display. Click the **Archive** button.

Figure 8 Screenshot of Completed Review Message

3. A dated **PDF file** of the reviewed **Course Plan** is created. You may access a copy of it at any time.

Archived PDF	Archive Date	Archived By
📄 Download	11/4/2014 4:05:04 PM	Gomaa, Ahmed

Figure 9 Screenshot of Archived Course Plans

TEST SCORES

The **Test Scores** tab lists any Admissions tests, such as **SAT scores** or **placement tests**.

Admission Tests

Test	Date Taken	Score	Percentile	Status	Status Date
SAT Total	1/4/2013	1610 of 2400		ℹ Notational	1/4/2013
SAT Critical Reading	1/4/2013	540 of 800		✅ Accepted	1/4/2013
SAT Math	1/4/2013	530 of 800		✅ Accepted	1/4/2013
SAT Writing	1/4/2013	540 of 800		✅ Accepted	1/4/2013

Placement Tests

No tests of this type have been recorded.

Other Tests

No tests of this type have been recorded.

Figure 10 Screenshot of Test Scores

GRADES

The **Grades** tab provides an overlook of an advisee's grades by semester. The current semester expands by default. To expand other semesters, simply click on the **semester header**.

Summer I 2018 Term GPA: 4.000			
Course Section	**Title**	**Final Grade**	**Credits**
BUS-451-01 5/21/2018 - 7/14/2018	Business Internship	A	3

Figure 11 Screenshot of Expanded Semester