



Faculty and Advisor Self Service Guide



Office of the Registrar

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Introduction

Welcome to Banner Faculty and Advisor UCanWeb! The purpose of this user guide is to provide SUNY Canton Faculty and Advisors step-by-step instructions on how to successfully use the Banner Student Information System.

The BEST way to get to know UCanWeb is to go in and EXPLORE! Click on each option and see what you get.

By law, certain data is confidential and may not be released without proper authorization. Users must adhere to SUNY Canton policy concerning storage, retention, use, release and destruction of data. Generally, student records are protected by the Family Rights and Privacy Act of 1974 (FERPA). Access to student records is restricted to those with an “educational need to know” or individuals who have the express consent of the student. This protection does not expire when a student leaves the University. In addition, FERPA allows for certain information to be defined as *Directory Information*. This information may be publicly released, unless the student requests nondisclosure through the Office of the Registrar. *Directory Information* is outlined on

U.S. Department of Education website:

<http://www2.ed.gov/policy/gen/guid/fpc/ferpa/index.html>

For further information you may contact the Office of the Registrar:

Mon-Fri 8:00am-4:30pm
34 Cornell Dr
Miller Campus Center
Canton, NY 13617
Phone: 315.386.7616
Fax: 315.379.381

Using Faculty UCanWeb

1. Navigate to the [SUNY Canton homepage](#)
2. Hover over “Academics” and scroll down to [UCanWeb](#) and click



3. Click on ‘Enter Secure Area’



IMPORTANT ANNOUNCEMENTS:

Enter Secure Area

[First-Time Login Instructions](#) - Please Read if you've never logged in before

[Proxy Access](#)

[Apply for Admission](#)

[Part-Time Non-Degree Registration](#)

[General Financial Aid](#)

[Class Schedule](#)

[Course Catalog](#)

[Manage My Roo Card](#)

[Workflow](#) **(Effective Nov 30, 2020, use MFA for off-campus access)**

[SUNY Canton Home](#)

[CASHnet Authorized User Access](#) (ie. parent or guardian)

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4. You will need to login with your SUNY Canton ID number and PIN. If you've forgotten your PIN you will need to reach out to helpdesk@canton.edu. (Screenshot cut off to accommodate this manual)



For User ID: Enter your 9-digit SUNY Canton/Ba
For PIN: Enter your 6-digit numeric PIN

IF YOU FORGOT YOUR PIN, you can reset your box blank and click the Forgot PIN button. The ne answer, you can define a new PIN.

To protect your privacy, please Exit and close you

User ID:

PIN:

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5. Once you are in, you will want to navigate to the 'Faculty & Advisors' Tab at the top of the webpage.



SPECIAL NOTE: Your 'Faculty & Advisors' tab will contain only items specific to you. Every faculty member will have a Personal Information tab as well.

6. When you click on the 'Faculty & Advisors' tab you will be given several options. Those options are below with a simple screenshot.

Faculty & Advisors Menu


Term Selection
CRN Selection
Raise a Flag in RooSuccess (formerly MTS)
Engaged/Not Engaged Progress Survey
Faculty Schedule (Week at a Glance)
Faculty Detail Schedule
Office Hours
Summary Class List
Detail Class List
Summary Wait List
Detail Wait List
Midterm Grades
Final Grades
Advisor Menu
Student Information Menu
Add or Drop Classes
Look Up Classes
Assignment History
Syllabus Information
Course Catalog
Class Schedule
Active Assignments
Registration Overrides
Electronic Gradebook by Component
Registration Compliance Results
🚩 Student Course Comments

🚩 **Term Selection** – This allows you to view information by term (so you can look at a past term, the current term, or a future term)

Select Term

Select a Term:

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 **CRN Selection** – This allows you to look at the CRN's associated with a specific term which are assigned to you


Search

Select a CRN

CRN:


RELEASE:

 **Raise a Flag in RooSuccess** – This will open a new internet window with RooSuccess (our student retention platform)

 **Faculty Schedule (Week at a Glance)** – This will show you the days/times/courses you are assigned to teach in addition to the course information (CRN, Subject code, Course Number, Section Number, Time, and Location). You may either search for a specific week or scroll through weeks


Faculty Schedule (Week at a Glance)

Jul 23, 2021 03:24 pm

 The following is your class schedule by day and time. Classes that do not have scheduled meeting times or have time conflicts are listed at the bottom of the page. Click on hyperlinked courses for more detail.

