Student Profile User Guide

August 2022

General Information

Student Profile is a VandalWeb application installed jointly by the Office of the Registrar and Information Technology Services. The application allows students to have an overall view of their academic information, and advisors and faculty advisors to see a similar view of the academic information for their advisees, or potential advisees. Student Profile also links to many other pages with useful student information. The types of information available on Student Profile are:

- Biographic – Name, Email, Phone number, Vandal Number
- General – Academic Level, Class, Active Status, Student Type, Campus, First/Last Terms Attended
- Application(s) for graduation
- Advisors assigned to the student
- Current curriculum, Institutional, Transfer and Overall Earned Hours and GPA
- Prior Schools Attended and Test Scores
- Current classes
- Notes
- Registration status
- Current Holds – With the ability for a student's advisor to remove the Advisor Hold

Student Profile is designed with mobile devices in mind, so the layout of the page will change depending on what device is being used to view it. Students can access the new application from the **Students** tab in VandalWeb. Advisors and Faculty Advisors can access it from the **Faculty & Advisors** menu in VandalWeb. Faculty who are not also advisors can access Student Profile from **Class List** or **Grades>Faculty Midterm and Final Grade Entry**.

Figure 1 - VandalWeb Access to Student Profile

Advisee Search

When an Advisor clicks on the **Student Profile** link, a search page will open. They can then select the term they want to see information for and either search for a specific student or see a list of all their Advisees by clicking **View My Advisee Listing**.

Figure 2 - Advisee Search

The text to the right of the screen gives instructions for how to use the page. You can hide the text by clicking on the triangle icon in the middle of the border separating the text from the rest of the page, or you can adjust the size of the instructions by dragging the border to the left or right.

You have the option of searching by the Student ID (Vandal Number or Student ID), any email address that is in Banner, or the student's name (last name, first middle). When you search by name, partial matches will start to display after typing the first three letters of the last name, updating as you enter more characters. **The list will include inactive as well as active students.** After selecting the student you want, the **View Profile** button will become active.

Figure 3 - Name Search

Advisee Listing

To select one of your current advisees, or work with a subset of your advisees, click on the **View My Advisee Listing** link next to the **View Profile** button. The **Advisee Listing** page lists all of your advisees as of the term selected on the **Advisee Search** page. By default, 10 advisees are shown on each page. This can be changed to 15 or 20 students per page. At the bottom, the number of pages is displayed and arrows to navigate to the next, first, or last page are available.
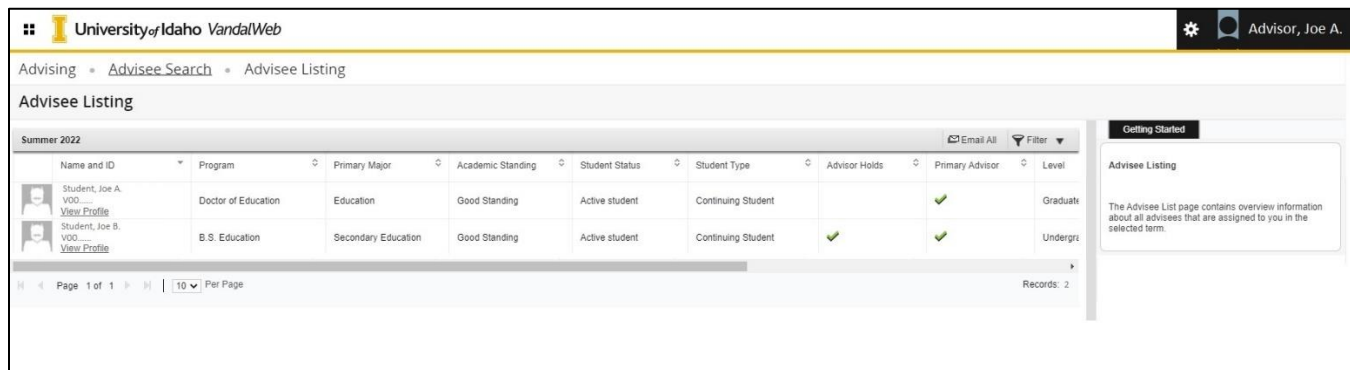

Figure 4 - Advisee Listing

Sort advisees by clicking on the desired column heading. Clicking on the column again reverses the sort order. Rearrange the columns by dragging them to the left or right. Changes to sort and column order only apply to the current session.

