

Using the Hub and WebAdvisor: A Faculty Primer

WebAdvisor is a new tool that provides online class rosters, grading, and mentee information for CalArts faculty members. For easy-to-remember access, the tool is housed on the "Hub" (hub.calarts.edu) which is a new and secure online news and information site that has been specifically built and tailored for the CalArts community.

Logging In

CAIT recommends using Firefox for optimum functionality of this site.

1. Go to hub.calarts.edu and log in with your username (without the @calarts.edu) and password (CalArts credentials). If you are unable to log in, go to <http://cait.calarts.edu> and click on *How Do I: Reset My CalArts Credentials*.

The screenshot shows the CalArts Hub website. At the top, there is a navigation bar with "THE CALARTS HUB" and a search bar. Below the navigation bar, there is a "Home" dropdown menu. The main content area is divided into several sections:

- Announcements:** A list of recent announcements with dates and times, including "Visiting Artist/Guest Apartment Reservations", "Vine to Wine Event on Campus: Aug. 15-16", "CPR and First Aid Classes: Aug. 25", "Tatum Hours: CSSSA Session", "CERT Classes: Sept. 6-20", "Mileage Rate Increase", and "CSSSA Security: July 12-Aug. 8".
- Navigation Links:** A grid of links for "Academic Calendar", "Course Catalog", "Library", "Information Technology", "Events Calendar", "Campus Safety", "Campus Maps", and "Cafe Menu".
- Faculty/Staff Directory:** A search box labeled "Search by Name" with a magnifying glass icon.
- WebAdvisor:** A prominent link for "WebAdvisor" located at the bottom right of the main content area.

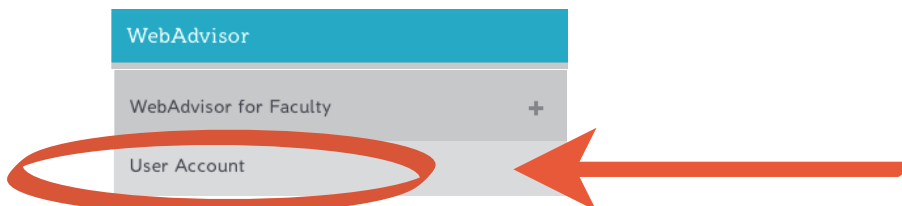
On the left side of the main content area, there is a photo of student volunteers playing instruments at an event, with the caption "Student volunteers at Assistance League Santa Clarita as".

2. Once you are logged in, click on the **WebAdvisor for Faculty** link on the right side (you may need to scroll down).



User Account

Click **User Account** if you want to change your password.

