WINGSExpress Documentation: Faculty and Advisor Roles
# WINGSExpress Documentation: Faculty and Advisor Roles

## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Role</td>
<td>2</td>
</tr>
<tr>
<td>Faculty Role Main Menu</td>
<td>2</td>
</tr>
<tr>
<td>Advisor Level 1 Role</td>
<td>3</td>
</tr>
<tr>
<td>Advisor Level 1 Main Menu</td>
<td>3</td>
</tr>
<tr>
<td>Advisor Level 2 Role</td>
<td>4</td>
</tr>
<tr>
<td>Advisor Level 2 Main Menu</td>
<td>4</td>
</tr>
<tr>
<td>Summary of Menu Access by Role</td>
<td>5</td>
</tr>
<tr>
<td>Menu Option Highlights</td>
<td>6</td>
</tr>
<tr>
<td>Term Selection</td>
<td>6</td>
</tr>
<tr>
<td>Enter CRN for Class List</td>
<td>7</td>
</tr>
<tr>
<td>Student E-Mail Address</td>
<td>10</td>
</tr>
<tr>
<td>Student Address and Phones</td>
<td>10</td>
</tr>
<tr>
<td>Student Xtender Documents</td>
<td>15</td>
</tr>
<tr>
<td>Schedule Planner</td>
<td>16</td>
</tr>
<tr>
<td>Faculty Grade Summary</td>
<td>19</td>
</tr>
<tr>
<td>Access Role Rationale</td>
<td>20</td>
</tr>
</tbody>
</table>
Faculty Role

*Faculty Role Main Menu* options are as follows:

- Personal Information
- Alumni and Friends
- Student and Financial Aid
- Faculty
- Employee
- Finance

- Search

**Faculty Menu**

- Term Selection
- Course Catalog
- Class Schedule Search
- Look Up Classes
- ID Selection

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- CRN Selection (Your Sections)
- Faculty Detail Schedule
- Active Assignments
- Registration Overrides
- Summary Class List
- Detail Class List
- Final Grades
- Week at a Glance
- Assignment History
- Detail Wait List
- Summary Wait List
- Faculty Grade Summary

**RELEASE: 8.5.3**
Advisor Level 1 Role

For Non-Academic users and others who need access to only Basic Student data such as address, phone and schedule, we have created an access role of Advisor Level 1.

**Advisor Level 1 Main Menu** shows only the following Advisor selections:

![Image of WINGS Express Advisors Menu](image-url)
Advisor Level 2 Role

*Advisor Level 2 Main Menu* shows the following Advisor selections:

### Advisors Menu

- **Term Selection**
  - List of terms used with services below.
- **Course Catalog**
  - Summary information about WSU courses.
- **Class Schedule Search**
  - Detail information by term for class sections.
- **Look Up Classes**
  - Look up classes by searching.
- **ID Selection**
  - Enter a student ID for student services below.
- **Enter CRN for Class List**
  - Enter a CRN (Course Reference Number) to view a class list.
- **Class List**
  - SAME AS SUMMARY CLASS LIST - List of students for an entered CRN.

- **Advisee Listing**
  - List of students assigned to you.
- **Student Information**
  - General record and curriculum for a selected student.
- **Academic Transcript (Advising Report)**
  - Unofficial transcripts for a selected student.
- **Student E-mail Address**
  - View a student’s WSU email.
- **Student Address and Phones**
  - Address and phone information.
- **Student Schedule**
  - Class schedule by term for a selected student.
- **Student Printable Schedule**
  - Student Printable Schedule.
- **Student Week at a Glance**
  - List a student's schedule of classes in day and time format.
- **Active Registrations (Detail Student Schedule)**
  - All active classes for a selected student.
- **View Holds**
  - Student registration and misc. holds.
- **View Test Scores**
  - Student test scores.
- **Registration History**
  - All the registration activity for a selected student.
- **Academic Student Profile**
  - View student information for scores, High School info and more.
- **DARS**
  - Run or review and audit to the selected student.
- **DARS MAP for Advisors**
  - Manage MAP requests from students.

