DRAFT Faculty Advisor Handbook

Updated April 15, 2013 TL Alvarez, BME Undergraduate Director

Purpose: BME Faculty Advisor Handbook to facilitate migration to electronic advisement.

Reason for Electronic Advisement: 1) electronic repository of all undergraduate (UG) advisement forms that are accessible by students and faculty advisors and 2) allows faculty to data mine each student’s academic plan to more accurately plan for the number of sections per class for the immediate semester as well as two to three semesters into the future. This process will allow accurate planning for faculty teaching loads.

This faculty handbook is divided into the following sections:

I. How to post time slots for students to sign up for advisement electronically – page 1
II. How to Receive, comment and post advisement forms electronically via Moodle – page 5
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I. How to post time slots for students to sign up for advisement electronically

1. Go to http://moodle.njit.edu/
2. Enter UCID and Password then press Login labeled 1, 2, & 3 below
3. Click on BME Advising, red box below

4. Press Turn editing on

5. Scroll Down to Block # 4 where you see all the BME Faculty advising availability for each day
   a. Look for the ‘eye open’ = or eye closed = 
   b. Eye ‘open’ = you will be advising, font will be red
   c. Eye ‘closed = you will not be advising that day so hide this day to the students, font will be gray.
6. Click on the hand holding the pencil to edit your advisement availability times.

7. You will see Choice # with associated time ie. 8:00am-8:15am. Change the limit to 0 which means no advisement time slot. Keep the limit to 1 which means 1 student can sign up for that time slot.
8. When you have finished with a given day, scroll to the bottom of the page and click Save and return to course.

9. Repeat steps 6 and 8 for the given number of days you will be advising. Please allocate about 30 time slots for your undergraduate advisees.

10. Click on the day to view which students have signed up for an advisement slot.

11. You will see in the upper right corner the number of responses for that advisement day.

12. To view which student(s) have signed up for advisement for that day click on view # responses in the image above. You will see a screen similar to the screen below with the student and the time s/he will be coming to your office.
Why are we having faculty enter their own time?

1. At the end of each day there is a “Restrict answering to this time period” where the students must sign-up by midnight the day prior (to advise on 4/5, you had to select the time by midnight on 4/4). This will avoid students signing up for an open slot a few minutes before.
2. If you’re schedule changes then you have control over changing your time in Moodle.

II. How to Receive, comment and post advisement forms electronically via Moodle

1. To view your students electronic registration and curriculum forms go to Block # 2 and click on your name. Note editing can be ‘on’ or ‘off’ in Moodle. The screen capture below is when editing is ‘off’
2. The following screen is what the student and adviser will see. Click on the upper right corner, View # submitted assignments

3. You will see your list of advisees within your group and the students who have submitted forms. You can click on any of the .pdf files to view contents.

4. Download the forms to your hard drive to discuss during advisement. When you have the file maximized, you can highlight class student is taking next term and edit text.
5. Make sure the student has entered forms using S20XX, F20XX, U20XX
   T = transfer and W = winter break

   When you are finished insert your signature and save which locks the document so you can no longer edit it.

   IMPORTANT = Save files as Semester Year Student First Name Student Last Name Registration or Curriculum – signed Advisor Last Name.pdf
   Example = F2013KyleO’BrienRegistration-signedAlvarez.pdf
6. Then Click on Grade student

7. Change the grade to pass (#1 below), Upload the curriculum and registration form you and the student discussed during advisement (#2 below), save changes (#3 below)
8. Done! Remember to take student hold off in Banner

III. Sending back an assignment if the student did not fill in the forms properly or would like to resubmit

We need students to upload an editable Adobe form for the following reasons:

A. During advisement, the advisor and student can discuss changes and then the advisor can upload a signed document, which cannot be changed
B. The Department can data mine all UG forms for course planning

1. Steps for Adviser to return forms for Students to fill in again. If the student does not upload the correct file go to Moodle and click on your advisement form upload
2. The following screen is what the student and adviser will see. Click on the upper right corner, View # submitted assignments

3. You will see your list of advisees, if the form(s) are incorrect then you click on Grade.
4. You then click on Revert to draft. I then emailed the student to make sure s/he knows s/he needs to upload the forms in the adobe editable format.

5. When you see No more submission (red box below) the student can upload new forms. I have tested this procedure with one student.
IV. **Sending email to your group of advisees**

1. Log onto Moodle and go to BME advising where on the main page you will see on the right Compose Email.

2. Click on your advisee group, see below.
3. Click on Add (see below) and notice all of your advisees will appear in the Selected Recipient file.

4. Enter Email Text and press Send Email, see below.

V. **Removing Holds in Banner** = No changes from last year
   1. Go to my.njit.edu
   2. Log in with your UCID and password
   3. Click on Banner INB (Production)
4. Type in SOAHOLD
5. Enter NJIT ID (#1 below), enter date or type ‘T’ for today (#2 & #3 below) and then hit save (#4 below)

6. To remove another hold for different student after you save you can then go to file and rollback (see below) to remove a hold for the next student.