

OnTrack Advisor Guide

Fall 2018

Office of Academic Advising
Koenigsberger Learning Center

Guide Overview

- ▶ View Midterm/Final Grade Report for all Advisees
- ▶ Grant/Remove Advisor Approval for Course Registration
- ▶ View Placement/Test Scores
- ▶ Access Degree Audit
 - ▶ “What if” Analysis
- ▶ Access Transcript
- ▶ Adding Advisor Notes
- ▶ Search for Sections/Course Type
 - ▶ Half Semester Courses
- ▶ Add/Drop a Course (Student View)

Accessing Advisee Roster

- ▶ After logging in OnTrack for Faculty, click on “My Advisees” under the Faculty Information section.

Faculty Information

My Advisees ←

Advisees

Class Roster

Grading

Search for Sections

My Class Schedule

Manage My Office Hours

- ▶ Note: You will need to access this screen in order to use the following OnTrack tools:
 - Midterm Report
 - Access Degree Audit
 - Grant/Remove Advisor Approval
 - Placement/Test Summary
 - Access Transcript
 - Advising Session Notes

View Midterm/Final Grade Report for all Advisees

- ▶ At the beginning of the list of your advisees, there is an option to view midterm/final grades for all advisees in one report. Please be mindful that you must select the “Year” and the “Term” in order to pull the appropriate report.

Faculty

My Advisees

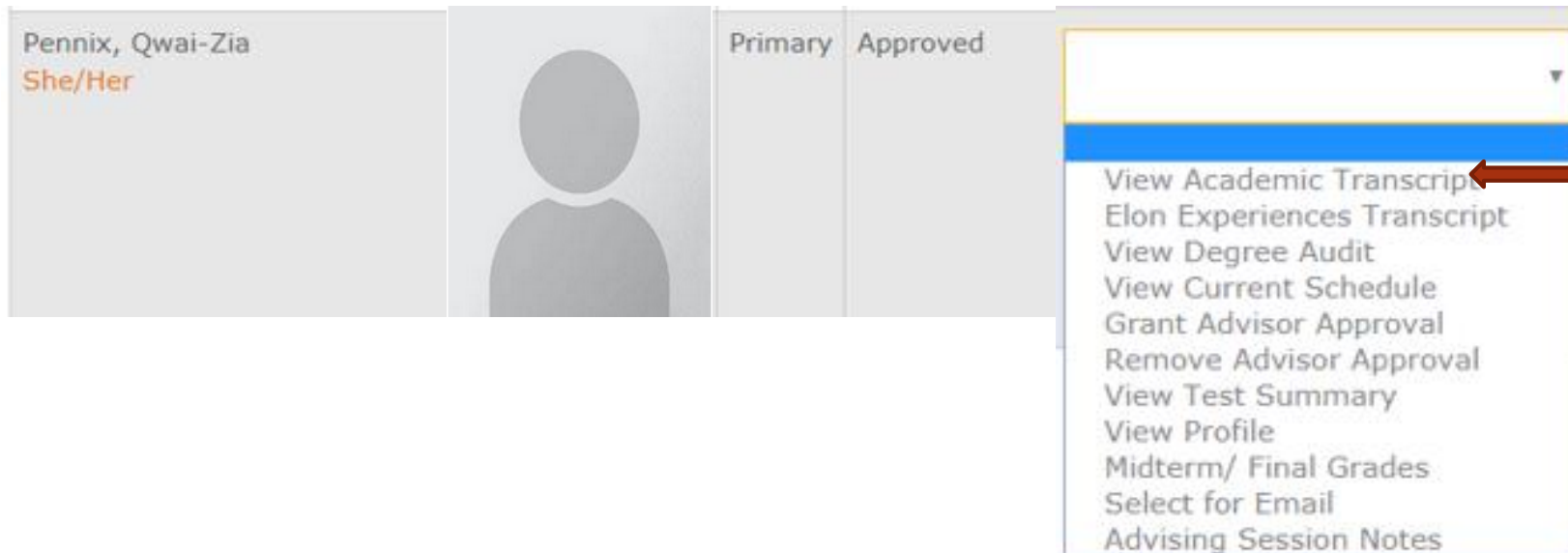
Make a selection from one drop-down box in the "Action" column to get more information about one of your advisees.

