

# **USING DATAVU: Academic Information**

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## INTRODUCTION TO DATAVU

### **What is DataVU?**

DataVU is the name that Valparaiso University has given to the web interface to its administrative software. It is an intranet site and secured to your name and password, so that only you can see your information, including those students for whom you are the primary advisor.

The information that you view is the most current information because it is taken directly from the administrative system at the moment of your request.

### **What information can I see on DataVU?**

You can view and/or print the following information:

- Your **class schedule** for a specified semester (this will include classroom updates or other changes as we become aware of them)
- Your **course section rosters**.
- **Waitlists** (if there are any) for courses (by course, not by section).
- If you are an advisor, you can see your advisees' schedules, unofficial transcript, grades, test scores (ACT/SAT, AP, placement tests)
- Enter **Midterm and Final Grades** online for your courses.
- Enter information for **student progress reporting**, such as Unsatisfactory Academic Performance, 4<sup>th</sup> Week Freshman Progress, NCAA Student Report (midterm), and Verify Class Rosters (8<sup>th</sup> week).
- The **degree audit** (program evaluation) that will compare the courses your advisees have to their degree requirements and let you know what they still have to complete

### **What is the DataVU web address?**

The direct web site is: <https://datavu.valpo.edu/>

You can also click on the link on the Registrar's Office home page:

<http://www.valpo.edu/registrar/>

### **How do I sign on to DataVU?**

You sign on by using your VU e-mail user ID and password to access your information. If you need help with your VU e-mail user ID and password, contact the IT Helpdesk (phone 5678 or e-mail [IT.Helpdesk@valpo.edu](mailto:IT.Helpdesk@valpo.edu))

### **Is DataVU available 24/7?**

No, it isn't. There are times when the administrative system needs to be backed up and during those times DataVU is not available. These times are:

Monday through Saturday	6:00 a.m. - 7:00 a.m.
Wednesday and Saturday	3:00 a.m. - 7:00 a.m.
Sunday	5:00 a.m. - 12:00 noon

### **How current is the information that I can look at on DataVU?**

The information is current right up to the moment that you press the SUBMIT button. You will get the most up-to-date information possible. Obviously if a student has not yet turned in a form to make a change, then that change is not yet going to be reflected in the database.

### **Can I look at any student's record?**

No, the information on DataVU is secured so that you can view only the records of students for whom you are an advisor. You don't have to be the primary or first major advisor; you could be the advisor for the student's third minor. But the important point is that you **must** be electronically recorded as an advisor for the student on the administrative database.

### **What's in the future for DataVU?**

If there is something that you would like to see added, please let us know!!

### **ABOUT VU E-MAIL:**

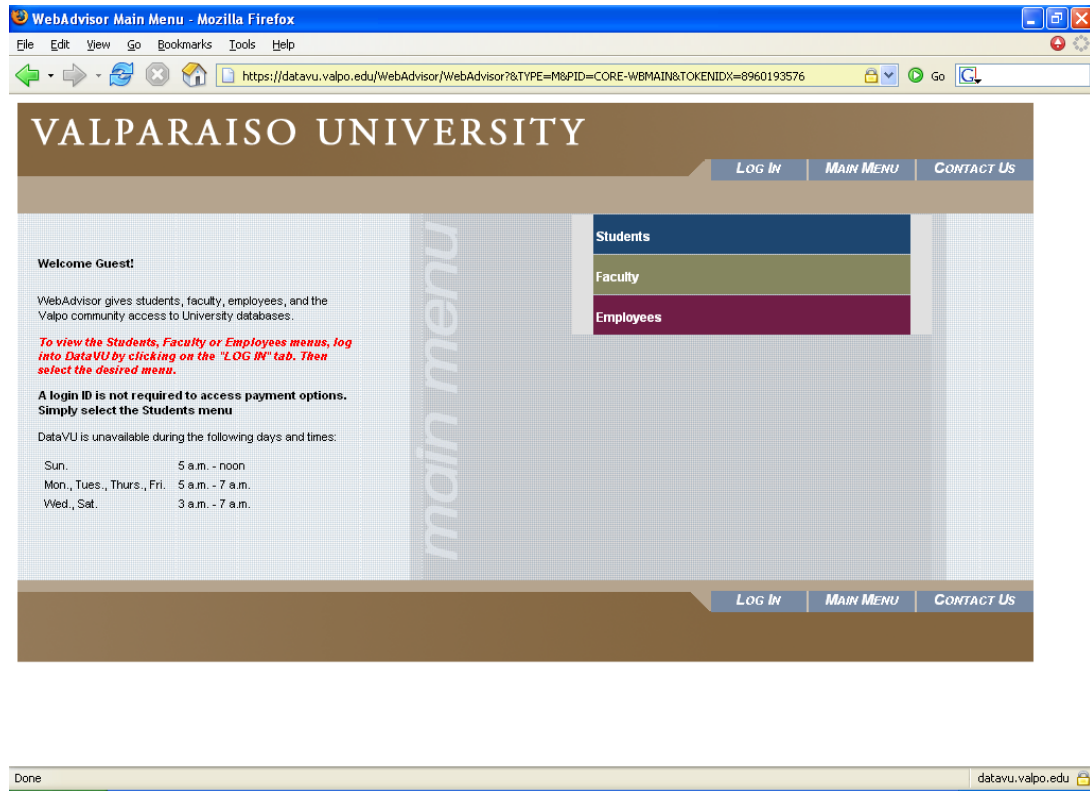
The University uses your VU e-mail address to send important information to you. It is your responsibility to check it regularly. If you want to forward your VU e-mail to another address, please see IT resources.

### **HINTS**

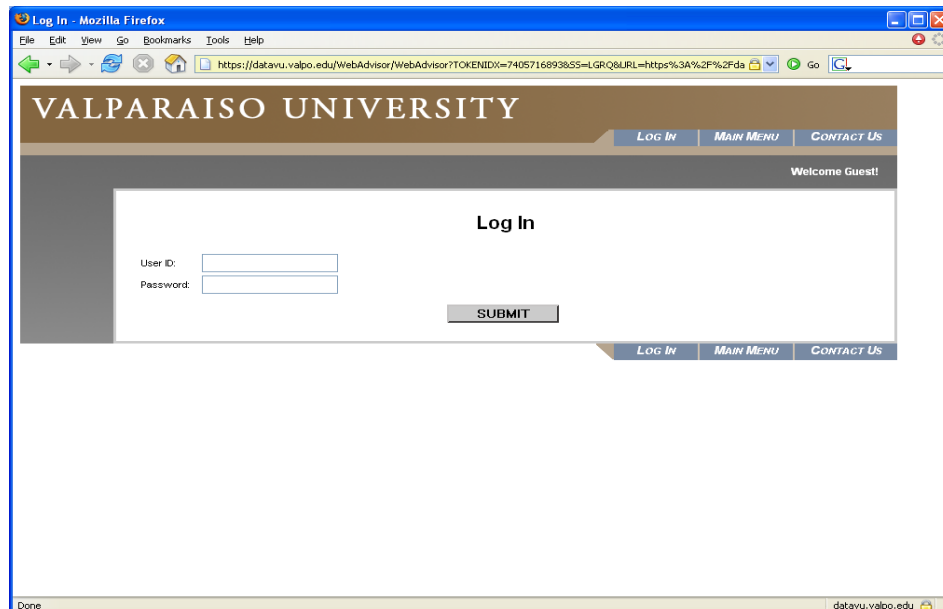
1. The browser BACK button works and will save you lots of time, since you won't have to re-initiate a program.
2. Where you have the option to pull down a table of values to make a selection, the first line is often blank so that you can select it to cancel a previous selection that you no longer want.
3. Remember to officially **Log Out** by clicking the Log Out button.