### Education Tools

- **Early Academic Alert System**
  - Provide advisor attendance/grade alerts and tutor recommendation.
- **Advisor Notes**
  - Enter and edit notes (comments) about students.
- **Student Xtender Documents**
  - You must have access to Xtender to use this service. See your College Representative for access.
- **Schedule Planner**
  - Plan a student schedule.
## Summary of Menu Access by Role

<table>
<thead>
<tr>
<th>Faculty Menu</th>
<th>Advisor Level 2 Menu</th>
<th>Advisor Level 1 Menu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term Selection</td>
<td>Term Selection</td>
<td>Term Selection</td>
</tr>
<tr>
<td>Course Catalog</td>
<td>Course Catalog</td>
<td>Course Catalog</td>
</tr>
<tr>
<td>Class Schedule Search</td>
<td>Class Schedule Search</td>
<td>Class Schedule Search</td>
</tr>
<tr>
<td>Look Up Classes</td>
<td>Look Up Classes</td>
<td>Look Up Classes</td>
</tr>
<tr>
<td>ID Selection</td>
<td>ID Selection</td>
<td>ID Selection</td>
</tr>
<tr>
<td>CRN Selection (Your Sections)</td>
<td>Enter CRN for Class List (any CRN)</td>
<td>Enter CRN for Class List (any CRN)</td>
</tr>
<tr>
<td>Faculty Detail Schedule</td>
<td>Class List</td>
<td>Class List</td>
</tr>
<tr>
<td>Active Assignments</td>
<td>Advisee Listing</td>
<td></td>
</tr>
<tr>
<td>Registration Overrides</td>
<td>Student Information</td>
<td></td>
</tr>
<tr>
<td>Summary Class List</td>
<td>Academic Transcript</td>
<td></td>
</tr>
<tr>
<td>Detail Class List</td>
<td>Student E-mail Address</td>
<td>Student E-mail Address</td>
</tr>
<tr>
<td>Final Grades</td>
<td>Student Address &amp; Phone</td>
<td>Student Address &amp; Phone</td>
</tr>
<tr>
<td></td>
<td>Student Schedule</td>
<td></td>
</tr>
<tr>
<td>Week at a Glance</td>
<td>Student Printable Schedule</td>
<td>Student Printable Schedule</td>
</tr>
<tr>
<td>Assignment History</td>
<td>Active Registrations</td>
<td>Student Week at a Glance</td>
</tr>
<tr>
<td>Summary Wait List</td>
<td>View Holds</td>
<td></td>
</tr>
<tr>
<td>Faculty Grade Summary</td>
<td>View Test Scores</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Registration History</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Academic Student Profile</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DARS</td>
<td></td>
</tr>
<tr>
<td>DARS MAP for Advisors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Early Academic Alert System</td>
<td>Early Academic Alert System</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Advisor Notes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student Xtender Documents</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Schedule Planner</td>
<td></td>
</tr>
</tbody>
</table>
Menu Option Highlights

Term Selection

Users will be prompted to Select a Term if this has not already been done prior to proceeding with other menu options, such as Enter CRN for Class List.
Enter CRN for Class List will first prompt for term, if one has not been specified, and then will prompt for the specific CRN.
A **Summary Class List** is produced. Note this Class List will never show grades, not even when grading is open.
**WINGSExpress Documentation: Faculty and Advisor Roles**

**ID Selection**

The Student selected is verified.

![ID Selection Screen](image)

Student Verification

Please select Submit if the person you choose is correct. If this is incorrect, choose the ID Selection link to try again.

The is the name of the student or advisee that you selected.

Submit
As per the Menu shown above, for the selected student the following may be accessed:

**Student E-Mail Address**

![Image of Student E-Mail Address screen]

**Student Address and Phones**

![Image of Student Address and Phones screen]
WINGS Express Documentation: Faculty and Advisor Roles