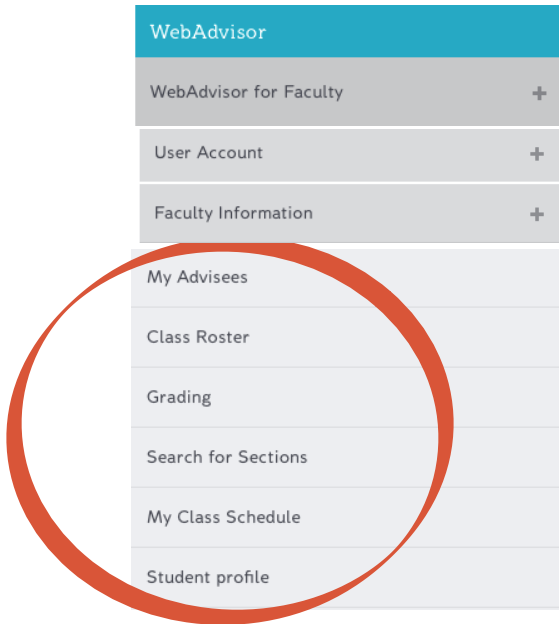


Faculty Information

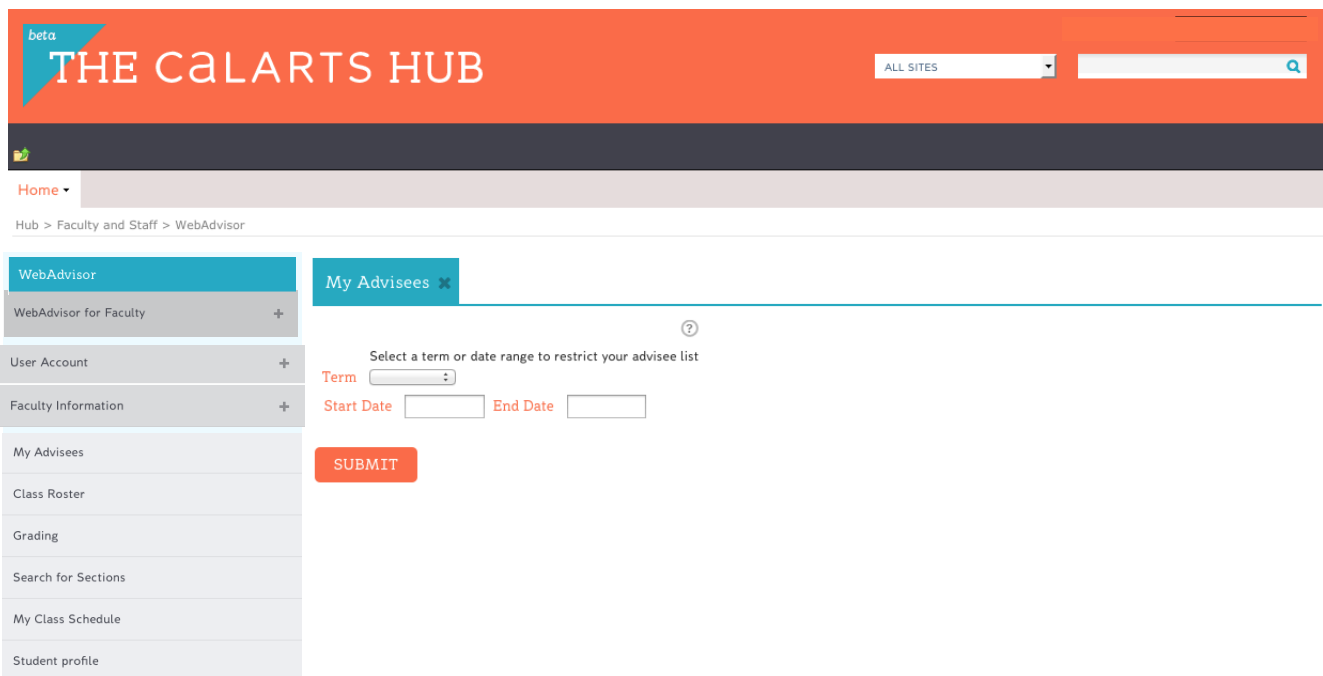
Click **Faculty Information** to access class rosters, grading, mentee information, etc.



A drop-down menu with your options will now open.

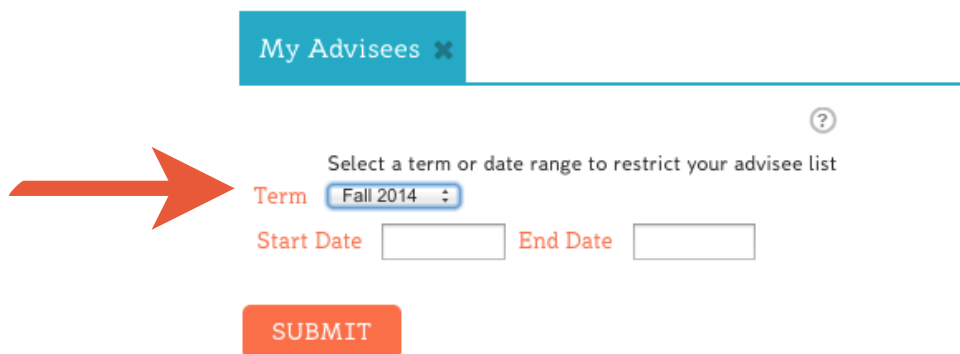


Note: Once you select an option, this menu will now appear on the left-side of your screen.

A screenshot of the WebAdvisor interface. The top header is orange with 'beta' and 'THE CALARTS HUB' text. Below the header is a navigation bar with 'Home' and a breadcrumb trail 'Hub > Faculty and Staff > WebAdvisor'. On the left, a navigation menu is shown with 'My Advisees' selected. The main content area displays a form titled 'My Advisees' with a question mark icon and the text 'Select a term or date range to restrict your advisee list'. The form includes a 'Term' dropdown, 'Start Date' and 'End Date' input fields, and a red 'SUBMIT' button.