# DataVU for Faculty

The first screen that you see after clicking on the DataVU option is the following:

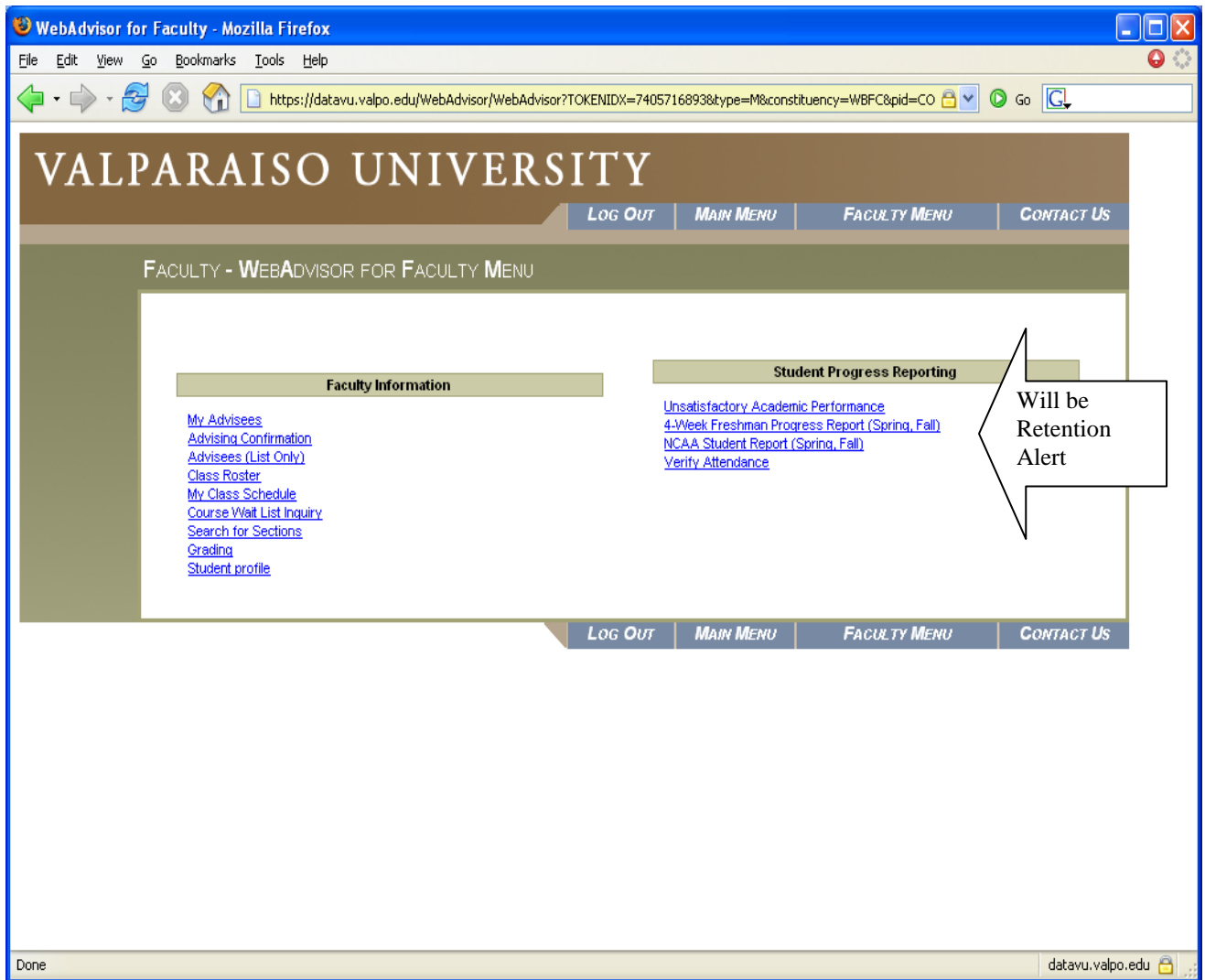


This is the main menu for DataVU. It will always have a reminder of the 'down' times for maintenance and backup of the administrative system. You will need to Log In before you will be able to see any of the menu options under the Faculty section. Click the Log In tab and enter your email user name and password to log in.



## INITIAL FACULTY MENU

Then click on 'Faculty' to see the options that you have as a faculty member.  
The screen will look like the following:



You can see that the Faculty menu is divided into two areas;  
Faculty Information, on the left side of the screen and  
Student Progress Reporting (Retention Alert) on the right.

We will look at each of these options on the following pages.

## MY ADVISEES

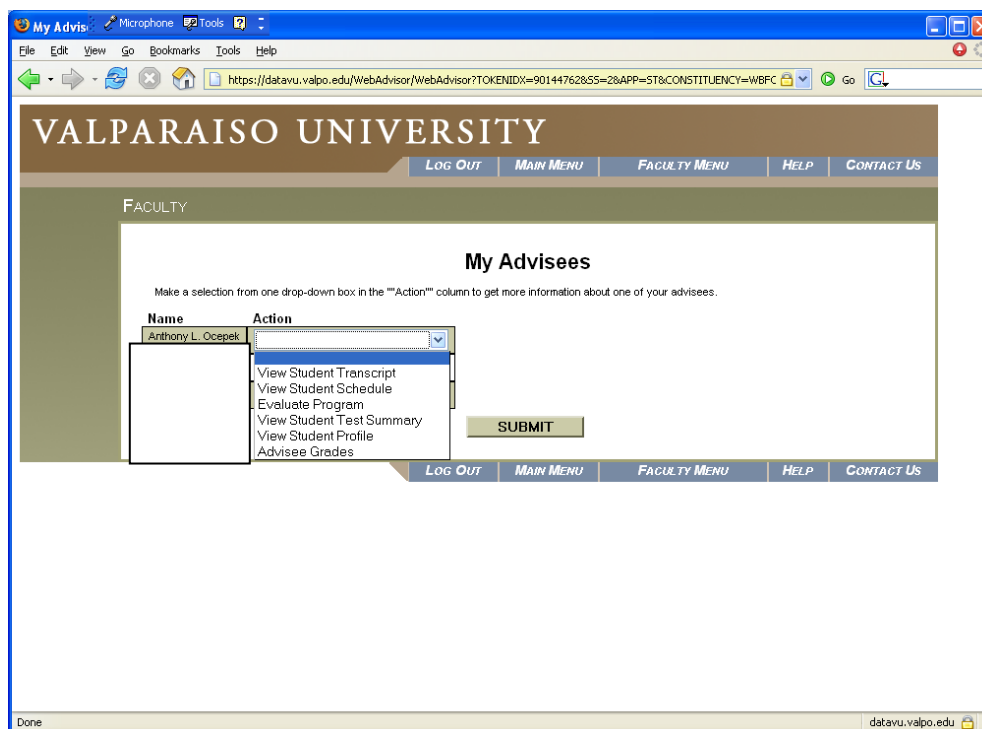
What is the difference between ‘My Advisees’ and ‘Advisees (List Only)’? Well, we paid a lot of extra money to get the functionality of the ‘My advisees’ option. It is very powerful and will give you a lot of different information about your advisees, depending on which option you choose. The ‘Advisees’ option is just a listing of students whom you advise.

