Setting up Advisor Access

1. Email kirkt@uidaho.edu with the following information:
   a. Your full name and university email address.
   b. List of your advisees and their **Student ID** numbers in an Excel worksheet.
2. Watch your email for a reply that your account has been set up.
3. We will need a new list of your advisees and student ID numbers *each semester*.

Accessing Polya Student Records for Advisors

1) Go to https://sites.uidaho.edu/polyaweb/Login
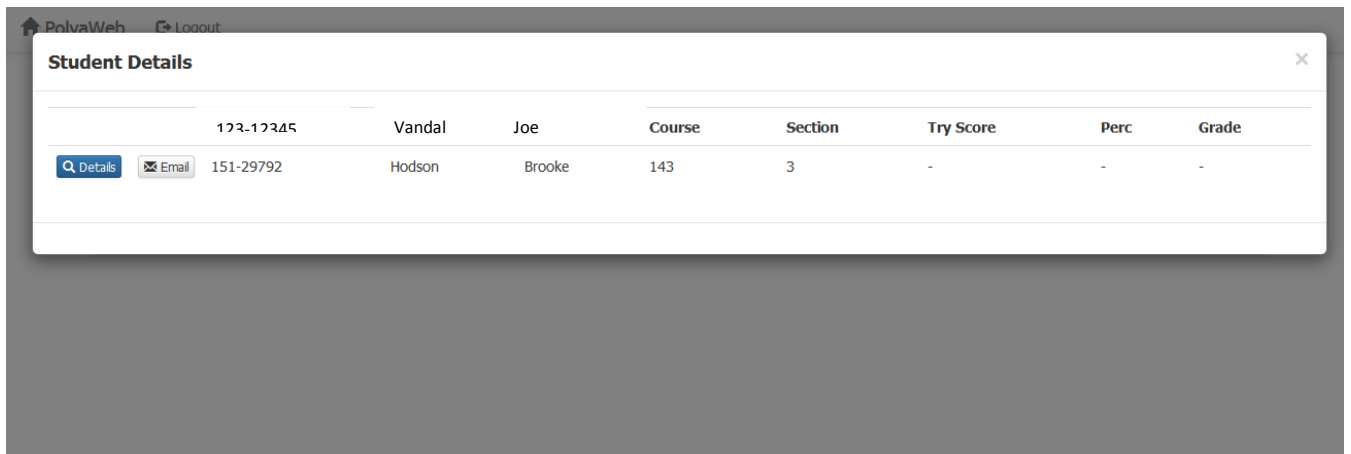
2) Log into PolyaWeb. Your User ID is the first part of your email (no @uidaho.edu) and your initial password is your last name. You are encouraged to change your password to something more secure following your initial log in (Select "Change Password")

3) In the Advisor Menu, you can select "Student Details" to see a summary of your advisees' progress.

Here is where you can view your students' Try Score*, current percentage in the course, and current letter grade. You can also send a student an email (with your email address as the return email).

4) Select "Details" for more information on individual students.

Student Details   ×

Scores current as of Aug 31 2016 11:04AM

Week	HW	Quiz	Notebook Quiz	Polya Time	Test
0	-	-	0	-	-
1	9.30	0	0	0	-
2	0	0	0	0	-
3	0	0	0	0	-
4	0	0	0	0	-
5	-	-	-	-	0
6	0	0	0	0	-
7	0	0	0	0	-
8	0	0	0	0	-
9	0	0	0	0	-
10	-	-	-	-	0
11	0	0	0	0	-
12	0	0	0	0	-
13	0	0	0	0	-

"Try" Score 3 (2)

Extra Credit 0

Final Exam Score Score Not Yet Entered

OK

This is where you can view the scores the student received on each Homework, Quiz, Notebook Quiz, Test, and whether they achieved their weekly Polya Time requirements.

The time stamp of the last time the Grades system was updated is located at the top of the page.

**Individual grade components are uploaded daily on business days, however the course percentages and letter grades are updated on a weekly basis. Occasionally this results in a small discrepancy when midweek assignment scores are added before the total number of points possible is updated at the end of the week.