Filtering Your Advisee List

Filter your advisee list by clicking the **Filter** icon in the upper right corner of the bar above the column names. The resulting dropdown section will allow you to filter your advisee list by last name, first name, or middle name, as well as all the available columns. You can filter by more than one column if desired. After selecting your filter criteria, click on the **Go** button to filter your advisee list. You can clear your current filters by clicking on the **Clear All** button or cancel your filter.
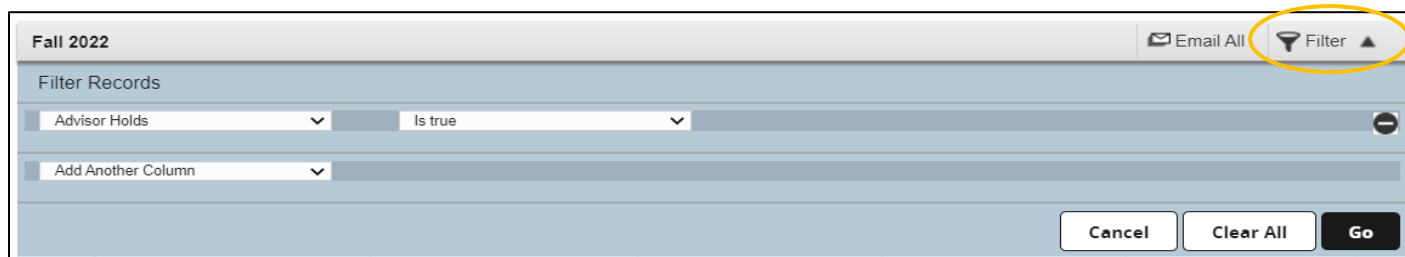

Figure 5 - Filter Box

When filters are active, a list of the filters used, as well as the number of records returned, displays above the columns. You can remove an individual filter element by clicking on the **x** beside the filter element or remove all filters by clicking the **Remove Filter** button.
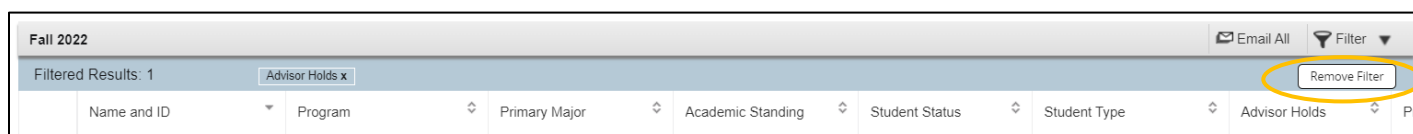

Figure 6 - Active Filter display

Email All Advisees

Clicking on the **Email All** button, next to the **Filter** button, will open an email using your default email application, with your advisees listed in the **BCC** (blind carbon copy) column. Any active filter affects the advisees listed. For example, you could send an email to all of your advisees who still have an active **Advisor Hold**, by filtering on that column and then clicking on the **Email All** button. Please see the **Email Setup Instructions** on the Registrar's website for one-time email setup instructions.
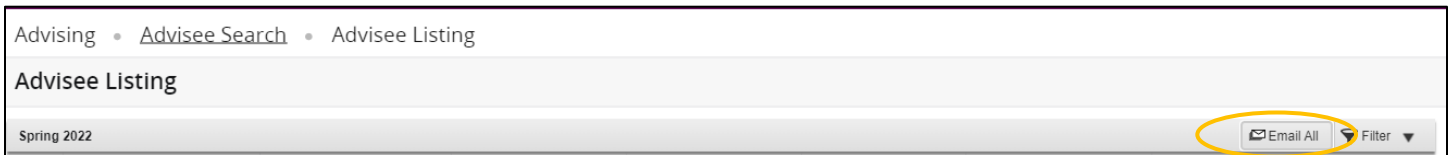