Check the box to display a grade report for all advisees.


	Term	Year
<input checked="" type="checkbox"/>	Fall	2018

Grant/Remove Advisor Approval

- ▶ To approve an advisee for registration, select “Grant Advisor Approval” in the drop down menu beside the advisee you are granting approval for. Click “Remove Advisor Approval” to remove approval. You can grant/remove advisor approval for more than one student at a time.
- ▶ Note: Students cannot register for classes when their window opens if you have not granted advisor approval.
- ▶ Note: Remember to scroll to the bottom of the page and hit submit after selecting your options.



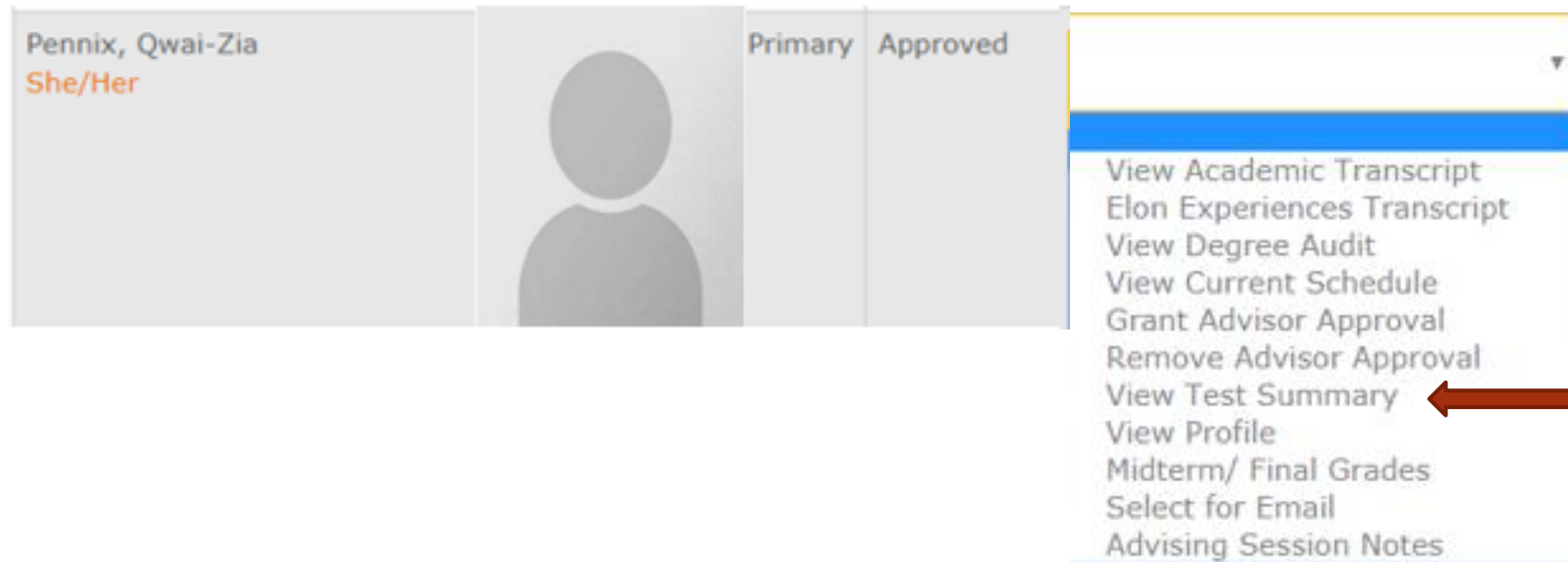
The screenshot displays a student record for Pennix, Qwai-Zia (She/Her). The record includes a profile picture placeholder, the name, and the status 'Primary Approved'. A dropdown menu is open, showing a list of actions. The 'Grant Advisor Approval' option is highlighted in blue, and a red arrow points to it from the right.