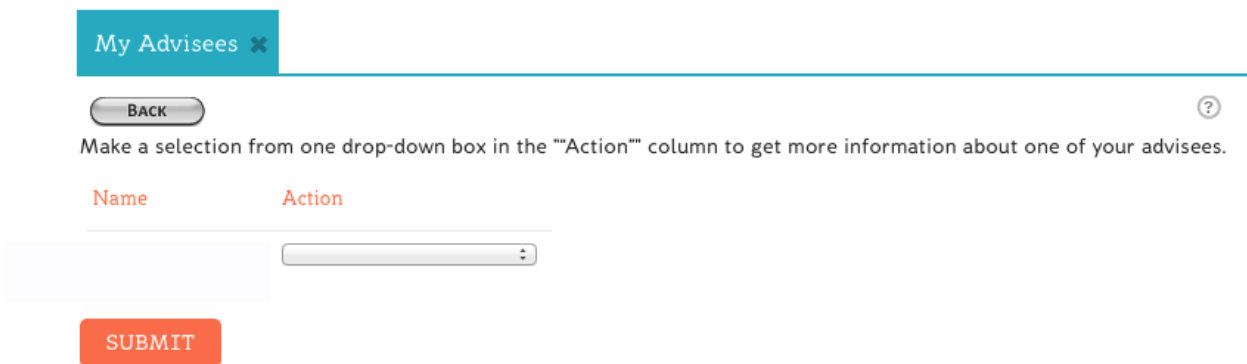
My Advisees

Click on My Advisees to view your mentees. Select a term and click Submit.



The screenshot shows the 'My Advisees' page with a blue header bar containing the text 'My Advisees' and a close icon. Below the header, there is a search bar with a question mark icon. A red arrow points to the 'Term' dropdown menu, which is currently set to 'Fall 2014'. Below the dropdown, there are two empty text boxes labeled 'Start Date' and 'End Date'. At the bottom of the form is a red 'SUBMIT' button.

All your assigned mentees for that term will be listed.

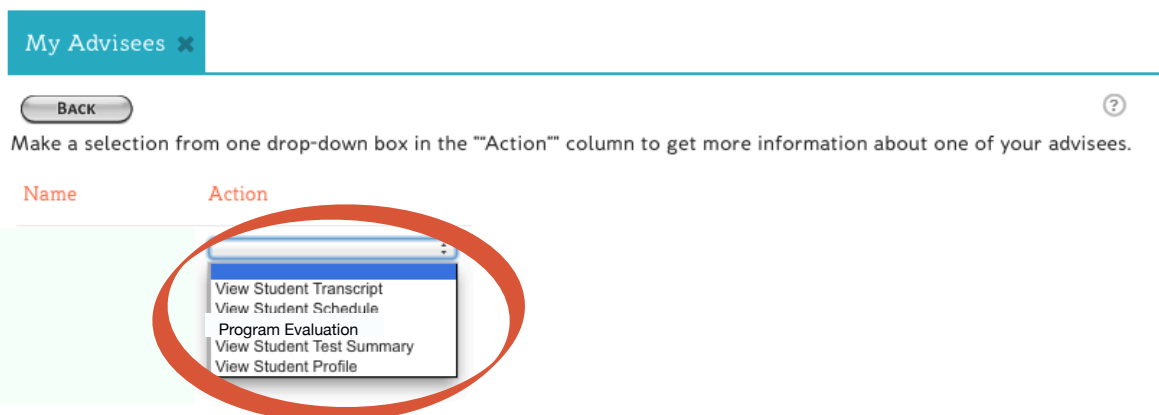


The screenshot shows the 'My Advisees' page with a blue header bar containing the text 'My Advisees' and a close icon. Below the header, there is a 'BACK' button and a question mark icon. Below that, there is a text prompt: 'Make a selection from one drop-down box in the "Action" column to get more information about one of your advisees.' Below this, there is a table with two columns: 'Name' and 'Action'. The 'Action' column contains a dropdown menu. At the bottom of the form is a red 'SUBMIT' button.

Select an action from the drop-down box to get more information about one of your mentees and click Submit.

Options:

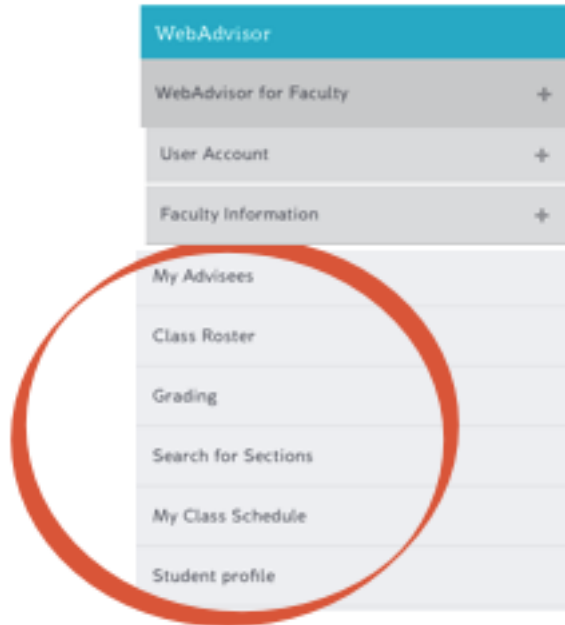
- Student Transcript - View the student's academic record listed with course # / title, grade, units, and the term.
- Student Schedule - View the student's current schedule.
- Program Evaluation - Program evaluation provides an analysis of degree requirements for a student's program. This is a tool to assist students and mentors in monitoring student's progress towards completing a degree. *Only new BFA students have Critical Studies requirements in program evaluation. Additional features will be added for all BFA students throughout the semester.*
- Student Test Summary - View the student's placement test results.
- Student Profile - View student's address, email, phone number, mentor, emergency contact/s, and academic warnings.