Figure 7 – Email All button

Export Advisee List to Excel

Click on the gear icon in the upper right of the page, just to the left of your name, to export your advisees as an Excel spreadsheet. You can export the list in either the newer Excel (xlsx) open file format, or the older (xls) proprietary file format. The export will include all the available columns in the list and will reflect any active filters.
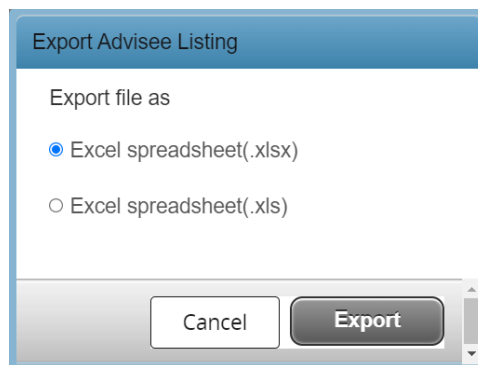

Figure 8 - Excel Export

Student Profile

The student profile page displays information about the student you have selected. It also includes links to other VandalWeb pages that you may find useful. In this guide, the student photos are displayed with the default photo icon, but the actual application will display the student photo if one is available.

Figure 9 - Student Profile

The top of the Student Profile page, below the University logo, contains breadcrumbs that allow you to navigate back to where you started. If you entered a particular student on the **Advisee Search** page, click on the link to return to it. If you went to your **Advisee Listing** page from the **Advisee Search** page, you will be able to navigate back to either page.

Figure 10 - Student Profile Page Top

Under the breadcrumbs is the page title, the name, and the Vandal Number of the student you are currently viewing. Below that is some general information about the page and student:

- Currently selected term is displayed on the left; to change terms, select one from the **Advisee Search** page
- Student's academic standing and the term it was last calculated
- Overall hours earned by the student, and their overall GPA
- Registration Notices
- Active holds on the student's record

If a photo of the student is available, it will show on the left side of the page. Below it is a pair of links to switch between the current **Curriculum and Courses** view and **Prior Education and Testing**, which contains test scores and a list of previously attended schools. Beneath this is a list of links to other helpful VandalWeb pages.

To the right of the photo are **Student Information** and **Notes**. **Student Information** displays **Biographical**, **General**, **Graduation**, and **Advisor** information for the current student.

The right side of the page contains tabs for **Primary** and **Secondary** curriculum, and **Hours & GPA**. Below this is a section displaying sections the student is **Registered** for in the selected term.

Registration Notices

If you click on the **Registration Notices** link, an overlay will drop down that will display the student's registration notices. The number to the right of the link is the number of notices that are available. The notices show items that might prevent the student from registering for the selected term. If there is a green check mark next to the item, the status allows the student to register. A red checkmark indicates a problem that needs addressed before the student can register. Finally, the **Registration Times** range shows when the student will be able to register for classes for the term selected.

Figure 11 - Registration Notices

Holds

If you click on the **Holds** link, an overlay will drop down and display all the active holds on the student's record. The number to the right of the link displays the number of holds that the student has. If the student has a hold that is not viewable for privacy reasons you will see text to that effect. Clicking on the triangle next to a hold will display more information.
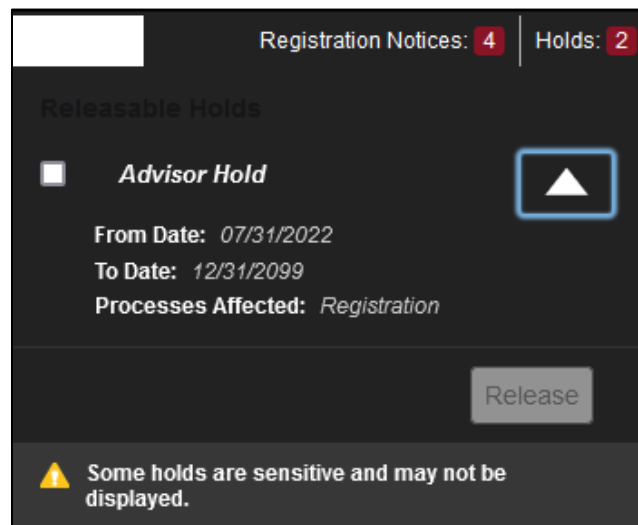

Figure 12 - Holds

If the student has a hold that you are authorized to remove, you will see a check box next to the hold and a greyed-out **Release** button. To remove the hold, click the checkbox, then the **Release** button. A new overlay opens, allowing you to enter an optional note about why you are removing the hold. There is also a warning that removing the hold cannot be undone. If you enter a note, it will be available in the **Notes** tab in the center of the page. Unlike other notes, it will only be viewable by other advisors.