After you choose ‘My Advisees’, you must specify a term. This can be done by using the pull-down menu, at the end of the “Term” line to select a term. Terms are designated with the calendar year followed by FA for fall, SP for spring, S1R for Summer I, and S2R for Summer II. In addition, there are specific terms for the 7 week MBA courses (FB1 for Fall I, FB2 for Fall 2, SB1 for Spring 1, and SB2 for Spring 2). After the term has been specified, click on the Submit button. and a listing of your advisees will appear.

The screenshot shows a web browser window titled "My Advisees - Mozilla Firefox". The address bar displays the URL: <https://datavu.valpo.edu/WebAdvisor/WebAdvisor?TOKENIDX=7405716893&SS=1&APP=ST&CONSTITUENCY=WBF>. The page header features the Valparaíso University logo and navigation links: LOG OUT, MAIN MENU, FACULTY MENU, HELP, and CONTACT US. The main content area is titled "My Advisees" and includes a section for selecting a term or date range. A dropdown menu is open, showing a list of terms from 2006 Summer II to 2007 Fall Semester. A "SUBMIT" button is located below the dropdown menu. The status bar at the bottom indicates "Done" and the URL "datavu.valpo.edu".

If you want to be most current, you can put the current date in Start Date and End Date. If you have had advisee changes at an earlier date in the semester, this will limit your list to your advisees as of the date you enter.

Next you must select the student you are interested in from the “Name” column. Then, from the “Action” column pull-down menu, select the option that you want for that student. (Your list of names will be much longer than this one!)



Some of these screen options are rather long and to see all the information you will have to use the scroll down button. We won't display all of these features but, instead, will describe them to you. Besides, you need to do a little exploring on your own as well.

### **View Student Transcript**

You will first need to indicate the ‘academic level’ that you want to see for the selected student (undergraduate, graduate, or law). Most frequently this will be undergraduate. This option will display all of the courses that the student has completed (but not the ones that the student is currently enrolled in), in chronological order with the grade earned for each course. This is just a straight listing and does not include semester totals. However there are cumulative totals at the end of the listing.



## View Student Schedule

Again, you need to select a term from the pull-down menu, then the student's schedule for that term will appear, giving you a list of the courses and schedule information. An example screen is given below. If you click on the Course Name and Title, you'll get additional information like the instructor's name and e-mail address, and prerequisites for the course. If you do that, be sure to go to the bottom of that screen to 'Close Window' to get back to the schedule screen.

The screenshot shows a web browser window titled "Schedule - Mozilla Firefox". The address bar displays the URL: <https://datavu.valpo.edu/WebAdvisor/WebAdvisor?TOKENIDX=7405716893&SS=48&APP=ST&CONSTITUENCY=WBF>. The page header features the Valparaíso University logo and navigation links: LOG OUT, MAIN MENU, FACULTY MENU, HELP, and CONTACT US. The main content area is titled "FACULTY" and "Schedule". It includes a "Term" dropdown menu set to "2007 Fall Semester - GAU" and a "Total Registered Credits" of 17.00. Below this is a table of courses with columns for Course Name and Title, Status, Meeting Information, Creds, CEUs, Pass Aud, and Start Date. The table lists five courses: MATH-240-A (23423) Statistical Analysis, FLF-306-A (24647) Contemp French Language & Comm, FLF-232-A (24645) French Civ 1870 to the Present, ECON-326-A (23035) International Economics, and ECON-236-A (23032) Comparative Economic Systems. An "OK" button is located at the bottom of the table. The footer of the page includes the text "Done" and the URL "datavu.valpo.edu".

Course Name and Title	Status	Meeting Information	Creds	CEUs	Pass Aud	Start Date
<a href="#">MATH-240-A (23423) Statistical Analysis</a>	New	08/29/2007-12/21/2007 Lecture Monday, Wednesday, Thursday, Friday 02:00PM - 02:50PM, Gellersen Engineering-Mathematics Center, Room 232	4.00			08/28/07
<a href="#">FLF-306-A (24647) Contemp French Language &amp; Comm</a>	New	08/28/2007-12/21/2007 Lecture Monday, Tuesday, Wednesday, Friday 10:10AM - 11:00AM, Meier Hall, Room 148	4.00			08/28/07
<a href="#">FLF-232-A (24645) French Civ 1870 to the Present</a>	New	08/29/2007-12/21/2007 Lecture Monday, Wednesday, Friday 12:55PM - 01:45PM, Meier Hall, Room 148	3.00			08/28/07
<a href="#">ECON-326-A (23035) International Economics</a>	New	08/28/2007-12/20/2007 Lecture Tuesday, Thursday 11:50AM - 01:05PM, Meier Hall, Room 140	3.00			08/28/07
<a href="#">ECON-236-A (23032) Comparative Economic Systems</a>	New	08/29/2007-12/21/2007 Lecture Monday, Wednesday, Friday 09:05AM - 09:55AM, Meier Hall, Room 140	3.00			08/28/07

## Evaluate Program

We commonly call this the student's 'degree audit'. It is a program that matches the courses that the student has taken or is currently taking or will be taking (i.e., is pre-registered for) with the requirements for the degree program. You can select either the student's current program, which is what will be listed, or a different degree program from the pull-down menu by the 'What if I change my program of study' question. Selecting a different program will show you what would be required if the student changed majors (or possibly changed degrees, e.g., from a BS to a BA). This option takes about 10-15 seconds to run out and gather information, so be patient. The results are well worth the effort.

The screenshot shows a web browser window titled "Program evaluation (Degree Audit) - Mozilla Firefox". The address bar shows a URL from datavu.valpo.edu. The page header for Valparaíso University includes links for LOG OUT, MAIN MENU, FACULTY MENU, HELP, and CONTACT US. The main content area is titled "Program evaluation (Degree Audit)" and contains the following elements:

- A message: "You may select either an active program or a 'What if' program."
- A legend: "\* = Required"
- A section titled "Choose One Active Programs" with a radio button and the text "A.B.A./E.C.A. BA: International Economics & Cultural Affairs".
- A dropdown menu for "What if I changed my program of study?".
- A dropdown menu for "What work do you want to include?" with the selected option "All (includes planned)".
- A "SUBMIT" button.

The footer of the page also includes the same navigation links: LOG OUT, MAIN MENU, FACULTY MENU, HELP, and CONTACT US.

