HawkNet WebAdvisor:
Viewing Class Roster
& Student Information

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NOTES:
Logging in to Hawknet Web Advisor

There may be a time when you need to look up your class roster, or even information on one of your students. Here’s a set of simple instructions that describes how to view your class roster in WebAdvisor.

2. Click on the HawkNet link under the pictures.
3. Click the HawkNet – WebAdvisor link to continue.
4. Click the Log-in link at the top of the page.
5. Enter your username and password in the appropriate box, then click Submit.

NOTE: Your username is the first initial and last name, your password is your seven digit employee id number.
Web Advisor 3.0

The first thing you will notice is the new look of the Web Advisor interface. While the look may be quite different from the old version, the functionality is the same.

1. From the main screen, click on the Faculty link.
2. Click the Class Roster link in the left side “Faculty Information” area.
3. From the drop-down list, choose the term of the course you would like to view.
4. Click Submit.
5. Choose the class for which you would like to view the roster by placing a check mark in the box to the left of the class.

NOTE: You may only view one class roster at a time.

6. Click the Submit button to continue.
Class Roster

With the class roster now visible, you can view individual student information.

1. To view a student's information, click the check box under Student Profile.

   NOTE: You can only view one student listing at a time.

2. You may now view the student profile.

3. Click OK to return to the student roster view.