Student Information

The **Student Information** section displays the following information about the student:

- Biographic
    - Email – you can click on the email link to send the student an email
    - Phone
- General
    - Level – Undergraduate, Graduate, Law, etc.
    - Class – freshman, sophomore, etc.
    - Status – Active, Inactive
    - Student Type – Continuing, New, etc.
    - Residency
    - Campus
    - First term attended
    - Last term attended
- Graduation
    - If the student has applied to graduate, you can click on the link and a new browser tab will open showing the VandalWeb **View Graduation Application** page for the student
- Advisors
    - A list of the student's current advisors. If you click on an advisor name, an overlay card will open with the advisor's photo, department, and email address

Notes Tab

The **Notes** tab will show the number of notes that are available for viewing. If there are many notes, you can sort the notes by entry date, author or category.

By default, all notes are viewable by any advisor, including faculty advisors. You can also choose to allow the student to view specific notes. When you write a note to a student, they will be able to add a note in reply from the student version of **Student Profile**.
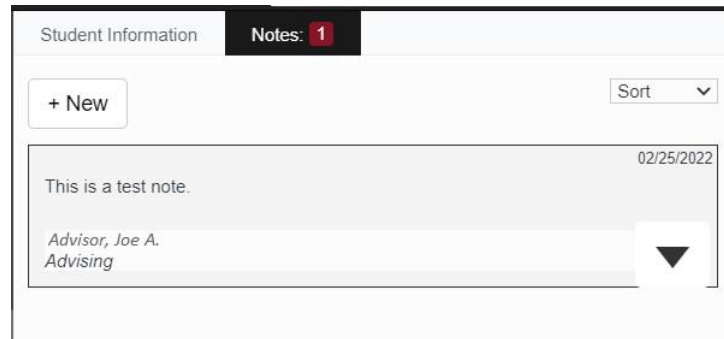

Figure 7 - Notes Tab

Create a new note by clicking the **+ New** button. Select a note Category and, optionally, a Contact Type for the note. Clicking on the triangle in the lower right corner of the note will allow you to adjust whom can view the note. This will also expand the note and allow you to see the entire note if it is longer than a couple of lines. Click on **Post Note** to post the note to the system or click **Cancel** to return without posting the note.

Figure 14 - New Note

Once you post a note, you will not be able to edit or delete it.

Curriculum and Courses

The **Curriculum, Hours & GPA** section on the right side of the page has three tabs. The first shows the student's **Primary** curriculum, and the second tab shows the student's **Secondary** and **Tertiary** curricula. The third tab contains the **Earned Hours** and **Institutional GPA**.

Figure 15 – Primary Curriculum Tab

Underneath the **Curriculum, Hours & GPA** section is **Registered Courses**, a listing of the sections the student is registered for in the selected term. If desired, you can change the order of the columns by dragging them to the right or left. However, the new column order only applies to the current session and will reset each time.

Clicking on an instructor will display an overlay card that has a photo, name, department, and email address for the instructor. The bottom of the section displays the total hours the student is registered for and the minimum and maximum hours the student can register for.

Figure 16 – Hours & GPA and Registered Courses

Clicking the chevron ⌃ in the upper right corner of each area will collapse that area to save space on the screen.

Prior Education and Testing

Student Profile opens in the **Curriculum and Courses** view. Switch to the **Prior Education and Testing** view by clicking the link on the left side of the page, under the student photo and **Curriculum and Courses**. The **Curriculum, Hours & GPA** and **Registered Courses** sections will be replaced with two new sections, **Prior Education** and **Testing**.

Figure 17 - Education and Testing Areas

The **Prior Education** section lists all the high schools and post-secondary institutions the student has attended, when they attended, any degrees if they graduated, and their GPA.

The **Testing** section contains information about all the tests the student has taken. These include ACT, SAT, Advanced Placement, and UI-based tests. You can sort the rows in this section by clicking on a column header.