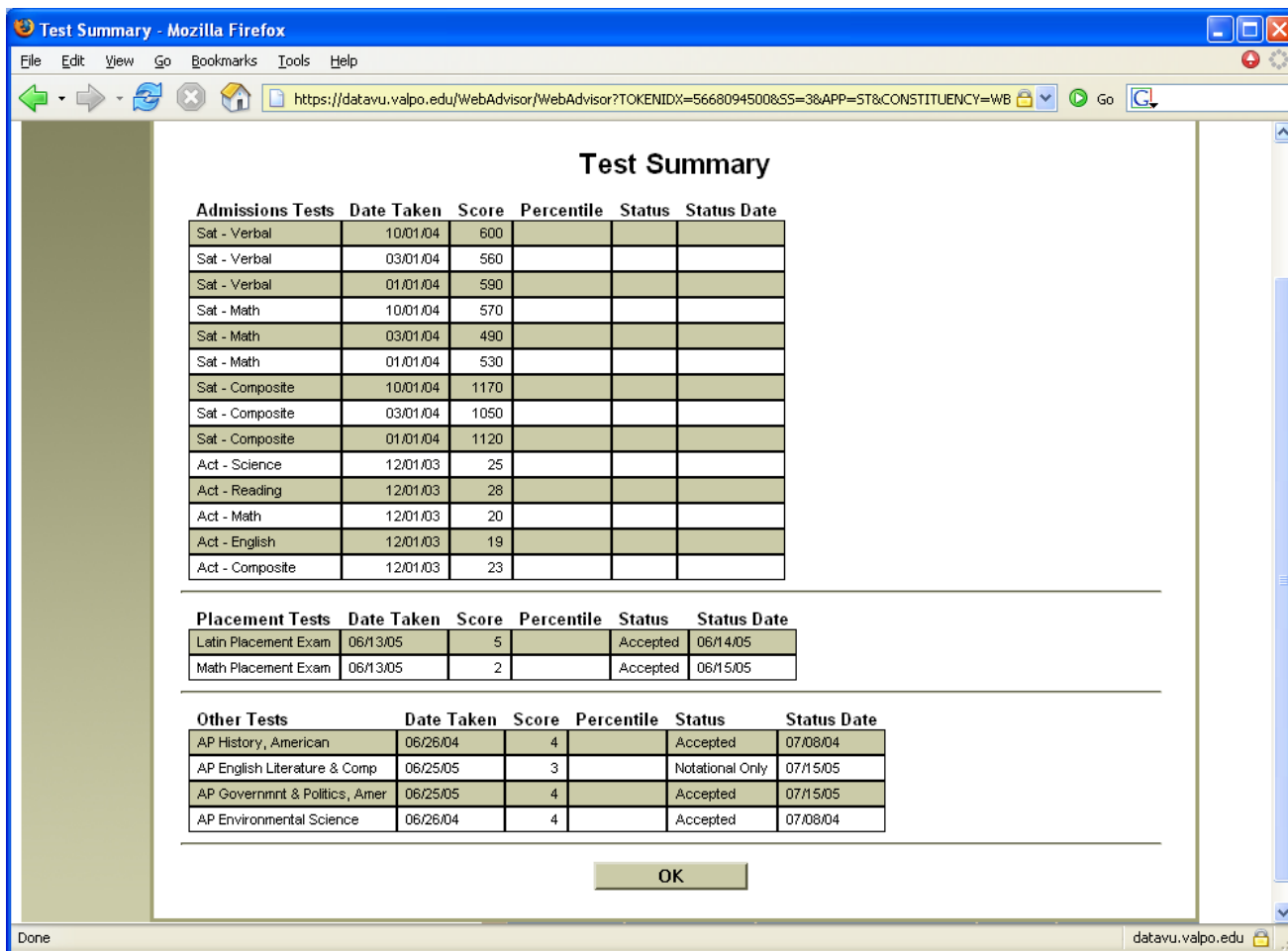
The degree requirements will be laid out in outline format with the general education requirements first, followed by the major requirements and then any additional majors or minors that the student has added. In front of each requirement there is a code to indicate the status of the requirement:

- C Complete (this is the best status!)
- I In progress (the student has completed some but not all components)
- P Pending completion (the requirement will be complete once the student finishes work in progress)
- N Not started
- W Waived (the requirement has been waived. You'll see this occasionally for transfer students)

Viewing the results of the degree audit takes some getting used to, but once you have seen a few from your particular major it will become more familiar to you. You can use your browser print button to print out the entire degree audit (not just what you see on a screen).

## View Student Test Summary

This option will show you the student's ACT or SAT scores as well as any AP, CLEP, or IB test scores that have been submitted. In addition, you will see the results of VU placement exams in chemistry, education, foreign languages, and mathematics.



**Test Summary**

Admissions Tests	Date Taken	Score	Percentile	Status	Status Date
Sat - Verbal	10/01/04	600			
Sat - Verbal	03/01/04	560			
Sat - Verbal	01/01/04	590			
Sat - Math	10/01/04	570			
Sat - Math	03/01/04	490			
Sat - Math	01/01/04	530			
Sat - Composite	10/01/04	1170			
Sat - Composite	03/01/04	1050			
Sat - Composite	01/01/04	1120			
Act - Science	12/01/03	25			
Act - Reading	12/01/03	28			
Act - Math	12/01/03	20			
Act - English	12/01/03	19			
Act - Composite	12/01/03	23			

Placement Tests	Date Taken	Score	Percentile	Status	Status Date
Latin Placement Exam	06/13/05	5		Accepted	06/14/05
Math Placement Exam	06/13/05	2		Accepted	06/15/05

Other Tests	Date Taken	Score	Percentile	Status	Status Date
AP History, American	06/26/04	4		Accepted	07/08/04
AP English Literature & Comp	06/25/05	3		Notational Only	07/15/05
AP Government & Politics, Amer	06/25/05	4		Accepted	07/15/05
AP Environmental Science	06/26/04	4		Accepted	07/08/04

OK

## View Student Profile

This option gives you a general summary of the student's academic profile, including their name and address, e-mail address, degree program, their majors, minors, advisor names, advisor type (major, minor). The top and bottom of the template are not shown in this example.

An important piece of information is contained in the Notes and Comments section at the bottom. This will indicate whether the student has signed the Honor Code agreement to follow the honor code as a student. It will also show to whom the student has given permission to release academic information.

**Student Profile**

Student ID

Preferred Address 810 Brown St  
Valparaiso, IN 46383

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E-mail Address	Type
Tony.Ocepek@valpo.edu	VU E-Mail

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Phone Number	Extension	Type
330-825-5453		Home Telephone
330-858-2087		Cell Phone

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Academic Program	Academic Level	Degree	Anticipated Completion Date	Academic Standing	Major	Minor	CCD	Specialization
BA: International Economics & Cultural Affairs	U	BA	05/09		Intl Ec & Culti Affairs, French	Classics CLAS		

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Advisor	Advisor Type	Phone Number	Extension	E-mail Address
Randa J. Duvick	Major	219-464-5169	5169	Randa.Duvick@valpo.edu
Mark S. Farmer	Minor			Mark.Farmer@valpo.edu
Ann F. Trost	3rd Major	219-464-5212	5212	Ann.Trost@valpo.edu

