

Portal Instruction Sheet

For all tasks, start by accessing the Portal via my.whitman.edu using your Whitman username and password.

Advisers: Granting clearance and viewing academic information

Find your advisee in either the Advisees list or by searching them. Click **“Grant Clearance”** in the right-hand list of options. Once you have granted clearance, it will be displayed as below:

Advisees



Margaret “Maggie” Appleton
Student

Role Student
Email appletmf@whitman.edu
Major Anthropology
Anticipated Grad Sep 2013

 Print my Advisees  Save as Excel

- Academic Evaluation
- New Academic Evaluation (BETA)
- View Transcript
- View Wishlist
- View Course Schedule
-  Clearance Granted
- Give Consent
- Add to Waitlist

To view academic information for your advisee, click the appropriate item in the list.

Viewing current or upcoming courses

Start in **Faculty Courses** in the Faculty tab. To change the term shown, select from the drop-down menu, as shown below:

Please select

- 2015SP
- 2014FA
- ✓ 2014SP
- 2013FA
- 2013SP
- 2012FA
- 2012SP
- 2011FA
- 2011SP
- 2010FA
- 2010SP
- 2009FA
- 2009SP
- 2008FA
- 2007SP
- 2006FA
- 2006SP
- 2005FA
- 2005SP
- 2004FA

Courses

ANTH-417-A Independent Study in Anthro
Jason Pribilsky
Charles McKhann
Gary Rollefson
2014SP

led 0/5
ion Social Science
ion Social Sciences (2002-)
dits 1 (4 max)

- Manage Waitlist
- View Roster
- View Consents
- Room Preference

A list of your courses for the selected term will be displayed.

Viewing Class Rosters

Starting from **Faculty Courses**, choose the term you want (as described above). A list of your courses will be displayed. Each course will have several options shown in a list on the right. From this list, select “View Rosters.”

2014FA



**ANTH-101-A
Paleoanthropology**
Gary Rollefson
2014FA

- Manage Waitlist
- View Roster
- Manage Consents
- Room Preference

Enrolled 0/40
 Course Schedule Mo, Tu, Th 9 - 9:50am
 Distribution Social Science
 Distribution Social Sciences (2002-)
 Credits 4

Course Consents: Granting and Removing

From **Faculty Courses**, select the term, then find the appropriate course and click “**Manage Consents**” in the right-hand list for that course. This pulls up a list of any consents you have granted for this course.

2014FA



**ANTH-101-A
Paleoanthropology**
Gary Rollefson
2014FA

- Manage Waitlist
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- Manage Consents
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Enrolled 0/40
 Course Schedule Mo, Tu, Th 9 - 9:50am
 Distribution Social Science
 Distribution Social Sciences (2002-)
 Credits 4

To add a new consent, click the “Add Student” button. Search for the student by typing their name in the box, then click “Add.”

Please type student's name.

Hannah Daly - dalyhr@whitman.edu

Add

If you are granting consent for a “Credit and Topic” course (e.g., independent study, direct reading, research, etc.), you will need to enter the credits and a topic. If you have any questions on this portion, contact the Registrar’s Office at x5983.

Please type student's name.

Credits: 4 Topic: Add

To remove a consent, simply click the red minus button next to the student’s name:

Name	Email	Year	Topic	Credits	Added
Daly, Hannah Rose	dalyhr@whitman.edu				

+ Add Student

You can also grant consent from the “Manage Waitlist” feature, as described below.

Waitlists: New!

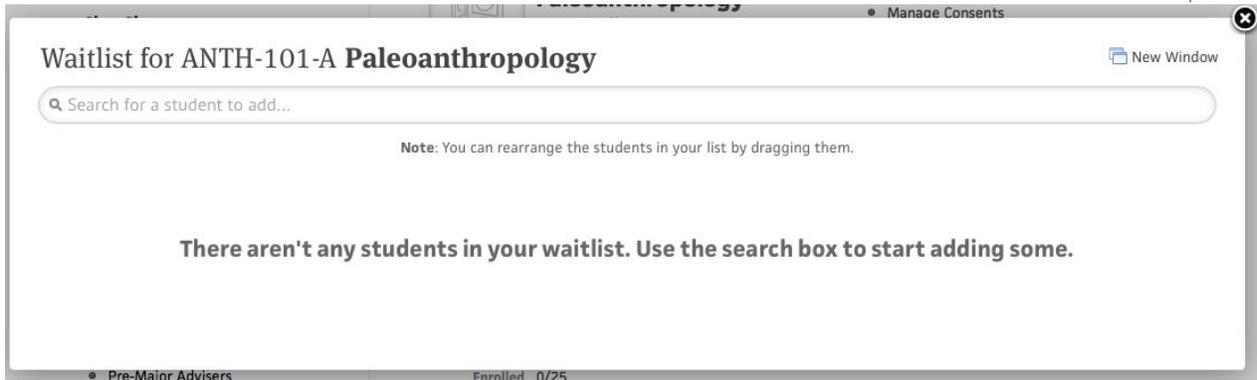
From **Faculty Courses**, select the term, then find the appropriate course and click “**Manage Waitlist**” in the right-hand list for that course. If you do not see this option for a course, it is because you opted out of the waitlist option. If you change your mind and wish to re-opt in, please contact the Registrar’s Office.

