

Web Reports (PROD7)

https://reports.spsu.edu/cgi-rep/main.cgi

Julie Newell's Home Page My WebCT WebMail Google Tritt Helper Sites A&S Blog

Web Reports (PROD7)

Main Menu Web Reports (PROD7) Logout

Log into Web Reports;
Choose Academic / Advisors from
menu

- Generate a New Report
- View an Existing Report
- Academics / Advisors Menu
- Personal Settings

Written and maintained by Kelly Payton
Database Administrator

Quickstart Guide

Select from your Bookmarks

Web Reports (PROD7): Academics

https://reports.spsu.edu/cgi-rep/academics_main.cgi

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Web Reports (PROD7): Acad...

Main Menu Web Reports (PROD7): Academics Logout

- Student Search (Advisors start here)
- Class Information
- View Students By Major
- E-Mail Instructor's Students
- Schedule Verification
- Schedule Blocks
- Student Comments
- Assign Advisees
- View Advisees

Choose "assign advisees"

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Database Administrator

Select from your Bookmarks

Web Reports (PROD7): Advisor Assignment

Term Code: 200702 - Spring 2007
 Major Code: 4245 - International Studies
 Advisor Username: jnewell

3. Click on view advisees

1. Set Term
2. Choose Major

4. Screen will refresh with a list of all the students who are currently declared in the major you chose.
 RED = no advisor assigned
 GREEN = assigned to the advisor whose User Name is at the top of the page
 PURPLE = assigned to an advisor, but not the one currently selected
 Username of currently assigned advisor (if any) appears on the right

Advisee?	ID	Level	Class	Acad Stdg	Cumul GPA	Term GPA	Current Advisor
<input type="radio"/> Yes <input checked="" type="radio"/> No	Alba, Andres Mauricio	US	SO				bnuhverh
<input type="radio"/> Yes <input checked="" type="radio"/> No	Ashraf, Maliha	US	SO				trotnem
<input type="radio"/> Yes <input checked="" type="radio"/> No	Berman, Jason Lee	US	JU				bnuhverh
<input checked="" type="radio"/> Yes <input type="radio"/> No	Brantley, John Howard	US	SE				jnewell
<input type="radio"/> Yes <input checked="" type="radio"/> No	Broomes, Granville L	US	SO				trotnem
<input type="radio"/> Yes <input checked="" type="radio"/> No	Bruzgul, Aneta	US	SO				bnuhverh
<input type="radio"/> Yes <input checked="" type="radio"/> No	Bryant, Stanley L	US	JU				lcochran
<input type="radio"/> Yes <input checked="" type="radio"/> No	Burk, Bobby Lucas	US	JU				
<input type="radio"/> Yes <input checked="" type="radio"/> No	Congyuan, Xu	US	JU				rbennett
<input type="radio"/> Yes <input checked="" type="radio"/> No	Dave, Kulin J	US	JU				lcochran
<input type="radio"/> Yes <input checked="" type="radio"/> No	Davenport, Peter Robert	US	JU				trotnem
<input type="radio"/> Yes <input checked="" type="radio"/> No	Daza, Carolina	US	JU				trotnem
<input type="radio"/> Yes <input checked="" type="radio"/> No	Dickens, Benjamin William	US	SO				trotnem
<input type="radio"/> Yes <input checked="" type="radio"/> No	Downs, Cheryl Ann	US	JU				mwickrey
<input type="radio"/> Yes <input checked="" type="radio"/> No	Du, Ke	US	FR				rbennett

To assign advisees to an advisor:

1. enter the advisor's Username in the box at the top
2. click on "view advisees" just below Username
3. IGNORE the yes / no radio buttons on the left; to assign a student to the advisor whose name currently appears at the top of the page, click ON THE STUDENT'S NAME
4. click on "update student advisor" at the bottom of the screen
5. repeat the steps 1-4 for each advisor in your department