Slide 1
Slide notes: Click to add notes for the selected slide

PAWS Tutorial
"Advisor Center Overview"
Created for: Version 9.0
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Slide 2
Text Captions: Index - To jump to a section in this tutorial, select a link below.
* Sign In
* Navigate to Advisor Center
* My Advisees
* Data for Other Students
* Student Center
* General Information
* Transfer Credit
* Academics
* Return to Search

Or click Next to continue.

Slide 3
Slide notes: Click to add notes for the selected slide
Text Captions: Sign In

Slide 4
Slide notes: Click to add notes for the selected slide
Text Captions: The PAWS Sign in page is at www.paws.uwm.edu.
Objective

In this tutorial you will learn how to use the Advisor Center in PAWS.

You will understand how to:

* View information for your advisees
* View information for other students
* Use the left hand menu
* Use the right hand grid

Navigate to Advisor Center

Slide 7
Slide notes: Click to add notes for the selected slide
Text Captions: Objective - In this tutorial you will learn how to use the Advisor Center in PAWS. You will understand how to:
* View information for your advisees
* View information for other students
* Use the left hand menu
* Use the right hand grid

Slide 8
Slide notes: Click to add notes for the selected slide
Text Captions: Navigate to Advisor Center
Advisor Center

The Advisor Center is used by Faculty Advisors to see his/her advisee information.

The following tabs display:
* My Advisees
* Student Services Center (Student)
* General Information
* Transfer Credit
* Academics

Navigating

In PAWS you can use the menu on the left side of screen

Or use the grid on the right side of the screen

Left Menu

Navigation

Select the Self Service link
Slide 13
Slide notes:
Text Captions: Select the Advisor Center link on the left.

Slide 14
Slide notes:
Text Captions: Select a menu choice to open that tab on the Advisor Center.

Slide 15
Slide notes:
Text Captions: For this example, My Advisees will be selected.

Slide 16
Slide notes: Click to add notes for the selected slide
Text Captions: The My Advisees tab displays.
Left Menu Navigation

In PAWS, the left menu usually takes a few steps longer.

Navigation:

Self-Service > Advisor Center > Name of tab (i.e. My Advisees)

Right Grid Navigation

Navigation:

Self-Service > Advisor Center > Name of tab (i.e. My Advisees)

Select the Self Service link

The right side of the PAWS window changes.

Select the Self Service link

Text Captions: Select the Self Service link

Text Captions: The right side of the PAWS window changes.
Slide 21
Slide notes:
Text Captions: For this example, select the My Advisees link.

Slide 22
Slide notes: Click to add notes for the selected slide
Text Captions: The My Advisees tab displays.

Right Grid Navigation
In PAWS, the right grid usually takes less steps.

Navigation: Self-Service > Name of tab (i.e. My Advisees)

Slide 23
Slide notes: Click to add notes for the selected slide
Text Captions: Right Grid Navigation
In PAWS, the right grid usually takes less steps.

Navigation: Self-Service > Name of tab (i.e. My Advisees)

Slide 24
Slide notes: Click to add notes for the selected slide
Text Captions: My Advisees
The My Advisee tab includes:

* A list of all your Advisees
* A link to Other Students
* Ability to send email to Advisees

Note: Menu choices on the left are the same as the grid options on the right.

The My Advisees tab displays.

The My Advisees page shows a list of your advisees.
Slide 29
Slide notes: Click to add notes for the selected slide
Text Captions: The page defaults to show only the first 10 advisees.

Slide 30
Slide notes: Click to add notes for the selected slide
Text Captions: To see all advisees, select the View All link.

Slide 31
Slide notes: Click to add notes for the selected slide
Text Captions: To email an Advisee, select the checkbox next to his/her name.

Slide 32
Slide notes: Click to add notes for the selected slide
Slide 33
Slide notes: Click to add notes for the selected slide
Text Captions: Select the Send Notifications button.

Slide 34
Slide notes: Click to add notes for the selected slide

Slide 35
Slide notes: Click to add notes for the selected slide

Slide 36
Slide notes: Click to add notes for the selected slide
Text Captions: Type the appropriate message.
Slide 37
Slide notes: Click to add notes for the selected slide
Text Captions: When finished, select Send Notification button.

Slide 38
Slide notes: Click to add notes for the selected slide
Text Captions: For this example, Return to My Advisees link is selected.

Slide 39
Slide notes: Click to add notes for the selected slide
Text Captions: The My Advisees page appears

Slide 40
Slide notes: Click to add notes for the selected slide
Text Captions: To view additional information, find the name of the Advisee.
Slide 41
Slide notes: Click to add notes for the selected slide
Text Captions: Select the View Student Details link

Slide 42
Slide notes: Click to add notes for the selected slide
Text Captions: The Student Center tab displays.

Slide 43
Slide notes: Click to add notes for the selected slide
Text Captions: Data for Other Students

Slide 44
Slide notes: Click to add notes for the selected slide
Text Captions: Scroll to the bottom of the My Advisee page.
Slide 45
Slide notes: Click to add notes for the selected slide
Text Captions: Select the View data for other students button.

Slide 46
Slide notes:
Text Captions: A search page appears.

Slide 47
Slide notes:
Text Captions: Enter the first three or four characters of the student’s Last name.

Slide 48
Slide notes:
Text Captions: Enter the first three or four characters of the students’ first name.
Slide 49
Slide notes:
Text Captions: Click the Search button

Slide 50
Slide notes: Click to add notes for the selected slide
Text Captions: The Student Center tab displays.

Slide 51
Slide notes: Click to add notes for the selected slide
Text Captions: Notice that the Change Advisee box is empty.