Additional Links

The links on the left open their corresponding VandalWeb pages in new browser tabs, to display other information about the current student. Many may only be accessed via Student Profile. The links include:

- Degree Audit
- GPA & Credit Tracking *–see below*
- Graduate Student Committee Information
- Midterm Grades
- Pending Major Changes
- Registration Overrides
- Retention Resource Guide
- Schedule Planner Advisor Mode

- Student Detail Schedule
- Student Weekly Schedule
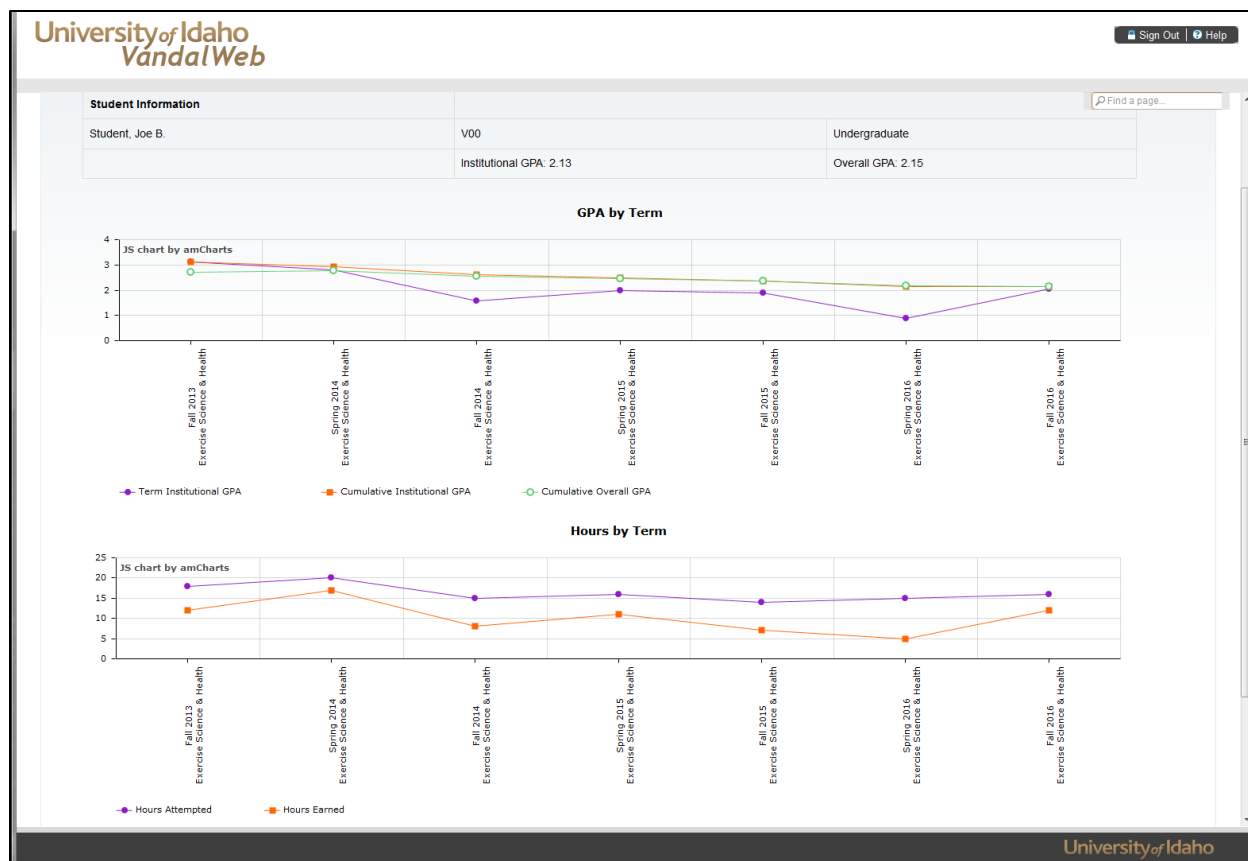- Transfer Evaluation
- Unofficial Transcript
- VandalStar

Figure 18 – GPA & Credit Tracking VandalWeb Page

The **GPA & Credit Tracking** VandalWeb page contains two charts: **GPA by Term** and **Hours by Term**. The **GPA by Term** chart shows the student's institutional term and cumulative GPA as well as their overall GPA for all the terms they have attended at their current level. The student's primary major for each term is also listed.

The **Hours by Term** chart shows the attempted and earned hours for all the terms the student has attended at their current level.

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