

Advisor Quick Guide to MyNaropa

MyNaropa: <https://my.naropa.edu/ICS/>

(Login is found in the upper-right corner of the page)

Viewing your list of students:

- Click on **Faculty and Advising** tab;
- Click on the Student Information link found under **Advisors** heading on the main page;
- To search for one student, enter ID or last name and hit Search;
- To view a group of students, leave the name and ID fields blank and change **Advisee Status** to match the group of students with which you want to work:
 - **All:** All students – past and present – for whom you have been listed as an Advisor;
 - **Active Advisees:** All current students, including those on a Leave of Absence, for whom you are listed as an Advisor;
 - **Currently Registered:** All of your advisees who are currently registered in a particular semester. You must set the appropriate term (ie FA 2012) in this query;
 - **Need Registration Clearance:** All of your advisees who have not yet been cleared to register in a given semester. **NOTE:** If a student has already been cleared to register, you will receive the message that you do not have permissions to view this data.
 - **New students:** Lists all of your students who have started at Naropa within the last year. This search option also lists the Registration Clearance status.
 - **Not Yet Registered:** Lists all of your students who have not yet registered in a particular semester. You must set the appropriate term (ie FA 2012) in this query.

Clearing your students to register

- Click on **Faculty and Advising** tab;
- Click on the Student Information link found under **Advisors** heading on the main page;
- Choose one of the following three search options that will allow you to Grant (or Remove) Registration Clearance:
 - **Need Registration Clearance:** All of your advisees who have not yet been cleared to register in a given semester. **NOTE:** If a student has already been cleared to register, you will receive the message that you do not have permissions to view this data. For this reason, the **New Students** or **Not Yet Registered** search options are often the most reliable when searching for one particular student.
 - **New students:** Lists all of your students who have started at Naropa within the last year. This search option also lists the Registration Clearance status.
 - **Not Yet Registered:** Lists all of your students who have not yet registered in a particular semester. You must set the appropriate term (ie FA 2012) in this query.

Viewing Class Lists:

- Once you are logged in, click on the **Faculty and Advising** tab;
- Click on the Class Lists and Course Information link found under **Administrators** heading on the main page;
- Set Term to correct term;
- Use the arrow to the (far) right of the Course Code field to view all courses for which you can view the class list;
- Select the course;
- Click on View Courses;
- Click on the arrow next to "Select Area..." found under "Go Directly To" to the right of the class title;
- Select Class Lists and you will see the students registered for the course.

If you'd like the waitlisted students to appear on the class list:

- Once you see your class list, you will see "**Set Options**" near the top of the page, directly under the "Course Info- Class Lists...." heading, click on Set Options;
- Check "Include Waitlisted" under Search Options;
- Hit Save and you will then see the waitlisted students with the status of "Waitlisted" instead of "Registered".

Sending Email to All Students:

- Once you see your list of advisees or a class list, click on the **Send an Email to All Students** link found at top and bottom of the list;
- Remember to check the "Send a copy to myself" box – otherwise you won't have a copy of the email;
- Use the "Attach File" option if you'd like to send an attachment;
- Hit Send;

Sending Email to Selected Students:

- Once you see your list of advisees or a class list, check the box next to each student to whom you'd like to send an email;
- Click on the **Send an Email to Selected Students** link found at top and bottom of class list;
- Remember to check the "Send a copy to myself" box – otherwise you won't have a copy of the email;
- Use the "Attach File" option if you'd like to send an attachment;
- Hit Send;

Viewing waitlist order:

- Click on **Faculty and Advising** tab;
- Click on **Waitlist Order**, found under the **Faculty** heading;
- Set the term to Fall 2012 (or whatever term you are adding an authorization for);
- Be sure the Program is set correctly to either Graduate or Undergraduate;
- Click on **View Waitlist Order**;
- Find the student. Classes are listed alphabetically and students are listed under those classes in the order which they were added to the waitlist (1st student name on next to your course number is the 1st on the waitlist, etc.).