Go to (MM/DD/YYYY):

Previous Week	Week of Aug 23, 2021 (314 of 330)							Next Week
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
9am					PSYC 308-0F1 11677 Class 9:00 am-9:50 am NEV-N 113			
10am								
11am					PSYC 320-0F1 11985 Class 11:00 am-11:50 am PAYSON 206			
12pm					PSYC 101-0F1 11605 Class 12:00 pm-12:50 pm NEV-N 113			

 **Faculty Detail Schedule** – This will give you advanced information for courses assigned to you based on the term you selected

Faculty Detail Schedule

INTRO PSYCHOLOGY - 11605 - PSYC 101 - 0F1


Status:	Active
Available for Registration:	Feb 22, 2021 - Dec 13, 2021
College:	Business & Liberal Arts
Department:	Psychology
Part of Term:	1
Course Credits:	3.000
Course Levels:	Undergraduate
Campus:	Flex Course
Override:	No
Syllabus:	Add
Rosters:	Classlist Waitlist
Office Hours:	Add

Enrollment Counts


	Maximum	Actual	Remaining
Enrollment:	35	9	26
Cross List:	0	0	0

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
------	------	------	-------	------------	---------------	-------------

 **Office Hours** – This screen is a 2-part screen. First, select the course you want to enter office hours for; then enter your office hours for that course.

Office Hours


 Use this page to maintain your office hours for a class. From/To Times and From/To Dates are required when adding office hours. Students may view your checked. Office hours may be deleted by clearing out From/To Times or From/To Dates and clicking Submit.

Course Information

INTRO PSYCHOLOGY - 11605 - PSYC 101 - 0F1

CRN: 11605

Scheduled Meeting Times


Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	12:00 pm - 12:50 pm	MWF	Nevaldine Hall North 113	Aug 26, 2021 - Dec 17, 2021	Lecture	Barat Wolfe (P) 

Office Hours

From Time (0000-2359)	To Time (0000-2359)	Day of the Week	Contact Number	Location	From Date (MM/DD/YYYY)	To Date (MM/DD/YYYY)	Display
<input type="text"/>	<input type="text"/>	M T W R F S U	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Copy To:

SPECIAL NOTE: If your office hours do not change you can copy them to other CRN's using the highlighted Copy To feature.

-  **Summary Class List** – This will give you a roster of students registered for each course you are assigned to teach for the term selected

Summary Class List

Fall 2
Jul 23, 2021 03:43



An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one major or department in his/her primary or secondary curriculum. 2) The student has a program, level, college, or degree in the secondary curriculum that is different from that in his/her primary curriculum.

ATTENTION: If you wish to send an email to your students from this page, please make sure to open your Microsoft Outlook email first to ensure that your message will get sent.

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

Course Information

INTRO PSYCHOLOGY - PSYC 101 0F1

CRN: 11605

Duration: Aug 26, 2021 - Dec 17, 2021


Status: Active


Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	35	9	26
Cross List:	0	0	0

Summary Class List

Record Number	Waitlist Position	Student Name	ID	Reg. Status	Level	Credits	Grade Detail	Notification Expires
---------------	-------------------	--------------	----	-------------	-------	---------	--------------	----------------------

-  **Detail Class List** – This gives you in depth information for each student enrolled in courses you are assigned to teach for a given term. (No screenshot provided due to FERPA compliance)


-  **Summary Wait List** – This will show you the names of students who are wait listed for a course that you are assigned to teach for a given term