Pennix, Qwai-Zia She/Her		Primary	Approved
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- View Academic Transcript
- Elon Experiences Transcript
- View Degree Audit
- View Current Schedule
- Grant Advisor Approval
- Remove Advisor Approval
- View Test Summary
- View Profile
- Midterm/ Final Grades
- Select for Email
- Advising Session Notes

View Placement/Test Scores

- ▶ To view World Language Placement Test Scores, Math Placement, English Placement and/or AP/IB Test Scores, select “View Test Summary” beside the advisee you need to see the placement/test scores for.

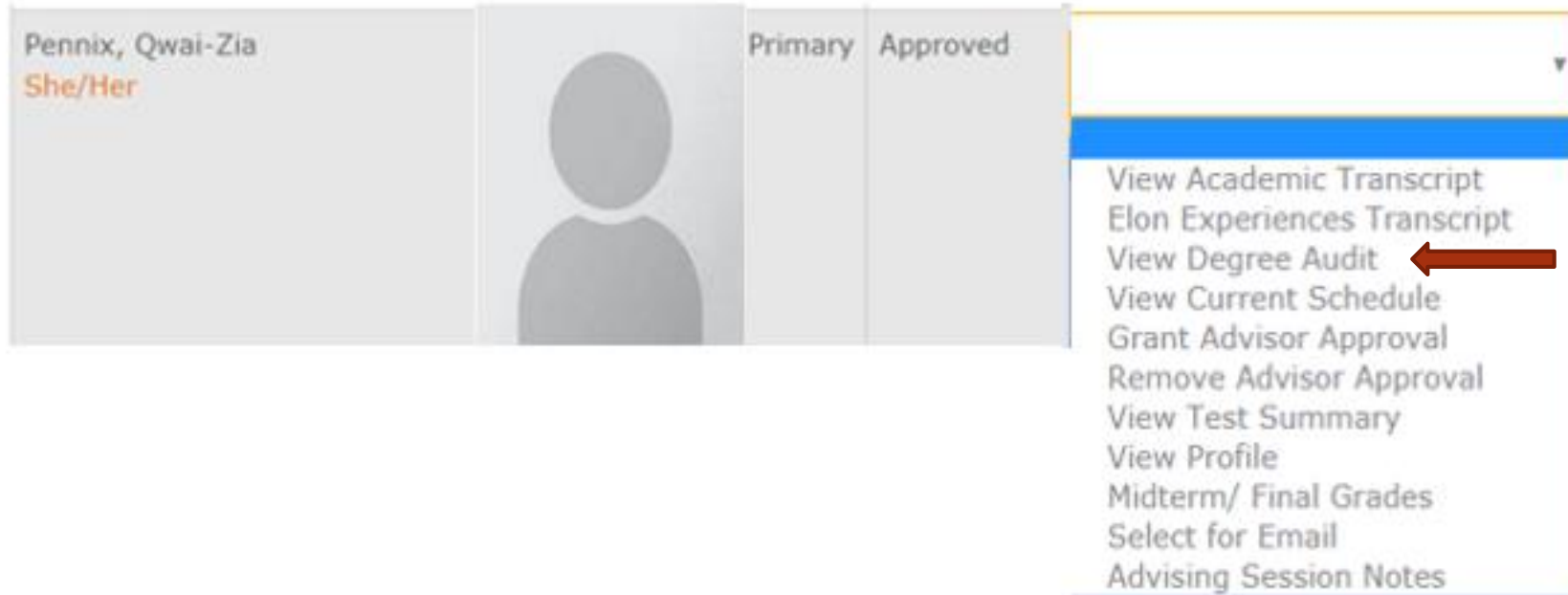


The image shows a user profile card for Pennix, Qwai-Zia. The card includes the name, a pronoun (She/Her), a placeholder for a profile picture, and two status indicators: Primary and Approved. A dropdown menu is open on the right side of the card, listing several options. The option "View Test Summary" is highlighted in blue, and a red arrow points to it from the right.