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**Notes and Comments**

HC\*Honor Code Pledge Signed

RP\*Parents - Release Acad Info

Release to

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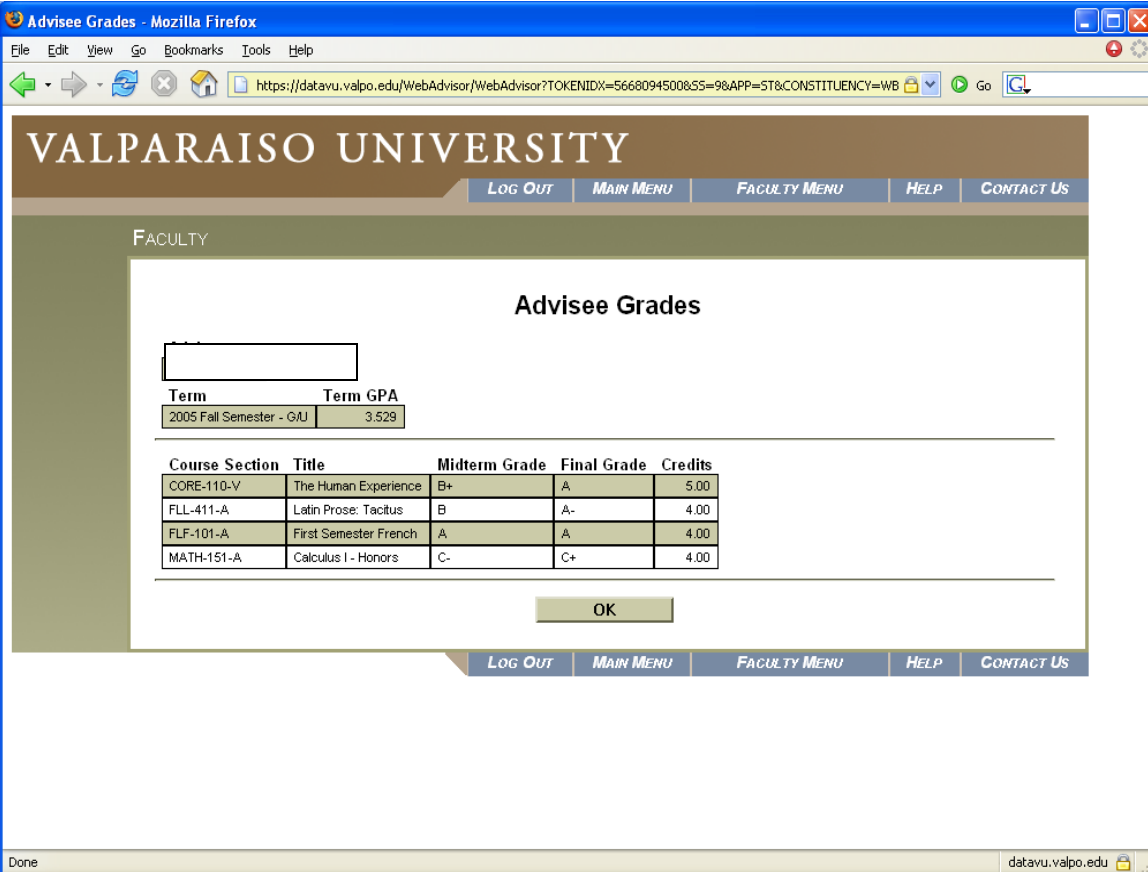
Counselor	Counselor Type	Phone Number	Extension	E-mail Address
None Specified				

Done

datavu.valpo.edu

## Advisee Grades

This option will show you your advisee's grades for any given semester. You'll have to choose the semester that you want to view from a list, then click submit. The grades (midterm also, if appropriate) will be displayed. For example, this is what appears when I select the 2005FA term (note midterm grades also):



Valparaíso University

LOG OUT | MAIN MENU | FACULTY MENU | HELP | CONTACT US

FACULTY

### Advisee Grades

Term	Term GPA
2005 Fall Semester - GU	3.529

Course Section	Title	Midterm Grade	Final Grade	Credits
CORE-110-V	The Human Experience	B+	A	5.00
FLL-411-A	Latin Prose: Tacitus	B	A-	4.00
FLF-101-A	First Semester French	A	A	4.00
MATH-151-A	Calculus I - Honors	C-	C+	4.00

OK

LOG OUT | MAIN MENU | FACULTY MENU | HELP | CONTACT US

Done

datavv.valpo.edu

## ADVISING CONFIRMATION

This screen is to be used by **primary advisors** (i.e., exploratory, general, or first major advisors) to indicate that they have seen the student for advising purposes for the semester selected. Students will **not** be able to register until their primary advisor has checked off the advising box on this screen. There will be an advising hold on their record until this is done. Only primary advisors can do this and it is done only once per semester. If you mistakenly check off a student whom you still need to advise, please call the Registrar's Office to have the advising hold restored. Once you check the student off and press submit, the student's name will be removed from subsequent listing.

## ADVISEES (LIST ONLY)

This option provides a listing of your advisees only, displaying in alphabetical order by student's last name the following information: student ID number, name, degree program, cumulative gpa, ungraded credits (i.e., in progress or preregistered), attempted credits (total number of credits attempted including transfer credits or credits by exam), and earned credits (includes only VU credits).

It doesn't matter **what** you are advising the student for (e.g., second major or third minor). If your name is attached to the student's record in any way, that student will show up on this listing.

This is a listing only, it is not an interactive option in any way. There may be students who are no longer in school on your list – contact the Registrar's Office to have them removed.

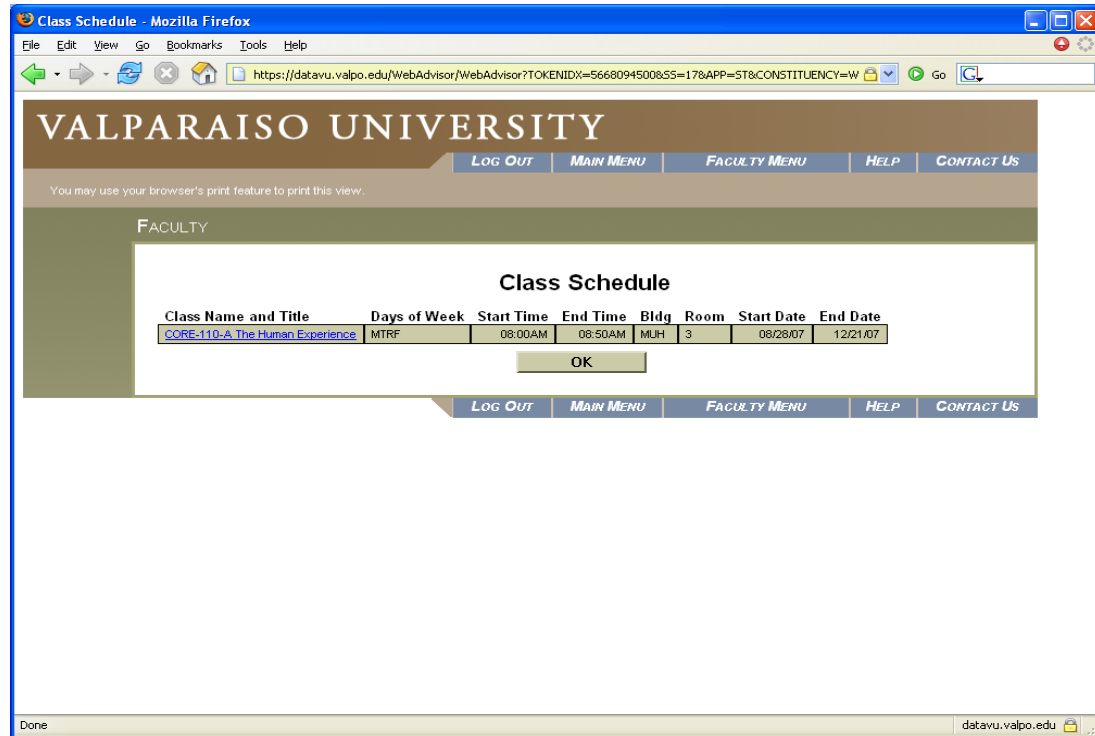
## CLASS ROSTER

This option will show you your class roster(s) for a given semester. You must first enter the term that you are interested in, then a listing of your semester courses will appear that will give you the meeting times and the building and room that is assigned to your sections. Select the section that you want; the most current roster will appear, showing the students currently enrolled in the course section, along with their ID number, e-mail address, class level, status (i.e., when they registered – N = new preregistration or registration, A = during the drop/add period), the credit hours, and a place to check on student profile if you want to view that information for a given student (see information above on Student Profile). If you print this roster, the entire roster will print, not just what shows on the screen.

