Advisor WorkCenter

This guide will cover:

- How to access and use the Advisor WorkCenter in Catalyst
- Basic information of the WorkCenter Pagelets
- How to customize your WorkCenter for your day to day operations

The following are steps on how you can access the Advisor WorkCenter

**Step One**

From the Portal click the “My Advisees” link to activate the Advisor WorkCenter.

**Additional Information** Alternatively, you can go through the Menu Navigation using the following breadcrumb and activate the WorkCenter.

**Step Two**

Once the My Advisees page has populated the WorkCenter will appear on the left hand side of the screen.

**Important** When accessing the My Advisees page, if you have students assigned to you as your advisee(s), they will display on the right hand side of the screen.
The following are descriptions of the available pagelets available in the WorkCenter. Keep in mind that some links within the pagelets may not be available depending on security access.

**Advising Pagelet**

- Advisor Center: Contains all links to the Advisor Center
- Autothorize Student Exceptions: Create/Update student exceptions for degree audit
- Query Viewer: Link to view any queries you were permitted access to.

### Advising

- **Advisor Center**
  - My Advises
  - Advisors Student Center
  - Advisor General Info
  - Advisor Transfer Credit
  - Advisor Academics
  - My Advising Notes

- **Authorize Student Exceptions**
  - Enter an exception to a degree requirement for a student or group of students.

- **Query Viewer**
  - Review existing queries.

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**Campus Community Pagelet**

- Contains all links that can be found under the Campus Community folder that Advisor Roles may have access to dependant on security assignments.

### Campus Community

- **Participation Info**
  - Athletic Participation
  - Extracurricular Activities
  - Honors and Awards

- **Student Info**
  - Add/Update a Person
  - Review Shared Information
  - View Person Affiliations

- **Student Services**
  - Checklist Management - Person
  - Manage Service Indicators
  - Person Comment Summary
  - Student Services Center

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**Important** Queries are not the same as CaRT (Catalyst Reporting Tool). You should be familiar with queries if you were granted access to specific queries.
Curriculum and Student Records Pagelet

- Displays links that are located within Curriculum Management and Records and Enrollment folders via the Main Menu navigation.

Transfer and Test Info Pagelet

- Contains information specific to transfer students/credits as well as test information.
The following are step by step directions on how you can customize your WorkCenter.

**Step One**

To personalize your WorkCenter, click the gear icon located on the top right hand side of the pagelet header.

**Step Two**

A pop up window will display providing you with the opportunity to adjust the WorkCenter display settings.

**Adjust display of pagelets:** To adjust what pagelets you would like displayed in the WorkCenter either check or uncheck the box in the selected column.

**Initially Minimize pagelets:** In the initially minimized column, selecting the check box of a pagelet. This will have the assigned pagelets minimized automatically when the WorkCenter is accessed.

**Adjust pagelet order:** To adjust the pagelet order, assign a number (1-4) to assign the order of the pagelets.
Step Three

Once you have completed personalizing your pagelet display click **Save**.

**Important** Click Reset to Defaults button in the WorkCenter settings pop up window if you want to reset to the default settings.

You have now completed the steps of accessing and personalizing your Advisor WorkCenter.