Summary Wait List



There are no students wait listed for:

11605 PSYC 101 INTRO PSYCHOLOGY, section 0F1.

-  **Detail Wait List** – This will give you more in-depth information for each student on the wait list for a course you are assigned to teach for a given term. (No screenshot provided due to FERPA compliance)

 **Midterm Grades** – This is where you will go to enter midterm grades when they are opened. You will receive a midterm grading memo reminder before midterm grades are opened. It is imperative that you read the memo and enter grades before the grading deadline. After the grading deadline you will be required to submit grades through a grade change form submitted to the Registrar’s Office. You will want to enter grades for all students. **MAKE SURE TO HIT SUBMIT** to ensure grades are recorded. If you have any issues please reach out to the Registrar’s Office at registrar@canton.edu.

Mid Term Grades

 Enter mid-term grades and last attendance date and hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information

HUMAN DEVELOPMENT - PSYC 225 2W1
















CRN: 50449

Students Registered: 


Students Graded: 0

 Please submit the grades often. There is a 90 minute time limit starting at 03:51 pm on Jul 23, 2021 for this page.


Mid Term Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	
1			3.000	**Web Enrolled** May 24, 2021	None ▾	<input type="text"/>	<input type="text"/>	12	
2	 Confidential		3.000	**Web Enrolled** Apr 28, 2021	None ▾	<input type="text"/>	<input type="text"/>	9	
3			3.000	**Web Enrolled** May 07, 2021	None ▾	<input type="text"/>	<input type="text"/>	11	
4			3.000	**Web Enrolled** Mar 01, 2021	None ▾	<input type="text"/>	<input type="text"/>	1	
5			3.000	**Web Enrolled** Mar 25, 2021	None ▾	<input type="text"/>	<input type="text"/>	6	



 Please submit grades often. There is a 90 minute time limit on this page.

SPECIAL NOTES: You will have a CRN selection page first. Make sure to enter Midterm grades for ALL COURSES. Please note the warning at the bottom of the page as the grade submission screen has a time limit on how long the page can be open and active before it will time out, at which point you will need to restart.

 **Final Grades** – This will be where you enter final grades. Similarly, you will receive a final grading memo outlining all time frames that must be adhered to like you did for midterm grading. Please note the additional reminders for final grade entry.

Final Grades

Summer 2021
Jul 23, 2021 03:57 pm



REMINDERS:

An incomplete grade may be assigned in cases when, for valid reasons (sickness, accident, etc.), 10-20 percent of the required work has not been completed but is otherwise satisfactory. Responsibility for making up incomplete work lies with the student. Incomplete work must be made up within two weeks after the first day of classes in the subsequent semester.

IMPORTANT, PLEASE READ!!

Effective Spring 2016, for F grades you will be required to provide a Date of Last Attendance (DLA). If the student never attended your class, enter 01/01/0001 as Last Date Attended. Upon selecting F from the pull-down list, you will see a popup box asking you provide the DLA, format mm/dd/yyyy.

NOTE: Aside from the popup box, you may also provide the DLA directly to the Last Attend Date column in the grade worksheet itself if you wish. Either way will work.

Course Information

HUMAN DEVELOPMENT - PSYC 225 2W1

CRN: 50449


Course Start/End Date: 06/03/2021 to 07/07/2021

Students Registered: 5

Students Graded: 0



Please submit the grades often. There is a 90 minute time limit starting at 03:57 pm on Jul 23, 2021 for this page.

 **Advisors Menu¹** – This will bring a list of further options you may select as an academic advisor. We will go into the options in this menu more in-depth in the Appendix.

Advisors Menu

Term Selection

Advisee Listing

ID Selection

Student Academic Transcript

Advisor Fact Sheet (Online Learning)

Electronic Gradebook for a Student

FOR ADVISORS - Email Your Advisees (Please select Current Term when Prompted!)

Allows you to send an email to a subset of your advisees, based on their major or class.