Pennix, Qwai-Zia	She/Her		Primary	Approved	<ul style="list-style-type: none">View Academic TranscriptElon Experiences TranscriptView Degree AuditView Current ScheduleGrant Advisor ApprovalRemove Advisor ApprovalView Test SummaryView ProfileMidterm/ Final GradesSelect for EmailAdvising Session Notes
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Access Degree Audit (1/2)

- ▶ To access a student's degree audit, select "View Degree Audit" in the drop-down beside the student's name.



The screenshot shows a student profile card for Pennix, Qwai-Zia, with the pronoun 'She/Her' displayed below the name. The card includes a placeholder for a profile picture, the status 'Primary', and 'Approved'. A dropdown menu is open to the right of the card, listing several options. The option 'View Degree Audit' is highlighted in blue, and a red arrow points to it from the right.

Pennix, Qwai-Zia		Primary	Approved	
				▼
				View Academic Transcript
				Elon Experiences Transcript
				View Degree Audit ←
				View Current Schedule
				Grant Advisor Approval
				Remove Advisor Approval
				View Test Summary
				View Profile
				Midterm/ Final Grades
				Select for Email
				Advising Session Notes

Access Degree Audit (2/2)

- ▶ The next page will show the student's current major/undeclared program.
- ▶ Note: If UD (see example below) appears before the major, this means the student has not declared their major.
- ▶ **To view the degree audit for the undeclared or declared major that is listed, make sure the checkbox to the left of the program is selected and then click submit.**

Faculty

Degree Audit

You may select either an active program or a "*What if*" program.

* = Required

Choose One Active Programs



UD.POL Political Science - BA

Access Degree Audit - “What If” (1/2)

- ▶ The “What If” tool on the Degree Audit page allows students to see their completed and current classes under a different major. To utilize this function, select the “program of study” (major) in the drop down menu for “What if I changed my program of study?”.
- ▶ Note: Programs of study are listed by BA degrees and BS degrees in alphabetical order.

**** The active program/major must be unchecked.****

Faculty

Degree Audit

You may select either an active program or a "What If" program.

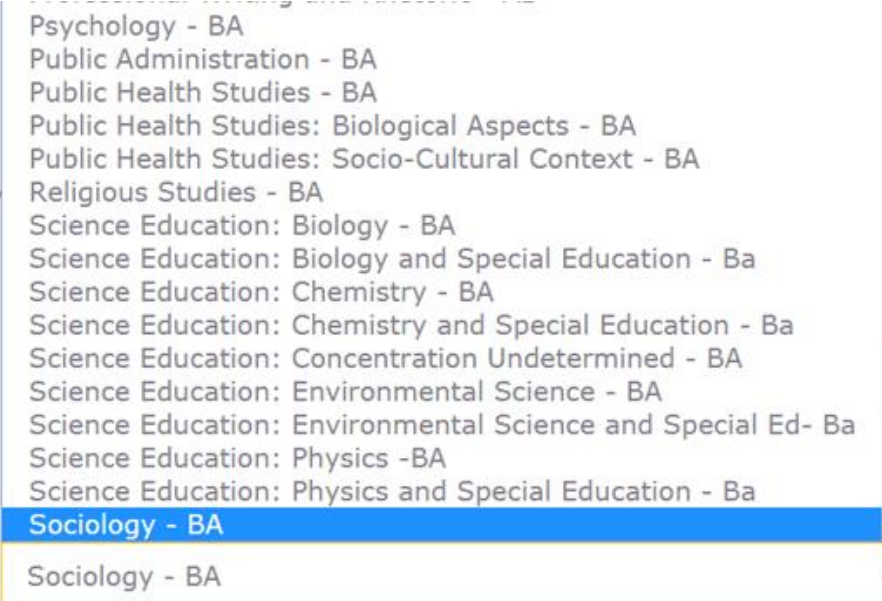
* = Required

Choose One Active Programs

UD.POL Political Science - BA

****Leave this box unchecked.**

What if I changed my program of study?