Student ID	Access	E-mail address	Pass Aud	Class	Status	Credits	CEUs	Student Profile
		Sarah.Blystra@valpo.edu		FR	New	5.00		<input type="checkbox"/>
		Samantha.Cornwell@valpo.edu		FR	New	5.00		<input type="checkbox"/>
		David.Hamaker@valpo.edu		FR	New	5.00		<input type="checkbox"/>
		Michael.Hodge@valpo.edu		FR	New	5.00		<input type="checkbox"/>
		Zach.Johnson@valpo.edu		SO	New	5.00		<input type="checkbox"/>
		Matthew.Kochewar@valpo.edu		FR	New	5.00		<input type="checkbox"/>
		Jeff.Langer@valpo.edu		FR	New	5.00		<input type="checkbox"/>
		Amber.Margentina@valpo.edu		FR	New	5.00		<input type="checkbox"/>
		Matt.Moritt@valpo.edu		FR	New	5.00		<input type="checkbox"/>

## MY CLASS SCHEDULE

This option is the same one that student's have, only it's from **your** perspective and will display **your** schedule for a given semester. You must select the term that you want, then your schedule will appear, giving you summary information on days, time, building, room, start and end date:

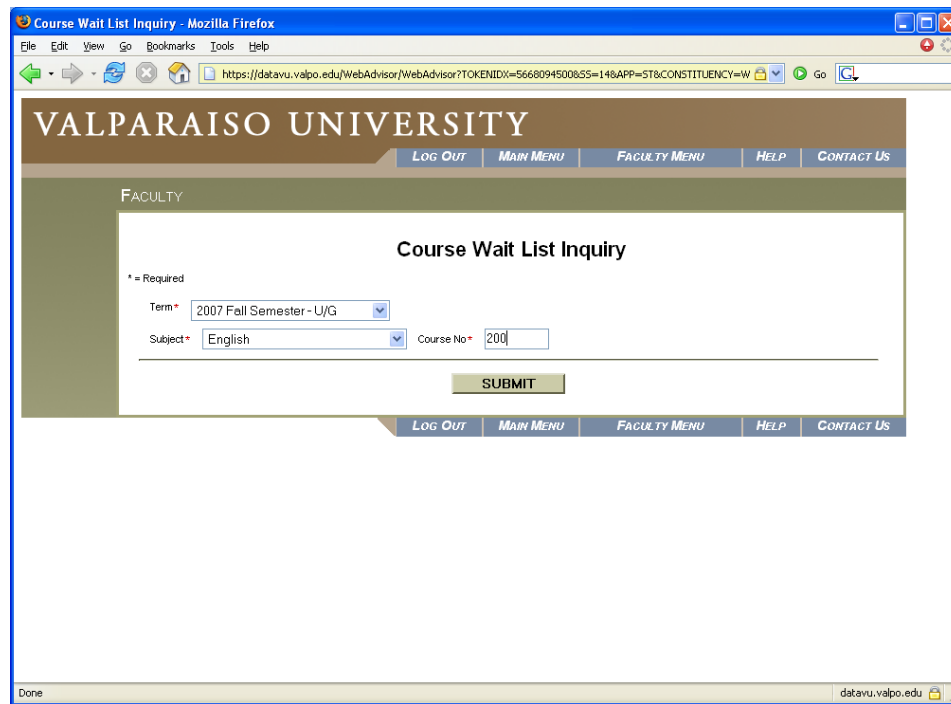


You can click on the Class Name and Title for additional information, just remember to go to the bottom of that page and 'Close Window'.

## COURSE WAIT LIST INQUIRY

This option allows you to look at the wait list for any course that is offered for a given semester. You are not restricted to courses in your own department. Please note that this is a course wait list inquiry, not a section wait list inquiry. So if the course that is waitlisted has multiple section offerings, you will enter the course number only; the student's section preference will be indicated on this screen.

First you must enter the term, the department, and the course number:



Then a listing of the students who are on the waitlist will appear showing the course title, student ID number, student name, waitlist status A (active), status date, preferred section, local phone number, and e-mail address. This listing will be in chronological order according to the time that the student was placed on the waitlist unless a department has chosen to prioritize or weight the wait list.

## **SEARCH FOR SECTIONS**

This is a search option that allows you to query the courses that are being offered for a given term by limiting the parameters of the search. You must specify the term and also one other criteria – one or more subjects from the pull-down menu (or it can be one specific course section), the course level (100, 200, 300, 400, etc), time parameters (classes meeting after, classes meeting before), day or days, academic level (undergraduate, graduate, law), or instructor's last name (this is another way to get a listing of the courses that you are teaching for a given semester!).



Search for Sections - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://datavv.valpo.edu/WebAdvisor/WebAdvisor?TOKENID=X=5668094500&SS=18&APP=ST&CONSTITUENCY=W

FACULTY

### Search for Sections

Term:

Starting On/After Date:  Ending By Date:

Subjects	Course Levels	Course Number	Section
<input type="text" value="Valpo Core"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sections Meeting After:  Sections Ending Before:

Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun ☐

Course Title Keyword(s):

Location:  Academic Level:

Instructor's Last Name:

LOG OUT MAIN MENU FACULTY MENU HELP CONTACT US

Done datavv.valpo.edu

The resolution screen will give you a listing of the courses that fit your request and will include the term, the status of the course (open, closed, waitlisted), the section name and title, meeting information (building, room, days, time), the instructor's name, the available/capacity/waitlist seats, the credit hours for that section, and the academic level (undergraduate, graduate, law). The more criteria that you put in, the more that you will limit the search, and the fewer courses will be selected.

Section Selection Results - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://datavv.valpo.edu/WebAdvisor/WebAdvisor?TOKENID=X=5668094500&SS=20&APP=ST&CONSTITUENCY=W

### Section Selection Results

<< Prev Next >> Jump Page 1 of 3

	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs	Academic Level
1	2007 Fall Semester - G.U.	Closed	<a href="#">CORE-110-A (22893) The Human Experience</a>		08/28/2007-12/21/2007 Lecture Monday, Tuesday, Thursday, Friday 08:00AM - 08:50AM, Mueller Hall, Room 3	J. Goss, A. Trost	0 / 18 / 0	5.00		Undergraduate
2	2007 Fall Semester - G.U.	Open	<a href="#">CORE-110-AA (22894) The Human Experience</a>		08/28/2007-12/20/2007 Lecture Tuesday, Thursday 11:50AM - 01:45PM, Mueller Hall, Room 6B	L. Grantz	7 / 18 / 0	5.00		Undergraduate
3	2007 Fall Semester - G.U.	Open	<a href="#">CORE-110-B (22895) The Human Experience</a>		08/28/2007-12/21/2007 Lecture Monday, Tuesday, Wednesday, Friday 08:00AM - 08:50AM, Mueller Hall, Room 8	K. Ostoyich	2 / 18 / 0	5.00		Undergraduate
4	2007 Fall Semester - G.U.	Closed	<a href="#">CORE-110-BB (22896) The Human Experience</a>		08/29/2007-12/19/2007 Lecture Monday, Wednesday 11:50AM - 01:45PM, Mueller Hall, Room 10	B. Kies	0 / 18 / 0	5.00		Undergraduate
5	2007 Fall Semester - G.U.	Closed	<a href="#">CORE-110-C (22897) The Human Experience</a>		08/28/2007-12/20/2007 Lecture Tuesday, Thursday 09:05AM - 11:00AM, Guild Hall, Room 115	A. Bloom	0 / 18 / 0	5.00		Undergraduate
6	2007 Fall Semester - G.U.	Open	<a href="#">CORE-110-CC (22898) The Human Experience</a>		08/29/2007-12/19/2007 Lecture Monday, Wednesday 11:50AM - 01:45PM, Mueller Hall, Room 10	B. Kies	1 / 18 / 0	5.00		Undergraduate

javascript:void(0); datavv.valpo.edu

HINT: If you are looking for open lab sections to a course, do not put in course BIO 125 for your search since the lab sections are actually course BIO 125L, for example. Instead, do a search for the subject (BIO) and the course level (100). You'll get all of the level 100 courses in biology, but also all of the lab sections:

	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity/Waitlist	Credits	CEUs	Academic Level
1	2007 Fall Semester - GIJ	Open	BIO-125-A (22696) Biotechnology		08/29/2007-12/21/2007 Lecture Monday, Wednesday, Friday 09:05AM - 09:55AM, Neils Science Center, Room 234	G. Hicks	4 / 48 / 0	4.00		Undergraduate
2	2007 Fall Semester - GIJ	Open	BIO-125L-B (22697) Biotechnology Lab		08/28/2007-12/18/2007 Lab (no credit) Tuesday 09:05AM - 11:00AM, Neils Science Center, Room 205	G. Dulin	2 / 24 / 0	0.00		Undergraduate
3	2007 Fall Semester - GIJ	Open	BIO-125L-C (22699) Biotechnology Lab		08/29/2007-12/19/2007 Lab (no credit) Wednesday 02:00PM - 03:55PM, Neils Science Center, Room 205	G. Dulin	3 / 24 / 0	0.00		Undergraduate
4	2007 Fall Semester - GIJ	Waitlisted	BIO-151-A (22699) Human Anatomy & Physiology I		08/29/2007-12/21/2007 Lecture Monday, Wednesday, Friday 10:10AM - 11:00AM, Neils Science Center, Room 234	B. Scaglione-Sewell	-8 / 120 / 8	4.00		Undergraduate
5	2007 Fall Semester - GIJ	Open	BIO-151L-B (22700) Human Anat & Phys Lab I		09/03/2007-12/17/2007 Lab (no credit) Monday 01:00PM - 03:30PM, Neils Science Center, Room 306	B. Scaglione-Sewell	9 / 24 / 0	0.00		Undergraduate
6	2007 Fall Semester - GIJ	Waitlisted	BIO-151L-C (22701) Human Anat & Phys Lab I		08/28/2007-12/18/2007 Lab (no credit) Tuesday 08:00AM - 10:30AM, Neils	D. Gillispie, B. Scaglione-Sewell	-4 / 24 / 3	0.00		Undergraduate

This same option is available to students also and to the general public without using a password from the Registrar's Office menu (Class Seat Availability) at:

<http://www.valpo.edu/registrar/>

## GRADING

The 'Grading (Midterm and Final)' option on DataVU will allow you to enter either midterm or final grades on the web. This option allows you to enter grades at times outside of regular office hours for the Registrar's Office and is available at all times **except** during the planned maintenance hours:

Sunday	5:00 a.m. - 12:00 noon
Monday, Tuesday, Thursday, Friday	5:00 a.m. - 7:00 a.m.
Wednesday and Saturday	3:00 a.m. - 7:00 a.m.

After entering the term for which you wish to submit grades, the next screen will ask you to **select either midterm or final grades and the course** that you wish to grade. The screen looks like this (except you'll probably have more than one class listed):

VALPARAISO UNIVERSITY

LOG OUT MAIN MENU FACULTY MENU HELP CONTACT US

FACULTY

### Grading

Final or Midterm/Intermediate Grading: Final

Choose One	Class Name and Midterm/Intermediate Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input checked="" type="radio"/>	CORE-110-A The Human Experience	08/28/07	12/21/07	MUH	3	08:00AM - 08:50AM	MTRF	2007FA

SUBMIT

LOG OUT MAIN MENU FACULTY MENU HELP CONTACT US

Done datavu.valpo.edu

Press the SUBMIT button to get the listing of students to be graded. If you are entering midterm grades, the screen will look like this:

VALPARAISO UNIVERSITY

LOG OUT MAIN MENU FACULTY MENU HELP CONTACT US

FACULTY

### Midterm Grading

Class Name: CORE-110-A  
 Title: The Human Experience  
 Location: 2007 Fall Semester - GAU  
 Instructor:

Student ID	Midterm Grade	Class	Status	Credits
	<span>▼</span>	FR	New	5.00
	<span>▼</span>	FR	New	5.00
	<span>▼</span>	FR	New	5.00
	<span>▼</span>	FR	New	5.00
	<span>▼</span>	SO	New	5.00
	<span>▼</span>	FR	New	5.00
	<span>▼</span>	FR	New	5.00
	<span>▼</span>	FR	New	5.00
	<span>▼</span>	FR	New	5.00
	<span>▼</span>	FR	New	5.00

Done datavu.valpo.edu

If you are entering final grades, the screen will look like this:

Final Grading

Class Name CORE-110-A  
Title The Human Experience  
Location  
Term 2007 Fall Semester - GU

Instructor

Student ID	Grade	Expire Date	Midterm Grade	Class Level	Status	Credits
				FR	New	5.00
				FR	New	5.00
				FR	New	5.00
				FR	New	5.00
				SO	New	5.00
				FR	New	5.00
				FR	New	5.00
				FR	New	5.00

Midterm grades will be displayed if they have been previously entered when you are on the final grade entry screen.