FOR CURR COORD AND DEPT CHAIRS - Email Students by Major (Current Term Only)

Allows you to send an email to students belonging to a certain major who are enrolled in the current term.

Degree Evaluation

Look Up Classes

SPECIAL NOTE: This is where you will go to find the PIN to provide students after advising them for registration. This will be talked about more in-depth in the Appendix.

-  **Student Information Menu²** – Similar to the Advisor Menu, this screen offers a new list of options for students who are associated with you in Banner. We will go further into these menu options in the Appendix.

Student Information

Term Selection

ID Selection

Student Information

Student Address and Phones

Student E-mail Address

Student Detail Schedule

Academic Transcript

View Holds

Active Registrations

Registration History

Change Class Options

Electronic Gradebook for a Student

Test Scores

Degree Evaluation


DegreeWorks

Concise Student Schedule

Student Week at a Glance


Proxy Authorizations

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-  **Assignment History** – This menu represents your class assignments, both past and present.


View Assignment History

JU

 The following represents your class assignments, both past and present.

Assignment History

Associated Term	CRN	Course	Course Title	Credits	Level	Campus	Instructional Method	Open for Registration	Status
Fall 2021	11605	PSYC 101	INTRO PSYCHOLOGY	3.000	Undergraduate	Flex Course	Flex Online or Face to Face	Yes	Active
Fall 2021	11677	PSYC 308	PERSONALTY & INDIV DIFFERENCES	3.000	Undergraduate	Flex Course	Flex Online or Face to Face	Yes	Active
Fall 2021	11985	PSYC 320	HEALTH PSYCHOLOGY	3.000	Undergraduate	Flex Course	Flex Online or Face to Face	Yes	Active
Fall 2021	12019	PSYC 101	INTRO PSYCHOLOGY	3.000	Undergraduate	Online Courses	Asynchronous Online	Yes	Active
Summer 2021	50367	PSYC 340	SOCIAL PSYCHOLOGY	3.000	Undergraduate	Online Courses	Asynchronous Online	Yes	Active
Summer 2021	50449	PSYC 225	HUMAN DEVELOPMENT	3.000	Undergraduate	Online Courses	Asynchronous Online	No	Active
Spring 2021	20460	PSYC 101	INTRO PSYCHOLOGY	3.000	Undergraduate	Online Courses	Online Synch/Asynchronous	No	Active
Spring 2021	20506	PSYC 308	PERSONALTY & INDIV DIFFERENCES	3.000	Undergraduate	Online Courses	Online Synch/Asynchronous	No	Active
Spring 2021	20591	PSYC 340	SOCIAL PSYCHOLOGY	3.000	Undergraduate	Online Courses	Online Synch/Asynchronous	No	Active
Spring 2021	20603	PSYC 101	INTRO PSYCHOLOGY	3.000	Undergraduate	Online Courses	Online Synch/Asynchronous	No	Active

 **Syllabus Information** – This menu allows you to enter syllabus information for your courses for a particular term. You may choose to use this or upload your syllabus to UCanWeb.

Course Information

INTRO PSYCHOLOGY - 11605 - PSYC 101 - 0F1


Levels: Undergraduate
Status: Active

11605 [CRN](#)
Flex Course Campus
Lecture Schedule Type
Flex Online or Face to Face Instructional Method


Syllabus Data

Long Section Title	<input type="text"/>
Course URL:	<input type="text"/>
Course Description/Learning Objectives	<input type="text"/>
Textbook/Required Materials	<input type="text"/>
Technical Requirements	<input type="text"/>


[Return to Dashboard](#)

 **Class Schedule Search** – This menu allows you to search for classes offered in a particular term by various parameters. You can use this to teach advisees how to search for courses.