The screenshot shows a list of programs of study in a dropdown menu. The list includes: Psychology - BA, Public Administration - BA, Public Health Studies - BA, Public Health Studies: Biological Aspects - BA, Public Health Studies: Socio-Cultural Context - BA, Religious Studies - BA, Science Education: Biology - BA, Science Education: Biology and Special Education - Ba, Science Education: Chemistry - BA, Science Education: Chemistry and Special Education - Ba, Science Education: Concentration Undetermined - BA, Science Education: Environmental Science - BA, Science Education: Environmental Science and Special Ed- Ba, Science Education: Physics -BA, Science Education: Physics and Special Education - Ba, and Sociology - BA. The 'Sociology - BA' option is highlighted in blue. Below the list, a dropdown menu shows 'Sociology - BA' as the selected option.

Access Degree Audit - “What If” (2/2)

- ▶ After selecting the program of study, select the corresponding catalog year.
- ▶ Note: Always use the catalog year that the student entered the University.

Faculty

Program Evaluation

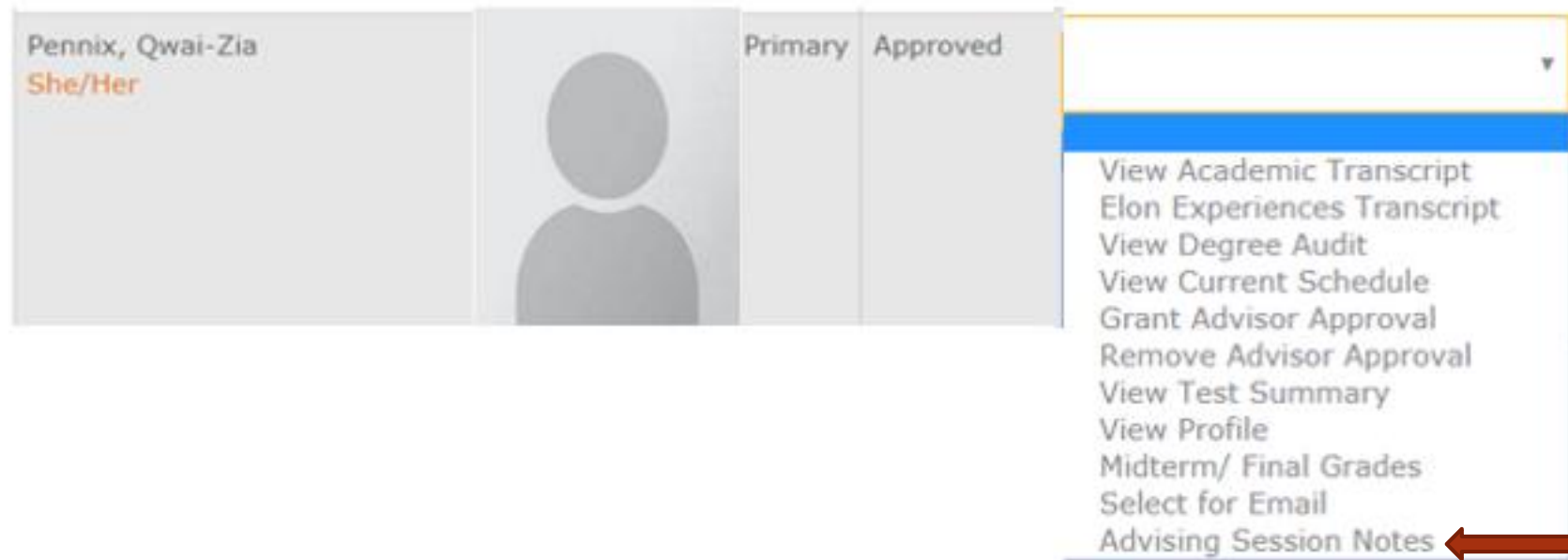
Choose One Catalog

- 2018
- 2017
- 2016
- 2015
- 2014
- 2013

SUBMIT

Adding Advisor Notes (1/2)

- ▶ To add notes to a student's profile, select "Advising Session Notes" in the drop-down menu beside the student's name.
- ▶ Note: Advising notes entered by a previous advisor will also appear here.