Slide 52
Slide notes: Click to add notes for the selected slide
Text Captions: Remember this student record was opened, by using the View Data for Other Students button.
Student Center

Student Services Center (Student) tab includes:

* Current Schedule
* Holds (a.k.a. Service Indicators)
* To Do List Items
* Enrollment Appointment
* Advisor Name

and more.

Select Advisee Student Center.

Note: Menu choices on the left are the same as the grid options on the right.
Slide 57
Slide notes: Click to add notes for the selected slide
Text Captions: The Student Center tab displays.

Slide 58
Slide notes: Click to add notes for the selected slide
Text Captions: To view a different Advisee's information, select the drop down arrow.

Slide 59
Slide notes: Click to add notes for the selected slide
Text Captions: Select a different advisee name from the list.

Slide 60
Slide notes: Click to add notes for the selected slide
Text Captions: Select the Change button.
Text Captions: The Student Center tab now shows the new Advisee information.

Text Captions: Please review the Student Center tutorial for additional information about the Student Center tab.

Text Captions: Use the scroll bar to see rest of the page.
General Information tab includes:
* Personal Information
* Service Indicators (a.k.a. holds)
* Address details
* Email details
* Phone Number details
and more.

Select Advisee General Info.

Note: Menu choices on the left are the same as the grid options on the right.

Or select the General Info tab inside the Advisor Center.
Slide 69
Slide notes: Click to add notes for the selected slide
Text Captions: The General Info tab displays.

Slide 70
Slide notes: Click to add notes for the selected slide
Text Captions: To change the advisee name:
1) Click the drop down
2) Select the Advisee name from the list
3) Click the change button

Slide 71
Slide notes: Click to add notes for the selected slide
Text Captions: Scroll down to see the rest of the page.

Slide 72
Slide notes: Click to add notes for the selected slide
Slide 73
Slide notes: Click to add notes for the selected slide

Slide 74
Slide notes: Click to add notes for the selected slide

Slide 75
Slide notes: Click to add notes for the selected slide

Slide 76
Slide notes: Click to add notes for the selected slide
Slide 77
Slide notes: Click to add notes for the selected slide
Text Captions: Select Return to Search to look for a student name who is not assigned to you as an Advisee.

Slide 78
Slide notes: Click to add notes for the selected slide
Text Captions: Select Go to Top link, to return to the top of the page.

Slide 79
Slide notes: Click to add notes for the selected slide
Text Captions: Please review the Student Center tutorial for additional information about the General Info tab.

Slide 80
Slide notes: Click to add notes for the selected slide
Text Captions: Transfer Credit
Transfer Credit

Transfer Credit tab includes:

* Course Credits
* Test Credits
* Other Credit
and more.

Note: Menu choices on the left are the same as the grid options on the right.

Or select the Transfer Credit tab.

The Transcript Credit tab displays.
To change the advisee name:
1) Click the drop down
2) Select the Advisee name from the list
3) Click the change button

Please review the Transfer Credit tutorial for additional information about the Transfer Credit tab.

Scroll down to see the rest of the page.
Text Captions: Select Return to Search to look for a student's name who is not assigned to you as an Advisee.

Academics

Academics tab includes the student:
* Program (school/college degree)
* Plan (Major/Minor)
* Sub-plan (Option/Track)
* Term Summaries
* Classes
* Statistics
and more.
Slide 93
Slide notes: Click to add notes for the selected slide
Text Captions: Select Advisee Academics.
Note: Menu choices on the left are the same as the grid options on the right.

Slide 94
Slide notes: Click to add notes for the selected slide
Text Captions: Or select the Academics tab inside the Advisor Center.

Slide 95
Slide notes: Click to add notes for the selected slide
Text Captions: The Academics tab displays.

Slide 96
Slide notes: Click to add notes for the selected slide
Text Captions: To change the advisee name:
To change the advisee name:
1) Click the drop down
2) Select the Advisee name from the list
3) Click the change button
Slide 97
Slide notes: Click to add notes for the selected slide
Text Captions: Please review the Academics tutorial for additional information about the Academics tab.

Slide 98
Slide notes: Click to add notes for the selected slide
Text Captions: Use the mouse to scroll through the page.

Slide 99
Slide notes: Click to add notes for the selected slide

Slide 100
Slide notes:
To look up Academics for a student who is not attached to you as his/her advisor, select the Return to Search button.

Click to add notes for the selected slide

If you select the Return to Search button on the bottom of any tab in the Advisor Center, a search page appears.

The ID field will hold the ID number of the Advisee’s information that was previously displayed.
Slide 109
Slide notes: Click to add notes for the selected slide
Text Captions: Select the Clear button to clear search criteria.

Slide 110
Slide notes: Click to add notes for the selected slide
Text Captions: Top portion of page refreshes.

Slide 111
Slide notes: Click to add notes for the selected slide
Text Captions: Enter the first three or four characters of the student’s Last name.

Slide 112
Slide notes: Click to add notes for the selected slide
Text Captions: Enter the first three or four characters of the students’ first name.
In this tutorial you have learned how to use the Advisor Center in PAWS.

You understand how to:

* View information for your advisees
* View information for other students
* Use the left hand menu
* Use the right hand grid
Congratulations !!!

You have completed the Advisor Center Overview

PAWS Tutorial

Click the X in the upper right hand corner to close the tutorial window.

Or select a link to continue to:

* View another tutorial
* Sign into PAWS
* View PAWS Training Web site

Slide 117
Slide notes: Click to add notes for the selected slide
Text Captions: Congratulations !!!
You have completed the Advisor Center Overview
PAWS Tutorial

Slide 118
Slide notes: Click to add notes for the selected slide
Text Captions: Click the X in the upper right hand corner to close the tutorial window.
Or select a link to continue to:
* View another tutorial
* Sign into PAWS
* View PAWS Training Web site