Subject:	<div><div>All</div><div>Accounting</div><div>Agribusiness Management</div><div>Alt & Renewable Energy Systems</div><div>Anthropology</div><div>Applied Behavior Analysis</div><div>Art</div><div>Automotive Technology</div><div>Biology</div><div>Business Administration</div></div>
Course Number:	<input type="text"/>
Title:	<input type="text"/>
Schedule Type:	<div><div>All</div><div>Lab</div><div>Lecture</div></div>
Instructional Method:	<div><div>All</div><div>Asynchronous Online</div><div>Flex Online or Face to Face</div></div>
Credit Range:	<input type="text"/> hours to <input type="text"/>
Campus:	<div><div>All</div><div>Flex Course</div><div>Main Campus-Cornell Drive</div></div>
Course Level:	<div><div>All</div><div>Undergraduate</div></div>

-  **Active Assignments** – This menu shows you the courses that are currently active, meaning the grades have not been rolled to history.

View Active Assignments

 The following classes have active (not rolled to Academic History) students. The class syllabus and office


Active Assignments

SOCIAL PSYCHOLOGY - PSYC 340 1W1

Associated Term:	Summer 2021	Credits:	3.000
CRN:	50367	Grade Mode:	Normal Grading Mode
Status:	Active	Course Level:	Undergraduate
Schedule Type:	Lecture	Syllabus:	Add
Instructional Method:	Asynchronous Online	Office Hours:	Add
Campus:	Online Courses	Roster:	Classlist
Available for Registration:	Feb 23, 2021 to Aug 06, 2021	Detail Schedule:	Display

HUMAN DEVELOPMENT - PSYC 225 2W1

Associated Term:	Summer 2021	Credits:	3.000
CRN:	50449	Grade Mode:	Normal Grading Mode
Status:	Active	Course Level:	Undergraduate
Schedule Type:	Lecture	Syllabus:	Add
Instructional Method:	Asynchronous Online	Office Hours:	Add
Campus:	Online Courses	Roster:	Classlist
Available for Registration:	Feb 23, 2021 to Jul 15, 2021	Detail Schedule:	Display

-  **Student Course Comments** – This menu is where you can view results from each term and all classes student course comments. (No screenshot provided due to FERPA compliance).

UCanWeb Frequently Asked Questions

1. *What is UCanWeb?*

UCanWeb (also known as Banner Self-Service) is the web-based product used by faculty. This web product retrieves and records data directly to and from the Banner database, based upon the user's role. All information is live and in real time. Banner Self-Service provides information in an easy-to-read format that is available from any computer connected to the Internet.

2. *Which browser do I use?*

It is important that you use the most up-to-date version of your Internet browser. Chrome or Mozilla FireFox work well with Banner.

3. *What information do I need to login to UCanWeb?*

You will need your SUNY Canton ID and PIN. The first time you login, you will be prompted to reset your PIN. Do not give your PIN to anyone else. Policy prohibits access to the system by anyone other than the authorized user.

4. *I've forgotten my PIN or my account has become disabled. What do I do?*

If you have forgotten your PIN, you can answer your own PIN question and have Banner reset your PIN. If you are still having a problem, contact the helpdesk at helpdesk@canton.edu.

5. *Is there an inactivity time limit on UCanWeb?*

Yes. For your protection, if your Faculty Self-Service session is inactive for more than 30 minutes, your session will be terminated.

6. *What if I get lost or stuck in UCanWeb?*

If you are having trouble or need to exit UCanWeb, you can always click on the EXIT button on the top right of the page. Any data that you have entered on the page will be lost.

7. *Who do I call for help?*

If you have questions specific to UCanWeb, contact the Registrar's Office at 315-386-7616.

8. How do I print class rosters?

Faculty can print their own up-to-the-minute class rosters using UCanWeb.

- a. Login to UCanWeb.
- b. Open the Summary Class List.
- c. Print the class list by clicking the Printer icon or choosing the File menu and Print.

9. How safe is my Banner ID and PIN?

The only way anybody can gain access to your data through Banner Self-Service is by entering your Banner ID number as well as the PIN known only to you. As such, you should set your PIN to something that is known only to you. Please treat your PIN as you would your PIN for your ATM card, for instance.