Adding Advisor Notes (2/2)

- ▶ You can type or cut and paste notes into the text box. Click submit to save.
 - ▶ Note: Students will be able to view any notes entered in Advising Notes.

Faculty

Advising Notes

Qwai-Zia Pennix

Type notes here.

SUBMIT

Search for Sections (Faculty View)

*Note: You must be logged into OnTrack to view all information (course description, name of professor, class location, etc.) listed in Search for Sections. Use your current OnTrack log-in to access the OnTrack for Faculty menu.

- ▶ In the bottom-right column section labeled “Faculty Information”, click on Search for Sections.

Faculty Information

My Advisees

Advisees

Class Roster

Grading

Search for Sections



My Class Schedule

Manage My Office Hours

Search for Sections (Student View)

*Note: OnTrack options look different for students. The view below is for OnTrack for Students. Use your current OnTrack log-in to access the OnTrack for Students menu.

- ▶ In the bottom-left column section labeled “Registration”, click on Search for Sections.

Registration

Search for Sections ←

Register for Sections

Register and Drop Sections

Manage My Waitlist

Registration Approval Check

Search for Sections

- ▶ Note: At least two fields must be filled in.
- ▶ Enter the term or start/end dates.

Term

Starting On/After Date Ending By Date

- ▶ Next, Enter in one of the following fields:
 - ▶ Subject*
 - ▶ Time
 - ▶ Day
 - ▶ Course Type*

* most common fields used

Search for Sections

- ▶ Allows a search for a specific subject or class.

Subjects	Course Levels	Course Number	Section
Economics ▼	▼	111	

OR

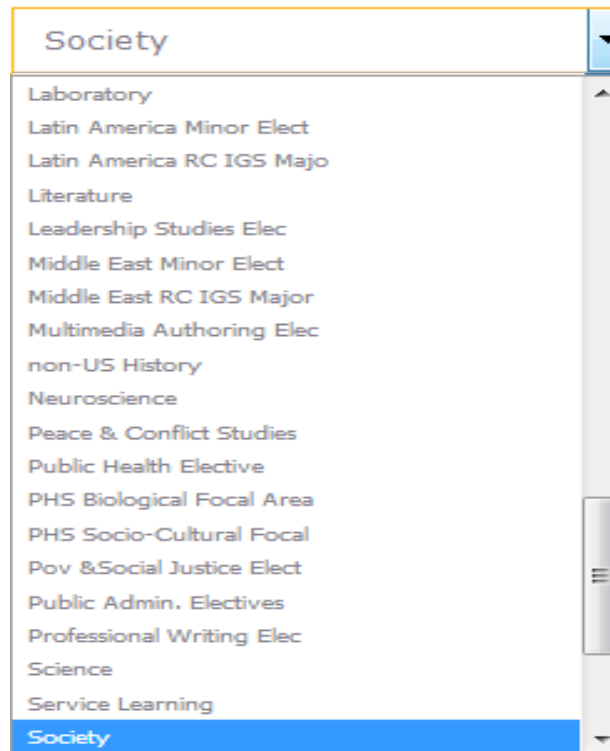
- ▶ By a specific course type.

Course Type
Society ▼

Search for Sections (Course Type)

- ▶ Allows a search for a class to fulfill a specific requirement (core requirements, majors, minors, half-semester course, etc.).
 - ▶ Enter in the requested term or start/end date.
 - ▶ Select requested course type.

