YES Student Search

The student search will function in the same way that it does today. To navigate to this screen, you can use your existing student search links or your AAI link. The YES hyperlink at the bottom left corner of the Vanderbilt home page will also bring you to the student search. When you log into the student search, you will see a confidentiality statement. In order to proceed into the website, you will need to accept the terms of this statement. Declining this statement will log you out of the student-search web application.

Once you have accepted the confidentiality statement, you will see a Student search quick search page. The quick search searches by last name, first name. If you would like to search on fields other than just the last name and first name you can open the advanced search. The advanced search contains the name, commodore ID, degree expect term, term, major, minor, primary school, and class. The search will always default to current students only. The Commodore ID is visible to the student on their landing page. You can also see a student's Commodore ID located next to their name on the Adviser Holds screen.

 After filling in your search criteria in the advanced search, select the search button at the bottom center of your advanced search window. When your results are returned you should see a list of students that fit your search criteria. To navigate through your list of results, use the page numbers directly below your advanced search window. The students in your results include photos as well as some bio-demographic information. The results provide you with a quick link to email the student. Use the email icon next to the student's name to send an email.

 You can see links to various student applications from here. If you have access to view these applications, your access is limited to view only. For example, advisers will be able to view students' AAI and registration application exactly as the student would view it. The only difference is that they will not be able to take any action once inside the application. Select these links to navigate away from the search to the student's information.

Adviser Holds

The Adviser Holds Page is a new concept for Vanderbilt. With the removal of Adviser Approval Codes, the holds page is where you will remove a student's advising hold.

To navigate to the adviser holds page, use the applications dropdown at the top of your screen. Select adviser holds. The adviser holds page will bring you to a list of your advisees. This page will allow you to release adviser approval holds. You will only be able to release adviser approval holds if you are the student's primary adviser.

 The icon to the left of the student's name will indicate whether or not the student has a hold or a released hold. If there is an active adviser approval hold, there will be a red 'X' through the icon. Selecting this icon will give you additional details regarding the hold. To get a list of all your advisees with holds, use the button "advisees with holds" to filter your results. To release from this list you can use the individual checkboxes or the select all to the bottom left of your advisee list. Once you have selected the holds you wish to remove, select the "remove" button.

Selecting the student's name will bring you to the advising snapshot. You can also release adviser approval holds from the advising snapshot.

Advising Snapshot

You can navigate to the advising snapshot in one of two ways. The first option is the link available to the snapshot from the student search results. To do this, use the search to return the student you are looking for. From there, select the advising snapshot link from the list of applications next to the student. The second option to get to the advising snapshot is to use the adviser holds page. To get there, navigate to your adviser holds page using the applications tab in your navigation bar.

Use your list of advisees to find the student you are looking for. Select that student's name. This will bring you to the advising snapshot.

At the top of your screen you will see additional bio-demographic detail on the student as well as their photo. Underneath the bio demographic information you will see the Academic summary information. The academic summary information is loaded straight from the current AAI. The academic detail is below the academic summary on this page. To the right of the academic summary information is a holds box. If the student has an active adviser approval hold, you can release the hold from this screen. Below the holds box you will see information about the student's enrollments. This will show you the classes the student has in their cart as well as any classes they may be enrolled in.

The bottom of your screen will show the student's planner. This view will show you all the courses in the student's planner as well as any tags the student may have added to courses within their planner.

Syllabus

To upload a syllabus to a class, navigate to online grading. To navigate to online grading from the student search, select the applications tab in the navigation bar at the top of the screen. Select Online grading.

Once you enter online grading, you will see a list of your classes. Select the section you wish to upload a syllabus to by using the checkboxes on the left of the class. You can add the same syllabus to multiple sections by selecting multiple checkboxes.   Once you have selected the class or classes, an add syllabus link will appear at the top of your list of classes. Select this hyperlink.

A pop-up will appear with a browse button for you to find your syllabus. Use this browse button to find the syllabus you want to use for the section. You can use txt, pdf, doc, ppt, docx, and pptx file types. Once you have selected your syllabus, click save. You will get a notification that the syllabus has been saved.

This will bring you back to your list of classes. A syllabus icon will appear next to the class you have added a syllabus to. Keep in mind that the syllabus is term based and will not carry from term to term. You will have to reattach your syllabi each term. The system will only save one file per class. If you try to attach a second syllabus to a class, the system will overwrite your first syllabus with the second syllabus.

Teaching Schedule

To view your teaching schedule, use the applications tab within your navigation bar and select class search. This will bring you to the student registration page.

When you get to the registration application, the system will you default you to the class search. Use the navigation bar at the top of your screen to get to your schedule. Select schedule.

The system will present you with a graphical view of your teaching schedule. You can also see a list view of your schedule by using the arrows to the right of the schedule or by selecting the list link at the top right corner of your screen. The list view provides you with more information on your class sections. You can see the enrollment numbers here but cannot view your class rolls from this screen. To view your class rolls, select the link to the right hand side of the class. This link will bring you to Online Grading to view your class rolls.