

WebAdvisor Rosters At-A-Glance

Accessing WebAdvisor

- If you are on campus, simply open your browser and type "wave" in the address box and click on "Go" (or press Enter).
- If you are accessing WebAdvisor from off campus, click on WebAdvisor from Cabrillo's homepage.

Logging in

- Click on the "Log In" tab
- User ID = first initial, middle initial, full last name (if you have trouble, click on "What's My User ID")
- Initial Temporary Password = birth date (mmddyy eg: 121752)
- Be sure to enter a hint for your new password!
- Click on "Faculty." (If you've logged in and "Class Roster" does not appear as an option on the "Faculty Menu," you do not have faculty access to WebAdvisor. Email Loren Washburn at loren@cabrillo.edu requesting faculty access. Include your name and department. This may take a few days to process.

Class Rosters

- Click on "Class Rosters"
- Choose a term and click on "Submit"
- All of your classes for the term will appear. Check the class that you'd like to view. Checking 2 or more will result in an error message.
- View up-to-the-minute list of students enrolled or waitlisted
- Check "Student Profile" for more information
- Rosters cannot be easily exported to use in Excel or a grade book software. We're working on it...
- The students aren't numbered and there is no count of the students. We're also working on that!

My Class Schedule

- Click "My Class Schedule" to view all of your classes for recent terms including any class for which registration has started.
- Does not allow for entry of positive hours.
- Need to develop reports for A&R to track who still has outstanding grades.
- Need a way to collect Incomplete and Grade Change forms.

Logging out

Log out of WebAdvisor whenever you leave your computer. Click on the "Log Off" tab. A message tells you that you are logged out and suggests that you close your browser. Click "Ok."

Confidentiality

This is not new, but bears repeating. Student data is confidential and for your eyes only! Treat it as if it were your personal credit card data by following a few common safeguards.

- Minimize your WebAdvisor window if a student comes into the office.
- Give no one your password.
- If you export the data to a laptop or PC, continue to treat the data with respect and caution.
- No demographic data about a student should be given to another student.

Getting help with WebAdvisor

There are lots of people lined up to help you!

- Questions about Logging in - Always begin by asking your division staff. They have been trained and are happy to help. If you are still having problems, the Help Desk (479-6392) or Loren Washburn (lowashbu@cabrillo.edu or 479-6555) are also available.
- Questions about your sections - Ask your Division Office staff
- Questions about student enrollment - Admissions & Records
- Questions about browser versions or connectivity - Help Desk (479-6392) or Loren Washburn (lowashbu@cabrillo.edu or 479-6555)
- Reporting broken links, unclear messages, confusing responses - use the link on the "Faculty Menu" on WebAdvisor called "Faculty Feedback." Someone in IT will get back to you about these issues. Note: Compliments are accepted too!

Faculty Feedback

Be sure to submit "Faculty Feedback" concerning your experience with WebAdvisor rosters, keeping in mind that WebAdvisor is a software package that Cabrillo purchased from the Datatel. It is not a custom software designed in house. Only items that prevent us from doing business will be considered for possible modification. Cabrillo does not have the resources to make modifications to the general design of WebAdvisor, such as font color or word positioning.

Thank you for participating in this pilot!