10. I can't enter/edit my grades for a course?

This means you have missed the grading deadline and midterm/final grades have been shut off or the grades have been rolled. You will need to submit grade change forms for every student to the Registrar's Office.

11. Are UCanWeb and DegreeWorks the same thing?

They are not. UCanWeb reads directly from the student information system (Banner). This has substantially more personal and confidential information about students than DegreeWorks. DegreeWorks is used for degree auditing/degree conferral/advising/student term by term planning. You can find DegreeWorks by navigating to the [SUNY Canton homepage](#). Hover over the word Academics and click on [DegreeWorks](#). [DegreeWorks](#) and UCanWeb should be used in tandem to best serve SUNY Canton students.

12. Where do I find the PIN students will need to register for courses?

This information is contained in the Advisee Listing Menu nested within the Advisor Menu. How to access this information is included in the Appendix of this document.

13. How do I know when to begin entering Midterm/Final Grades and when they will be shut off?

Every term you will receive a memo from the Registrar's stating when midterm/final grading will open and close. Keep a close on your SUNY Canton email!

14. Why aren't courses counting in SOT for the student?

SOT will only pick up the primary curriculum in Banner. If a student is a double major or dual degree they may need to email the Registrar's Office and us update the primary curriculum to ensure courses taken that term are counting in SOT.

Appendices

1. **Advisor Menu.** The menu options listed below are nested within the Advisor Menu and appear after clicking on the 'Faculty & Advisors' tab in UCanWeb. The advisor menu will allow you to get more in-depth information on your advisees that will assist you to better advise them. Again, UCanWeb should be used **in tandem** with DegreeWorks for holistic advising.


Advisee Listing Menu – This menu will list all of your current, active advisees. You will see there are several options in which you can click on 'View' and be taken to a screen with more information.

Click here to individually email a student **Registration PIN**

Advisee Listing										
Student Name	ID	Advisor Type	Registration Code	Student Information	holds	Test Scores	Transcript	Degree Evaluation	Proxy Authorization	
		Athletic Advisor	331488	View	View	View	View	View	View	
		Academic Advisor	571421	View	View	View	View	View	View	

SPECIAL NOTE: Please note, this is the screen where you can access **transcripts, test scores, holds, proxies (FERPA designees)**, in addition to more student information. You can even **email** your advisee from this screen by clicking on the circle with the envelope. The **BLACK** arrow shows where you can click to email a particular student. The **ORANGE** arrow shows where you can find the advising PIN to give students when advising for registration.

- ✚ **Student Academic Transcript** – In addition to being able to access the student transcript through the Advisee Listing Menu, you can also access it here. Please note, there are 2 drop downs in which you will specify the Transcript Level and the Transcript Type.

 Select the transcript level and transcript type.


Transcript Level: All Levels


Transcript Type: normal transcript

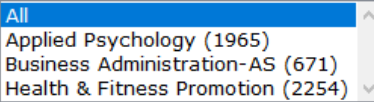
Display Transcript

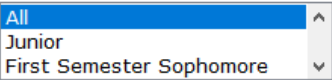
RELEASE: 8.7.1

SPECIAL NOTE: There are 4 different transcript types: (1) **GETA Only** – this is for SUNY schools only and is their General Education Transcripts, (2) **GETA with college transcript** – this shows the General Education Transcript for SUNY schools in addition to their actual transcript, (3) **GETA/ college transcript separate** – this shows the General Education Transcript and their normal transcript as separate documents, and (4) **normal transcript** – term by term as you would expect a “normal” transcript to look.


 **Electronic Gradebook for a Student** – This menu allows you to look up midterm/final grades for a particular student for a particular term. This is an excellent way to check midterm grades and provide follow up advising as needed. (No screenshot provided due to FERPA compliance).

