

UDSIS 9.0 Advisor Center

These pages describe the UDSIS Advisor Center and supporting advisement applications.
(The green numbered boxes on the diagrams correspond with explanatory text below.)

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Log into UDSIS

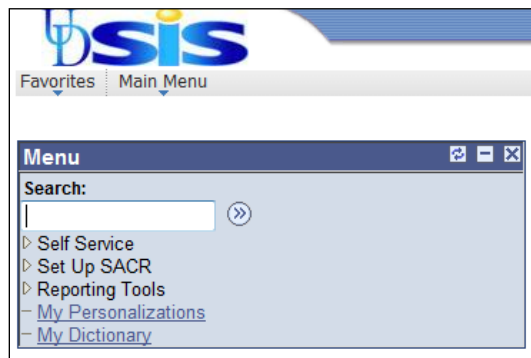
- **One-time Browser setup** to allow popup windows and easy downloading to Excel:
Internet Explorer: Complete steps at <http://www.udel.edu/itwebdev/help/ietips.html>.
Firefox: See <http://www.udel.edu/it/help/popups.html>
- Go to <http://www.udel.edu/udsis> or hover over **My UD** in the top right of the page, under the Search box, and click on **UDSIS-staff**.
- At the **UD Central Authentication Service** window, enter your **UDelNet ID** and **password**. (Your **UDelNet ID** is your email name that goes with @udel.edu).
- Click the **Submit form** button.


Menu Navigation

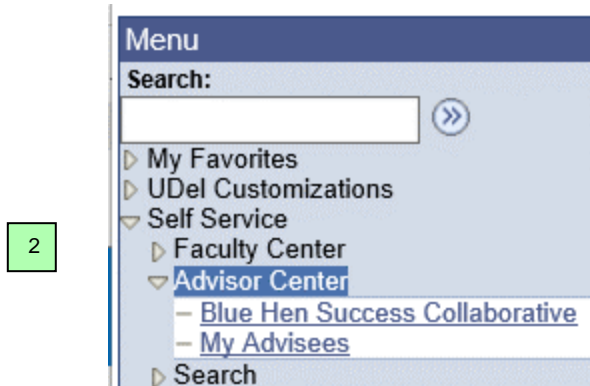
Once logged in, you see a UDSIS Menu box.

Security Note: The number of entries listed below the Search box or within any function is dependent upon your UDSIS security access.

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1. **Self Service** contains your UDSIS home page functions. Click the Self Service triangle icon  to access the functions inside. Then click the Advisor Center triangle icon to open up **Advisor Center**.



My Advisees tab

This is the home page listing all those students who are your advisees. Click the blue tab links at the top of the page under your name to move around between the Student Center, Advisor and Faculty Center, or use the links at the bottom of the page.

1. **Advisor Name** – your name as Advisor, is always listed first under the grey navigation bar. The tabs highlighted in white show the area you are in.
2. **Download to Excel:** Click the spreadsheet icon  to download your list of advisees to Excel.

3. **Show Student Details** – click this link to enter the **Student Center** for your advisee.
4. **View Data for Other Students** – If you have assigned advisees or have the UDSIS “Drop-In” Advisee security role to advise students outside your department, this button will appear below your list of Advisees. Click it to receive a screen where you can enter a UD ID or name and bring up the **Student Center** for that student.

In the picture above, if you click **View Student Details** (#3 above) for one of your Advisees, you enter the **Student Center** page for that student..

Student Center tab

The screenshot displays the UDSIS interface for the Advisee Student Center. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Self Service', 'Advisor Center', and 'My Advisees'. Below this, there are tabs for 'Faculty Center', 'Advisor Center', and 'Search'. Under the 'Advisor Center' tab, there are sub-tabs for 'my advisees', 'student center', 'general info', 'transfer credit', and 'academics'. The main content area is titled 'Advisee Student Center' and contains several sections: 'Student Name' (labeled 6) and 'Student ID #' input fields; a '*Change Advisee' dropdown menu (labeled 7) with a 'change' button; an 'Academics' section with a dropdown menu (labeled 8) showing options like 'Course History', 'Degree Audit', 'Grades', 'Transcript: View Unofficial', 'Transfer Credit: Report', 'What-if Report', and 'other academic...'; 'Emergency Contact' and 'Contact Information' sections; and a right-hand sidebar with sections for 'Holds', 'To Do List', 'Enrollment Dates', and 'Advisor' information.