Student Printable Schedule

Fall 2009 Schedule for November 9th on Nov 09, 2009 11:11 am

<table>
<thead>
<tr>
<th>CRN</th>
<th>Class</th>
<th>Title/Status</th>
<th>Cr</th>
<th>Camp</th>
<th>Days</th>
<th>Time</th>
<th>Bldg</th>
<th>Room</th>
<th>Instructor</th>
<th>Additional Required Meeting Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>82797</td>
<td>ENGL102-05</td>
<td>Writing in Academic Discourse - <em>Web Registered</em>**</td>
<td>4.00</td>
<td>M</td>
<td>MWF</td>
<td>12:15 pm - 1:20 pm</td>
<td>Millett</td>
<td>031</td>
<td>Patrick S. Gidele</td>
<td></td>
</tr>
<tr>
<td>83740</td>
<td>NBL220-01</td>
<td>Microbiology-Human Environment - <strong>Web Registered</strong></td>
<td>5.00</td>
<td>M</td>
<td>MWF</td>
<td>11:00 am - 12:05 pm</td>
<td>Fawcett</td>
<td>161</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>90395</td>
<td>NBL220L-07</td>
<td>Microbio-Human Environment Lab - <em><strong>Web Registered</strong></em></td>
<td>0.00</td>
<td>M</td>
<td>F</td>
<td>9:00 am - 10:10 am</td>
<td>Oelman</td>
<td>056A</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>89528</td>
<td>PSY105-36</td>
<td>Psychology: The Science of Behavior - <strong>Web Registered</strong></td>
<td>4.00</td>
<td>M</td>
<td>MWF</td>
<td>2:45 pm - 3:55 pm</td>
<td>Oelman</td>
<td>169</td>
<td>TBA Staff</td>
<td>10:25 am - 12:05 pm Fawcett 366 TBA Staff</td>
</tr>
</tbody>
</table>

Total Credit Hours: 13.000
Enter CRN for Class List functions the same as on the Advisor Level 1 menu. It will first prompt for term if one has not been specified, and then will prompt for the specific CRN.

A Class List is produced.

![Class List Image](image-url)
The **Detail Class List** is available to faculty by selecting the CRN number.