*Note: A Try Score is calculated by our system. It takes into account how often a student attends class, logs their required Polya time, whether they take advantage of all three attempts at each test, etc. A Try Score of 5 means a student is trying everything possible to succeed in class. A Try Score of 1 means the student isn't trying much at all. Try Scores of 5 are not possible until after the first test in each class.

How Student Grades are Calculated:

Math 108 Grading				
Grade Component	**Points for Each**	**Number**	**Total Points Possible**	**Notes**
Homework	10	10	90	Lowest is dropped
Quiz	10	10	90	Lowest is dropped
Notebook Quiz	5	11	50	Lowest is dropped
Polya Time	5	10	45	Lowest is dropped
Test	100	4	400	NONE are dropped
Final Exam	150	1	150	
Total Points Possible for Course			**825**	

Math 143 Grading				
Grade Component	**Points for Each**	**Number**	**Total Points Possible**	**Notes**
Homework	10	11	100	Lowest is dropped
Quiz	10	11	100	Lowest is dropped
Notebook Quiz	4	12	44	Lowest is dropped
Polya Time	4	11	40	Lowest is dropped
Test	100	3	300	NONE are dropped
Final Exam	150	1	150	
Total Points Possible for Course			**734**	

If you'd like to receive a weekly grade report for your advisees in Math 108 or Math 143 (not Math 144), please let Kirk know when you request your Advisor Access. The weekly reports include the current total points for each student in each graded component (Polya Time, Notebook Quizzes, Homework, (On-line) Quizzes, and Tests along with Try Score and Current Course Percentage on one sheet.

StdID	LName	FName	Course	Section	NQ	PW	HW	QUIZ	PTS	POS	PERC	GR	Instr	Email	Try	astActivitytDateWorked
			108	2	10	10	18.8	14.8	53.6	65	82.46154	B	abbott		3	LastScan .2 2016 10:23AM
			108	4	15	10	19	17	61	65	93.84615	A	allen		4	LastScan .2 2016 10:16AM
			108	4	15	10	20	18.5	63.5	65	97.69231	A	allen		4	LastScan .3 2016 12:04PM
			108	4	15	10	10.2	8.3	43.5	65	66.92308	D	allen		3	LastScan .2 2016 10:22AM
			108	4	15	10	16	8	49	65	75.38462	C	allen		3	LastScan .2 2016 10:18AM
			108	4	15	10	9.1	4	38.1	65	58.61538	F	allen		2	LastScan .2 2016 10:20AM
			108	4	15	10	18.2	18	61.2	65	94.15385	A	allen		4	LastScan .2 2016 10:23AM
			108	4	15	10	18.2	19	62.2	65	95.69231	A	allen		4	LastScan .2 2016 10:15AM
			108	4	15	10	12.3	9	46.3	65	71.23077	C	allen		3	HQ .2 2016 10:58AM
			108	4	15	10	19.6	18.8	63.4	65	97.53846	A	allen		4	LastScan .2 2016 10:16AM
			108	4	15	10	18.6	14.5	58.1	65	89.38462	B	allen		4	LastScan .2 2016 10:18AM
			108	4	10	10	15.9	8.6	44.5	65	68.46154	D	allen		2	LastScan .2 2016 10:23AM
			108	4	15	10	19	11.9	55.9	65	86	B	allen		4	LastScan .2 2016 10:06AM
			108	4	10	10	16.2	0	36.2	65	55.69231	F	allen		2	LastScan .2 2016 10:26AM
			108	4	15	10	11.2	8.3	44.5	65	68.46154	D	allen		3	LastScan .2 2016 10:21AM
			108	4	15	10	19.2	18	62.2	65	95.69231	A	allen		4	LastScan .2 2016 10:21AM
			108	4	15	10	18.1	17.5	60.6	65	93.23077	A	allen		4	LastScan .2 2016 10:18AM
			108	4	10	10	10.9	8.5	39.4	65	60.61538	D	allen		2	LastScan .2 2016 10:19AM

StdID	LName	FName	Course	Section	NQ	PW	HW	QUIZ	PTS	POS	PERC	GR	Instr	Email	Try	astActivitytDateWorked
			143	2	12	8	13.9	6	39.9	60	66.5	D	allen		3	LastScan 12 2016 9:59PM
			143	2	12	8	20	19.8	59.8	60	99.66667	A	allen		4	LastScan .3 2016 12:12PM