5. **Advisor Name** – Within Advisee Student Center, your name as Advisor, remains listed first under the grey navigation bar.
6. **Your Advisee's Name** lists below the **Advisee Student Center** page title.
7. To switch to another one of your advisees, choose his/her name in the dropdown box and click the **change** button.

8. In the **other academics** dropdown box, make a selection and hit the blue double arrow.
 - Choose **Course History** to view the courses the student has taken, along with their grades. This list can be sorted in various ways.
 - Choose **Degree Audit** to view the student's collapsible **Degree Audit Report** containing all degree requirements and progress towards those requirements. The report will display on the screen. A link to view the information in .pdf format is also provided. For help in reading/understanding the Degree Audit report, see <http://www.udel.edu/registrar/helpdocs/90ReadingDegreeAudit.pdf> .
 - Choose **Transcript: View Unofficial** to view the student's **Unofficial Transcript**. On the next screen - **Unofficial Transcript**, which appears below,



Academic Institution should be set to **University of Delaware**. Choose Report Type = **Unofficial Transcript** and then click the **view report** button. For help in reading and understanding the unofficial transcript, see <http://www.udel.edu/registrar/helpdocs/ReadingTranscripts.pdf>

- Choose **What-if Report** to create a **What-if Degree Audit Report** for the student. For help with this function, see <http://www.udel.edu/registrar/helpdocs/AdvisorWhatIf.pdf>
- For other options in the **other academics..** dropdown box, select the desired information and then click the double blue arrow to access the information.

Academics tab

Access this tab to view career, program and plan information, along with a term summary.

UBSIS

Favorites | Main Menu > Self Service > Advisor Center > My Advisees

Faculty Center | Advisor Center | Search

my advisees | student center | general info | transfer credit | academics

Advisee Academics

Student Name

*Change Advisee: **Student Name** [dropdown] **change**

Institution / Career / Program

- UOD01 - University of Delaware
 - UGRD - Undergraduate
 - AS - Arts and Sciences
 - HN - Health Sciences
 - AS - Arts and Sciences**

Program:
 Student Career Nbr:
 Status:
 Admit Term:
 Expected Graduation:
 Approved Load:
 Load Determination:
 Level Determination:

 Plan:
 Requirement Term:

Advisee career / plan information

Term Summary

- UOD01 - University of Delaware
 - UGRD - Undergraduate
 - 2123 - 2012 Spring Semester**
 - 2118 - 2011 Fall Semester

2012 Spring Semester
 Eligible to Enroll: Yes
 Primary Program: AS Arts and Sciences
 Academic Standing Status: Data unavailable

Transfer credit tab

Access this tab to view Course, Test and other credits posted to your Advisee.

Advisor Name

Faculty Center | Advisor Center | Search

my advisees || student center || general info || transfer credit || academics

Advisee Transfer Credit

Student Name

*Change Advisee:

Course Credits

Source	Career	Institution	Program	Plan	Articulation Term	Model Status
Seton Hall University	Undergraduate	University of Delaware	University Studies	University Studies	2009 Fall Semester	Posted
Bergen CC	Undergraduate	University of Delaware	Arts and Sciences		2010 Fall Semester	Posted

Test Credits

No test credits found.

Other Credits

No other credits found.

Additional Applications -

- **Blue Hen Success Collaborative**

The [Blue Hen Success Collaborative](#) is an undergraduate academic advising and student support system that combines predictive analytics, real-time data, consulting and networking to help academic advisors in their work to support students. BHSC provides advisors access to undergraduate students' academic profiles and to create advising reports/notes, appointments, messages, referrals and much more.

- **Advising Views**

[Advising Views](#) is a UD application that supports the academic advising process along with the Blue Hen Success Collaborative (BHSC) and UDSIS. Student summary information, along with completed **undergraduate** academic webforms and links to other advising tools are provided to authorized staff, based on their UDSIS security.

For the complete list, see

Advisor Resources (<http://www1.udel.edu/registrar/advisors/>)
and UDSIS Help for Faculty/Staff (<http://www.udel.edu/registrar/helpdocs/facstaff.html>)