ANTH-101-A
Paleoanthropology
 Gary Rollefson
 2014FA

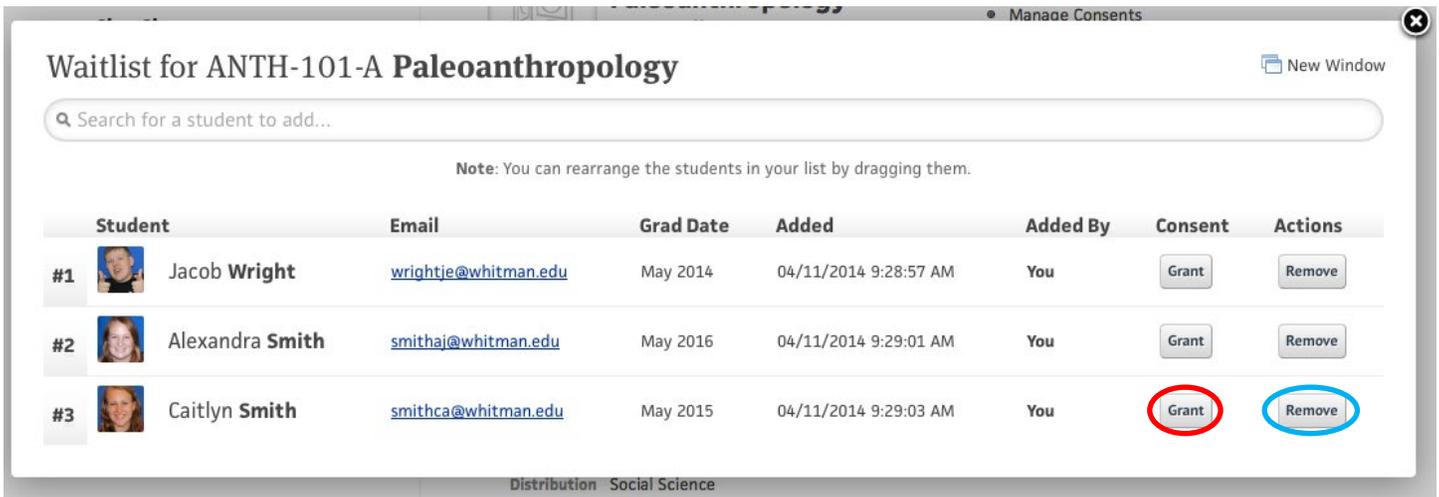
- Manage Waitlist
- View Roster
- Manage Consents
- Room Preference

Enrolled 0/40
 Course Schedule Mo, Tu, Th 9 - 9:50am
 Distribution Social Science
 Distribution Social Sciences (2002-)
 Credits 4

This pulls up your electronic waitlist (it will start off blank, as shown below):

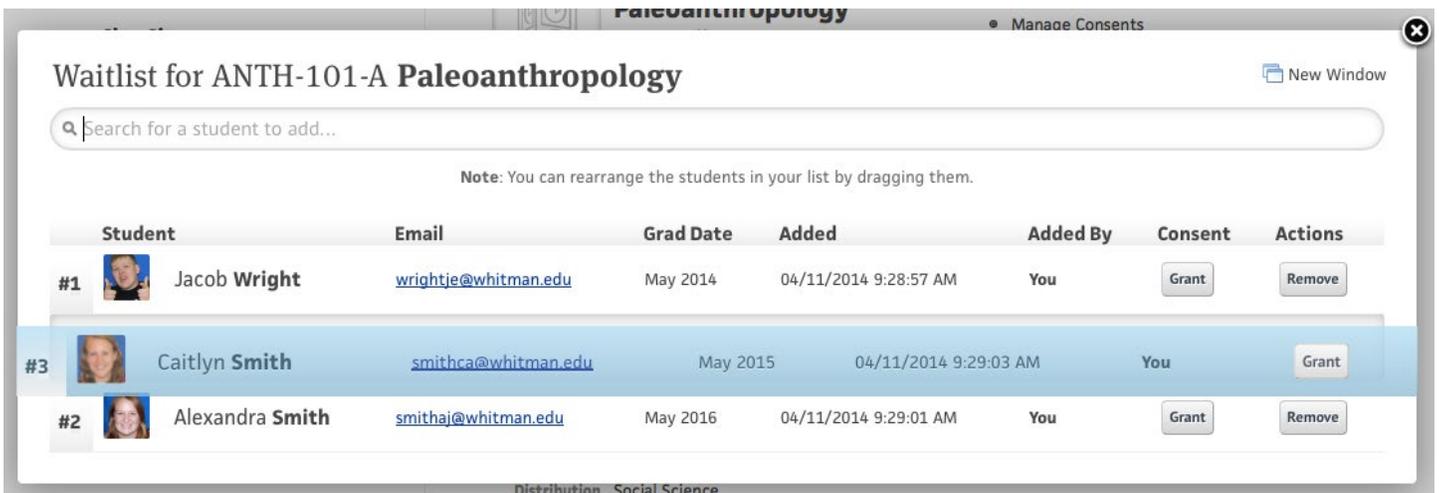


Students will be able to add themselves to up to four waitlists, but you can also add them. To add a student to your waitlist, search for the student in the waitlist search box, then click to select them. As your waitlist begins to fill up, it will look like this:



You can grant consent from here by clicking “Grant” in the Consent column, and you can remove a student from your waitlist by clicking “Remove” in the Actions column. If a waitlisted student is consented into the course, they will not automatically be removed from the waitlist, so you should watch your roster and update your waitlist accordingly.

Your waitlist will initially be sorted by the date and time each student was added. To reorder your waitlist, drag and drop students into the necessary places:



Students will not be able to see their exact place in a waitlist, but will be warned if they add themselves to a waitlist with more than 10 other students already signed up.