---

**Detail Class List**

```
An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has a secondary curriculum. 2) The student has a program, level, college, or degree in the secondary curriculum that

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.

**Course Information**

**Penology - SOC 432 W01**

CRN: 91754  
Duration: Sep 08, 2009 - Nov 21, 2009  
Status: Active

**Enrollment Counts**

<table>
<thead>
<tr>
<th>Maximum</th>
<th>Actual</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment: 25</td>
<td>4</td>
<td>21</td>
</tr>
<tr>
<td>Cross List: 20</td>
<td>21</td>
<td>-1</td>
</tr>
</tbody>
</table>

**Detail Class List**

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Student Name</th>
<th>ID</th>
<th>Registration Status</th>
<th>Registration Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>C</td>
<td><strong>Web Registered</strong></td>
<td>8</td>
</tr>
</tbody>
</table>

**Current Program**

Intending  
Level: Undergraduate  
Program: Criminal Justice - Intent  
Admit Term: Fall 2007  
Admit Type: UG Freshman  
Catalog Term: Fall 2007  
College: University College  
Campus: Lake  
Major: Criminal Justice

Class: Sophomore  
Credits: 4.000
The *Early Academic Alert System* functionality is available to the Faculty and Advisor Level 2 Roles:
Student Xtender Documents

Once you have selected a term, you will select your Student or Advisee by entering the UID, email, or by searching by name.

If there are scanned documents available for the selected student, links to them will be provided:
Schedule Planner
Schedule Planner helps students plan their class schedules. They identify the classes they want along with any breaks (such as work or practice). Schedule Planner displays all schedule combinations that are available based on the available seats at the time. Using Schedule Planner does not make it more likely that a space will be available in a class section when the student goes to register, but it can help the student consider the options.

As always, when registration opens, the student registers for courses in WINGS Express.

As an advisor, you can use Schedule Planner to view schedule combinations. Click on the Continue to Schedule Planner >> button:

Continue to Schedule Planner >>

Proceed to utilize the dropdown menus for each field and place checkmarks by desired courses and breaks, then click on Generate Schedules. There is a link for Help Videos included.
WINGSExpress Documentation: Faculty and Advisor Roles

For example, to select only Full Term courses, use the Parts of Term dropdown to Select Parts of Term and check only the Full Term Option.

Add desired courses by clicking on Add Course. Once you select courses, check those which you desire to be included when you select Generate Schedules.
You may assist a student by adding their work hours as a Break Time so that your search omits courses offered during that time by clicking Add Break:

When break times and desired courses have been added, select Generate Schedules to generate a list of course sections from which a student might choose.
Faculty Grade Summary
After selecting a term, you will be prompted to Select a CRN. All courses to which you have been assigned for that term will be included in the dropdown menu. Select the course and click on Submit. **If you do not find the course you are seeking,** please contact your department to request that you be assigned to the course.

Grade Change Submission Instructions:
Select the **Change Grade** link to initiate the grade change for a particular student. The Grade Change Request MUST INCLUDE:

**New Grade:**
**Reason:**
**Notes:** are optional, and can be used to provide information to department chair or notes you wish to be kept with permanent record of the grade change.

Click the **Submit** button.
Close the Grade Change Request window after submission. Note: Every grade change is opened within a new window. After submission of a Grade Change Request, the request is sent to the applicable department chair’s Worklist queue.

**If rejected:** You will receive an email which should contain a reason for rejection.

**If approved:** The Registrar’s Office will receive the Grade Change Request in their Worklist queue for final action. The Registrar’s Office may either:

a. **Approve** - The Grade Change Request is processed on the student’s record. Both the instructor and student are emailed following this action. *If the submitter of the Grade Change Request differs from the primary instructor assigned to the course, the primary instructor will also receive an email.*
b. **Reject** - The instructor will receive an email which should contain a reason for rejection.

Instructions can also be downloaded using the following link [Grade Change Workflow (PDF)].
Access Role Rationale

In researching options to fulfill our ongoing responsibilities to protect our student’s educational records, CaTS discovered methodology that would allow us to create different Access levels to Student Information available via Self-Service.

This project also further enhances our ability to comply with regulations instituted by the Family Education Rights and Privacy Act of 1974, commonly known as FERPA.

What do YOU need to know about FERPA?

Maintaining the confidentiality of educational records is the responsibility of all faculty staff and student employees with access to student-related data; every university employee is required to comply with FERPA

Below are quotations from FERPA regulations regarding the level of access given to University employees:

§ 99.31(a)(1) School officials. Under current regulations, school districts and postsecondary institutions may allow “school officials, including teachers, within the agency or institution” to have access to students’ education records, without consent, if they have determined that the official has “legitimate educational interests” in the information. Under § 99.7, a district or postsecondary institution that discloses information under this exception must include in its annual FERPA notification for parents and students a specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest. Disclosures to school officials with legitimate educational interests are not subject to the recordation requirements in § 99.32

§ 99.31(a)(1)(ii) Controlling access to education records by school officials. Current regulations do not specify what steps, if any, a school district or postsecondary institution must take to enforce the “legitimate educational interests” requirement in the school officials’ exception. Parents and students have complained that school officials have unrestricted access to the education records of all students in a district’s or institution’s system, particularly in districts and institutions where records are maintained electronically. Institutions themselves have expressed uncertainty about what methods they should use to comply with this requirement when establishing or upgrading their recordkeeping systems.

The final regulations require school districts and postsecondary institutions to use “reasonable methods” to ensure that teachers and other school officials (including outside service providers) obtain access to only those education records -- paper or electronic -- in which they have legitimate educational interests. In particular, if a parent or eligible student alleges that a school official obtained access to the student’s records without a legitimate educational interest, the burden is on the district or institution to show that the school official had a legitimate educational interest in the information.

Also, we must comply with a second initiative, the Red Flag Rules. The Federal Trade Commission (FTC), in response to the rapid rise of ID Theft, passed the Red Flag Rules which charges us “to develop and implement an Identity Theft Prevention Program (Program) for combating identity theft in connection with new and existing accounts. The Program must include reasonable policies and procedures for detecting, preventing, and mitigating identity theft.”

Initial investigation revealed several terminated employees with Advisor access and another many terminated employees with Faculty access. We also have many Students who were given different types of access directly from their Student Account (not a generic Student account or Delegated account). This solidified our need to have a tighter rein on access to Student data.