Course Type

A screenshot of a web application's dropdown menu for selecting a course type. The menu is open, showing a list of options. The current selection is 'Society', which is highlighted in blue. The list includes various course types such as Laboratory, Literature, and Science. The dropdown has a search icon on the right side.

Society
Laboratory
Latin America Minor Elect
Latin America RC IGS Majo
Literature
Leadership Studies Elec
Middle East Minor Elect
Middle East RC IGS Major
Multimedia Authoring Elec
non-US History
Neuroscience
Peace & Conflict Studies
Public Health Elective
PHS Biological Focal Area
PHS Socio-Cultural Focal
Pov & Social Justice Elect
Public Admin. Electives
Professional Writing Elec
Science
Service Learning
Society

Search for Sections (Course Type)

- ▶ Clicking on a particular course will also show all requirements the course will fulfill.

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs	Academic Level
Fall Semester 2018	Closed	ECO*111*A (72482) Principles of Economics		08/29/2018-12/19/2018 Monday, Wednesday, Friday 09:25AM - 10:35AM, Koury Business Center, Room 310	B. Depro	0 / 33	4.00		Undergraduate Level

Title
Course Section Number

Principles of Economics
ECO*111*A

Description

An introduction to the fundamentals of both microeconomics and macroeconomics, including supply and demand, the theory of the firm, consumer behavior, macroeconomic equilibrium, unemployment and inflation. The course also introduces students to economic methodology, including creating arguments, empirical verification and policy decisionmaking. Offered fall, spring and summer.

Credits 4.00 **CEUs**

Start Date 28 August 2018 **End Date** 19 December 2018

Academic Level UG - Undergraduate Level

Course Types

Society

IGS; Global Studies Area

Public Admin. Electives

IGS: Globl Political Econ

Search for Sections (Half Semester Course)

- ▶ Half semester courses are 1.0 to 2.0 credit classes that are offered during the first half of the semester (first day of class until the last day before fall break) or the second half of the semester (the continuation of classes after fall break until the last day of the semester).

- ▶ Enter in term/ start date

Term

- ▶ Select “Half Semester Section” as Course Type

Course Type

Add/Drop Classes (Student View)

- ▶ Student must be logged into OnTrack for Students.
- ▶ In the bottom-left column section labeled “Registration”, have the student click on “Register for Sections” or “Register and Drop Sections.”

Registration

Search for Sections

Register for Sections ← Use to add classes only

Register and Drop Sections ← Use to add **AND** drop **OR** to only drop courses

Manage My Waitlist

Registration Approval Check

Add/ Drop Classes (Student View)

- ▶ Click on “Search and Register for Sections” to add **AND** drop sections at the same time.
- ▶ Click on “Drop Sections” to drop a section **ONLY**.

Search and register for sections

Use this option if you would like to look for sections, add them to your preferred list of sections and then register for them.

Express registration

Use this option if you know the exact subject, course number, and section (or synonym) of the sections for which you wish to add to your preferred list and then register. (Example: MATH*100*01 or Synonym 42765).

Register for previously selected sections

Use this option if you have already placed sections on your preferred list and would like to now register.

Drop sections

Use this option if you would like to drop a section. (Other choices also allow you to drop a section while you register for another.)

- ▶ Click Submit to proceed to the next step.

Add/Drop Classes (Student View)

- ▶ Students will be able to select and add classes to their “shopping cart”.