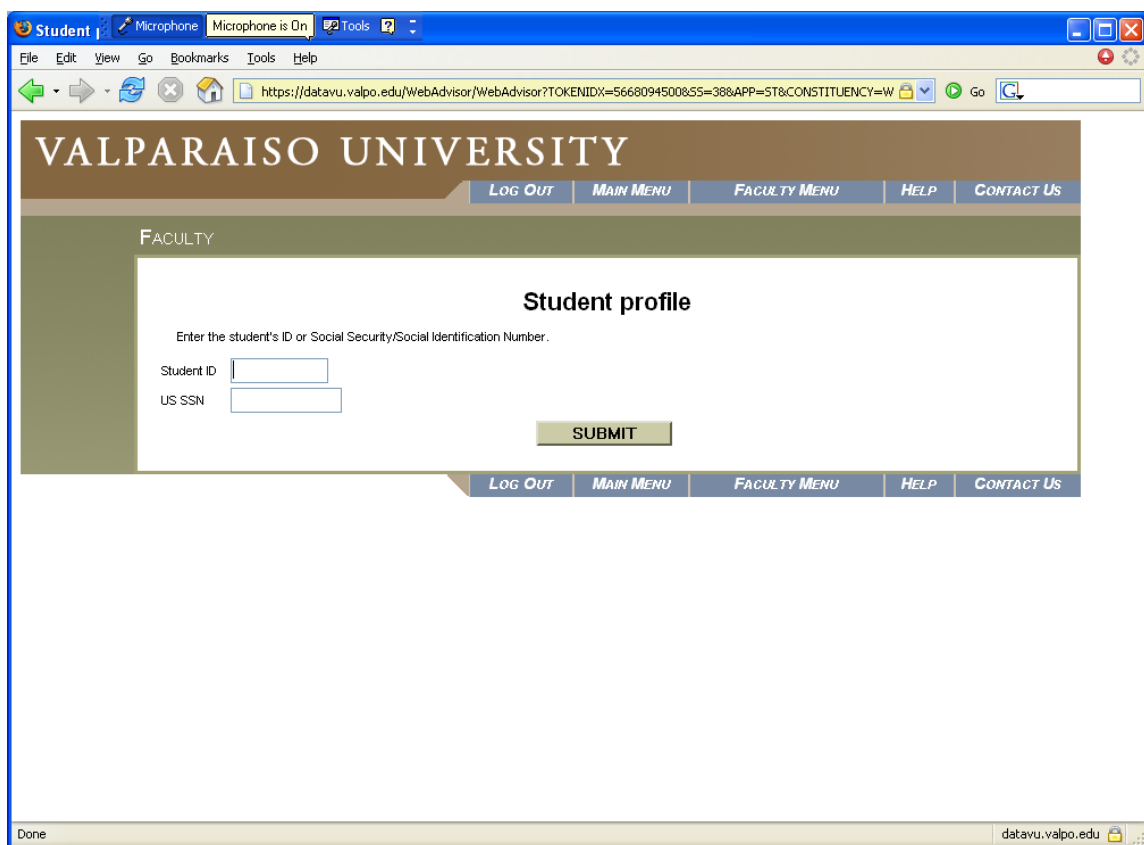
### **TIPS FOR ENTERING GRADES:**

1. Place your cursor on the grade field to pull down the available grades. Click on the grade you wish to enter. You can also type in the grade you wish to enter, but may need to press the letter grade key to get "+" or "-" attached to the grade.
2. **Use the TAB key to move to the next student.**
3. **Do NOT use the wheel on your mouse to scroll down to the next student.** With the cursor in the grade field, you are actually scrolling through the grades and will change the grade that you intended to assign to the student.
4. When you are finished, press SUBMIT at the end of the class list. You must do this to record your grades. Check to see if the grades have been submitted by going back into that class option for grading. You will see the grades that you entered if they have been successfully entered. If you don't see them, then you will have to re-enter your grades.

5. If you have a large section to enter, put part of the grades in and press SUBMIT. There is a time limit of 10 minutes to process information, so if you haven't pressed SUBMIT in 10 minutes you will be timed out and will need to start over. We are looking into extending the time limit during the period for entering final grades.
6. Always check to make sure that your grades have been recorded by going back into the course section to see if the grades are there.

## **STUDENT PROFILE**

To use this screen, you will need to know the student's VU ID number (or SSN which we do not use as an identifier).



The screenshot shows a web browser window with the Valparaíso University WebAdvisor interface. The browser's address bar displays the URL: <https://datavu.valpo.edu/WebAdvisor/WebAdvisor?TOKENIDX=5668094500&SS=38&APP=ST&CONSTITUENCY=W>. The page header features the Valparaíso University logo and navigation links: LOG OUT, MAIN MENU, FACULTY MENU, HELP, and CONTACT US. The main content area is titled 'FACULTY' and 'Student profile'. It includes a prompt: 'Enter the student's ID or Social Security/Social Identification Number.' Below this, there are two input fields: 'Student ID' and 'US SSN'. A 'SUBMIT' button is positioned below the input fields. The footer of the page shows the text 'Done' and 'datavu.valpo.edu'.

It's probably a lot easier to use the 'Student Profile' option under 'My Advisees' or 'Class Roster' since you will have the student names listed on the screen for those two options. It is the same information that is displayed no matter which way you get to this screen.

## **STUDENT PROGRESS REPORTING - RETENTION ALERT**

These options are used as part of our efforts to track students progress and to get them the help that they might need in a timely fashion as part of our overall retention strategy. Each will be described; each follows the same general format. If you have questions on their specific use, please contact the Registrar's Office.

### **Unsatisfactory Academic Performance**

This option may be used for any student at any point in the semester. Usually instructors have tried to help or contact students informally before using this formal reporting option. Using this option will document that you have reported to the student what needs to be done to improve coursework and will alert others that help is needed.

You must select the term, then the course section, then the student or students in that section that you wish the report to go to. You may enter any or all of the following: current course grade, attendance, participation, and two fields for comments. The first three are pull-down selections, the last two are free text entry. You may do multiple students or one at a time.

The screenshot shows a web browser window with the Valparaíso University WebAdvisor interface. The page title is "VALPARAISO UNIVERSITY" and the URL is "https://datavu.valpo.edu/WebAdvisor/WebAdvisor?TOKENIDX=8063328090&SS=7&APP=5T&CONSTITUENCY=WB". The page has a navigation bar with links: LOG OUT, MAIN MENU, FACULTY MENU, HELP, and CONTACT US. The main content area is titled "FACULTY" and "Unsatisfactory Acad Perform". Below this, there is a section for "Unsatisfactory Academic Performance" with a "Course Name and Title" field set to "CORE-110-A The Human Experience". There is an "Instructors" field with a dropdown menu. Below this is a table for reporting student performance. The table has columns for "Student Name", "ID", "CI", "Cr", "Sports", "Grd", "Attendance", "Participation", and "Comments re: quizzes, exams". The table contains several rows of data, with some cells containing dropdown menus for selection.

Student Name	ID	CI	Cr	Sports	Grd	Attendance	Participation	Comments re: quizzes, exams
		FR	5.00					
		FR	5.00					
		FR	5.00					
		FR	5.00					
		SO	5.00					
		FR	5.00					
		FR	5.00					

When you are done, click SUBMIT at the bottom. An e-mail will be sent to the student **from you** with copies to you (save it!), the student's advisor, the department chair of the student's advisor, the student's academic dean, and the Dean of Students. The e-mails are batched and sent once a day shortly after midnight to the people listed above.

If you need to send a second notice, simply type over the first information (or delete it). E-mail messages will be sent only to the students with a new message and **not re-sent** for previous messages.

#### **4 Week Freshmen Report (Fall, Spring)**

This report uses the same format as the Unsatisfactory Academic Performance, but is for freshmen only. The Registrar's Office will send an e-mail out to faculty, asking you to fill out this option for freshmen only (and only freshmen should show up on this option) at the fourth week of the semester.

This information is e-mailed to the student and the student's advisor, the department chair of the student's advisor, the student's academic dean, and the Dean of Students to help them identify students who need early intervention and help before it is too late in the semester. You will also receive a copy. This option will be available for the 3<sup>rd</sup> and 4<sup>th</sup> weeks of the semester.

#### **NCAA Student Report (Fall, Spring)**

This report also uses the same recording format. At the time that you report midterm grades for freshmen, you will need to report on student-athletes using this option. Again, only the student-athletes in your course sections should show up on this option. If you don't have any, then no names will show up. But check regularly, because sports rosters change almost daily.

#### **Verify Attendance**

This option is used after the deadline to withdraw from a course section, the 8<sup>th</sup> week of classes. The Registrar will send out rosters and an e-mail to have you verify that the listing of students is accurate for each of your classes.

Place a **check mark** next to the names of students who are **NOT attending** (or have not attended) a class. You may optionally add comments if you think that will be helpful. This is not sent directly to the student, but used by the Registrar's Office to notify students who are not attending and to give them information on their options, if any.