The screenshot shows the 'My Advisees' page with a blue header bar containing the text 'My Advisees' and a close icon. Below the header, there is a 'BACK' button and a question mark icon. Below that, there is a text prompt: 'Make a selection from one drop-down box in the "Action" column to get more information about one of your advisees.' Below this, there is a table with two columns: 'Name' and 'Action'. The 'Action' column contains a dropdown menu that is open, showing the following options: 'View Student Transcript', 'View Student Schedule', 'Program Evaluation', 'View Student Test Summary', and 'View Student Profile'. A red oval highlights the dropdown menu.

Class Roster

In the left-hand menu, click on Class Roster to view your roster/s for a selected term.



Click on the class title to see a roster for each section.

Class Roster Select Section ✕

?

Section Name and Title	Term	Start Date	End Date	Meeting Information	Location	Reg/Avail/Wait
Class titles appear here	Fall 2014	09/08/14	12/12/14	09/08/2014-12/08/2014 Lecture Monday 04:00PM - 05:50PM, Main Building, Room FACLCNTR		0 / 3 / 0
	Fall 2014	09/08/14	12/12/14	09/08/2014-12/12/2014 Lecture Wednesday 09:00AM - 10:50AM, Main Building, Room F200 09/08/2014-12/12/2014 Workshop Wednesday 11:00AM - 11:50AM, Room to be Announced		0 / 25 / 0
	Fall 2014	09/08/14	12/12/14	09/09/2014-12/09/2014 Lecture Tuesday 04:00PM - 05:50PM, Butler Building 4, Room G		25 / 0 / 14
	Fall 2014	09/08/14	12/12/14	09/08/2014-12/08/2014 Lecture Monday 04:00PM - 05:50PM, Main Building, Room FACLCNTR		19 / 0 / 6
	Fall 2014	09/08/14	12/12/14	09/08/2014-12/08/2014 Lecture Monday 04:00PM - 05:50PM, Main Building, Room FACLCNTR		0 / 3 / 0

OR: Select a term or date range to change your class list Term Start Date End Date

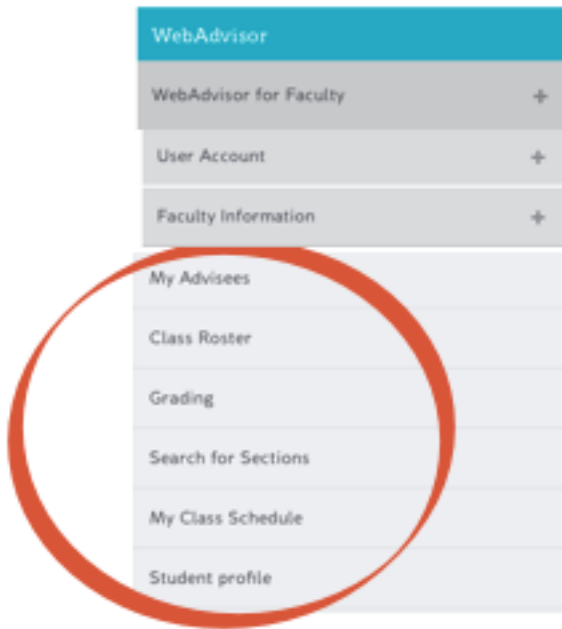
SUBMIT

Grading

Access to the grading screens will be available after the semester has begun.

Class Schedule

In the left-hand menu, click on My Class Schedule to view your schedule for a selected term.



Class Schedule ✕

BACK ?

You may use your browser's print feature to print this view.

Class Name and Title	Days of Week	Start Time	End Time	Bldg	Room	Start Date	End Date
Class titles appear here	M	04:00PM	05:50PM	MAIN	FACLCNTR	09/08/14	12/12/14
	W	09:00AM	10:50AM	MAIN	F200	09/08/14	12/12/14
	T	04:00PM	05:50PM	BTL4	G	09/08/14	12/12/14
	M	04:00PM	05:50PM	MAIN	FACLCNTR	09/08/14	12/12/14
	M	04:00PM	05:50PM	MAIN	FACLCNTR	09/08/14	12/12/14

OK

Confidentiality

Student academic records are protected under FERPA (Federal Education Rights and Privacy Act). By the nature of your position at CalArts, you have access to information that you may need to use for mentoring a student. You may not share this information with anyone without the written permission of the student.