Current Students

Section Selection Results

Narrow my search

Re-sort my results ▼

Select	Term	Status	Section Name and Title	Meeting Information	Faculty	Available/ Capacity	Credits
<input type="checkbox"/>	Fall Semester 2018	Closed	COE*110*A (71787) Exploring Majors	08/29/2018-10/10/2018 Monday, Wednesday 03:35PM - 04:35PM, Koenigsberger Learning Center, Room 230	K. Ziga	-2 / 20	<input type="text" value="1.00"/>
<input type="checkbox"/>	Fall Semester 2018	Closed	COE*110*B (71788) Exploring Majors	10/15/2018-12/05/2018 Monday, Wednesday 03:35PM - 04:35PM, Koenigsberger Learning Center, Room 230	K. Ziga	0 / 20	<input type="text" value="1.00"/>
<input type="checkbox"/>	Fall Semester 2018	Open	COE*312*A (73685) Life After Elon	10/16/2018-12/06/2018 Tuesday, Thursday 02:20PM - 03:20PM, Moseley Center, Room 169	R. Kosusko	12 / 15	<input type="text" value="1.00"/>
<input type="checkbox"/>	Fall Semester 2018	Closed	COM*262*A (71363) Interpersonal Communication	08/28/2018-10/09/2018 Tuesday, Thursday 08:00AM - 09:40AM, Mooney, Room 310	S. Eisner	0 / 25	<input type="text" value="2.00"/>

Add/Drop Classes (Student View)

- ▶ Student must select an “Action” for each class in their shopping cart.

Preferred Sections

Action	Term	Section Name and Title	Meeting Information	Faculty	Available/ Capacity	Credits
Waitlist ▼	Fall Semester 2018	COE*110*A (71787) Exploring Majors	08/29/2018-10/10/2018 Monday, Wednesday 03:35PM - 04:35PM, Koenigsberger Learning Center, Room 230	K. Ziga	-2 / 20	1.00
Register ▼	Fall Semester 2018	COE*312*A (73685) Life After Elon	10/16/2018-12/06/2018 Tuesday, Thursday 02:20PM - 03:20PM, Moseley Center, Room 169	R. Kosusko	12 / 15	1.00
Register ▼	Fall Semester 2018	IDS*115*D (71501) Public Speaking	10/16/2018-12/13/2018 Tuesday, Thursday 02:20PM - 04:00PM, Carlton Building, Room 119	S. Eisner	1 / 20	2.00
▼	Fall Semester 2018	IDS*115*F (71538) Public Speaking	10/15/2018-12/12/2018 Monday, Wednesday 03:35PM - 05:15PM, Schar Hall- Communications Bld, Room 001	Fox, Mark	9 / 20	2.00

Add/ Drop Courses (Student View)

- ▶ Students are also able to drop classes from their current schedule (if applicable).

Current Registrations

Drop	Term	Section Name and Title	Meeting Information	Faculty	Credits
<input type="checkbox"/>	You are not currently registered for any sections.				

- ▶ Note: Although students are able to select ALL (allow me to adjust all), it is recommended that this option is left blank or select PART (Complete only available).

If one of my choices is not available

PART Complete only available	▼
ALL Allow me to adjust all	
PART Complete only available	

Add/Drop Sections (Student View)

- ▶ All processed selections with status and new schedule will be visible after cart is submitted.

Current Students

Registration Results

The following request(s) have been processed:

Term	Status	Section Name and Title	Meeting Information	Faculty	Credits
Fall Semester 2018	Removed from Preferred Sections	COE*110*A (71787) Exploring Majors	08/29/2018- 10/10/2018 Monday, Wednesday 03:35PM - 04:35PM, Koenigsberger Learning Center, Room 230	K. Ziga	
Fall Semester 2018	Removed from Preferred Sections	COE*312*A (73685) Life After Elon	10/16/2018- 12/06/2018 Tuesday, Thursday 02:20PM - 03:20PM, Moseley Center, Room 169	R. Kosusko	
Fall Semester 2018	UNSUCCESSFUL registration	IDS*115*D (71501) Public Speaking	10/16/2018- 12/13/2018 Tuesday, Thursday 02:20PM - 04:00PM, Carlton Building, Room 119	S. Eisner	

Here are all of the sections for which you are currently registered:

Term	Section Name and Title	Meeting Information	Faculty	Credits
You are not currently registered for any sections.				

Here are all of the sections for which you are waitlisted (not registered):

You are not currently waitlisted in any courses.