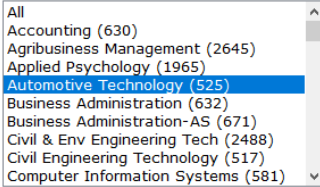
 **FOR ADVISORS – Email Your Advisees (Please select Current Term when Prompted!)**
– This menu allows you select a certain subset of students and email them in mass. You must ensure you are on the current term. When you set your parameters, please ensure you are selecting the right groups. This can be useful for sending out communications that are relevant to a certain subset of advisees (e.g. there is an event going on for Applied Psychology and you only want to email that subset of advisees, **OR** registration is opening for Juniors and want to send them all a mass email to remind them to schedule an advising session with you to obtain their PIN and get advice on what classes to take).

Major/Program of Student: 

Class of Student: 

RELEASE: 8.0

 **FOR CURR COORD & DEPT CHAIRS – Email Student by Major (Current Term Only)** – This menu allows you to email all students in a particular major that have paid their bill for that term. You will have to select the major and then scroll down to the bottom of the list of students to select ‘Email this group of Students’ if you want email them all.


Major/Program of Student: 

RELEASE: 8.0

Senior








[View](#)

Email this group of Students 




SPECIAL NOTES ABOUT ADVISORS MENU: We do not use the Advisor Fact Sheet (Online Learning) or the Degree Evaluation options.

2. **Student Information Menu.** The menu options listed below are nested within the Student Information Menu and appear after clicking on the 'Faculty & Advisors' tab in UCanWeb. The student information menu will allow you to get more in-depth information on your advisees that will assist you to better advise them. Again, UCanWeb should be used **in tandem** with DegreeWorks for holistic advising.

SPECIAL NOTES: Term Selection, ID Selection, Student Information, Student Address and Phones, and Academic Transcript have all been reviewed earlier in this document. Please see those sections for more information or feel free to poke around and see what is contained in them.

-  **Student E-mail Address** – This menu allows you to look up the email address of students 1 at a time. Unlike other screens, it will only show you the email address with no way of pushing a button to email them, so you would need to type or copy the email address into the email. (No screenshot provided due to FERPA compliance)
-  **Student Detail Schedule** – This menu will allow you to see the CURRENT active schedule for the student. (No screenshot provided due to FERPA compliance)
-  **View Holds** – This menu will allow you to see all active holds for a student. This is important especially when it comes to registration. You may want to check this when advising students so they know to resolve all outstanding holds before trying to register or get their diploma. (No screenshot provided due to FERPA compliance)
-  **Active Registrations** – This menu will allow you to see what your advisees ACTUALLY registered for. This is a great tool to check to make sure your students are on track. This should be used in tandem with DegreeWorks. (No screenshot provided due to FERPA compliance)
-  **Registration History** – This menu will allow you to see what your advisees have signed up for historically. In addition to being able to see what a student registers for in DegreeWorks you can see what they registered for in UCanWeb. This might be a good tool to check historically if students have been registering for what discussed in pre-registration advising sessions. (No screenshot provided due to FERPA compliance)
-  **Change Class Options** –
-  **Test Scores** – This menu will allow you to see any test scores that been entered for advisees in Banner. While test scores appear in DegreeWorks as well, this may be

useful for advising purposes so that you don't have to have several applications open at once. (No screenshot provided due to FERPA compliance)

-  **Degree Evaluation** – **ONLY AVAILABLE TO ADVISORS** this option will open up DegreeWorks in a new tab so that you can see progress to degree. (No screenshot provided)
-  **Week at a Glance** – Displays your class schedule by day and time. Classes that do not have scheduled meetings times or have time conflicts will appear at the bottom of the page. You may click on individual courses for more details about that course.
-  **Proxy Authorizations** – This menu will show you who is authorized to get information pertaining to a particular student. It is highly advised to check this screen before talking to a partner, partner, spouse, or anyone regarding a student. **Please do not feel like you need to make the decision about what to disclose yourself. Even if you have checked the Proxy Authorization, call the Registrar's Office if you have questions about how to handle a situation or what you can legally release.**