

## The Cooper Union

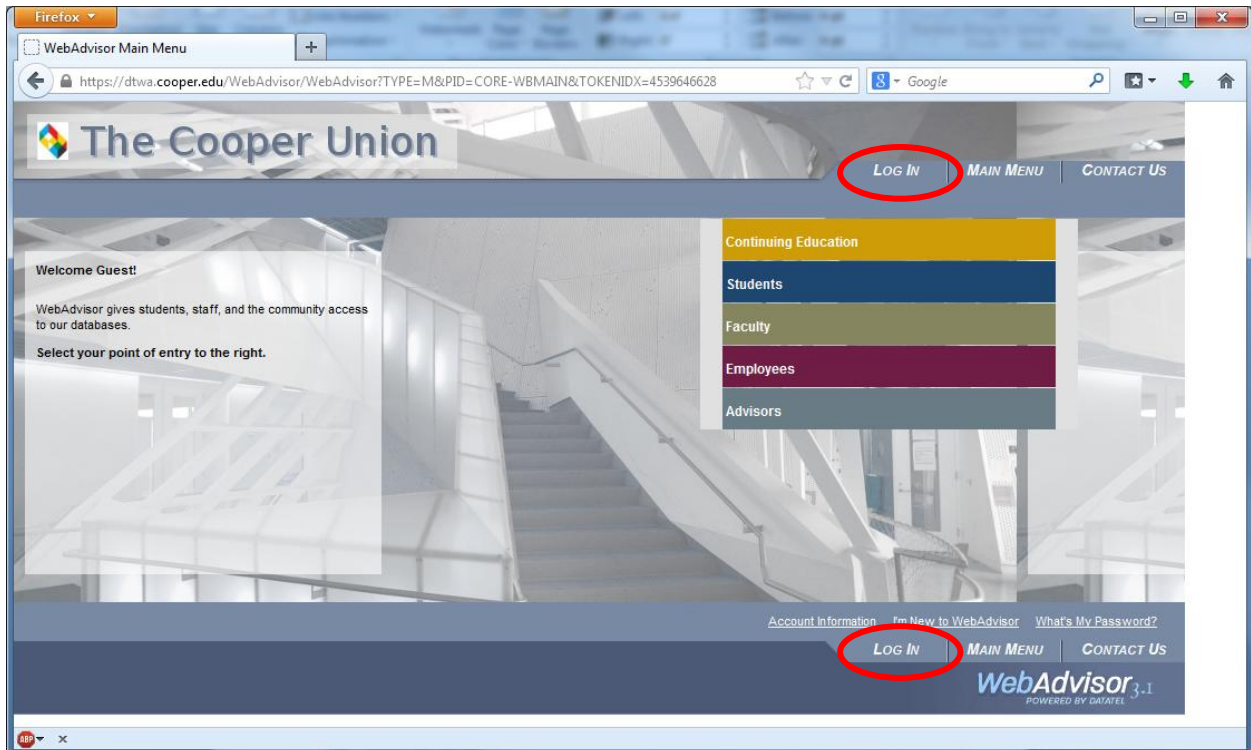
### Viewing Class Rosters Online

Viewing Class Rosters online is done through “Web Advisor” accessed at:  
<https://dtwa.cooper.edu>

Below you will find step by step instruction with screen shots that will guide you through the process.

#### Step One: Home Page - Logging In

Here is the landing page for Web Advisor. Click on the link “Log In” that is located on the bottom and the top of the Screen



Then enter your WebAdvisor Username and Password on the “Log In” screen.

*If you do not have a WebAdvisor Username and Password, or have forgotten your Username or Password, please refer to the website:*

**“Web Advisor Login FAQ”**

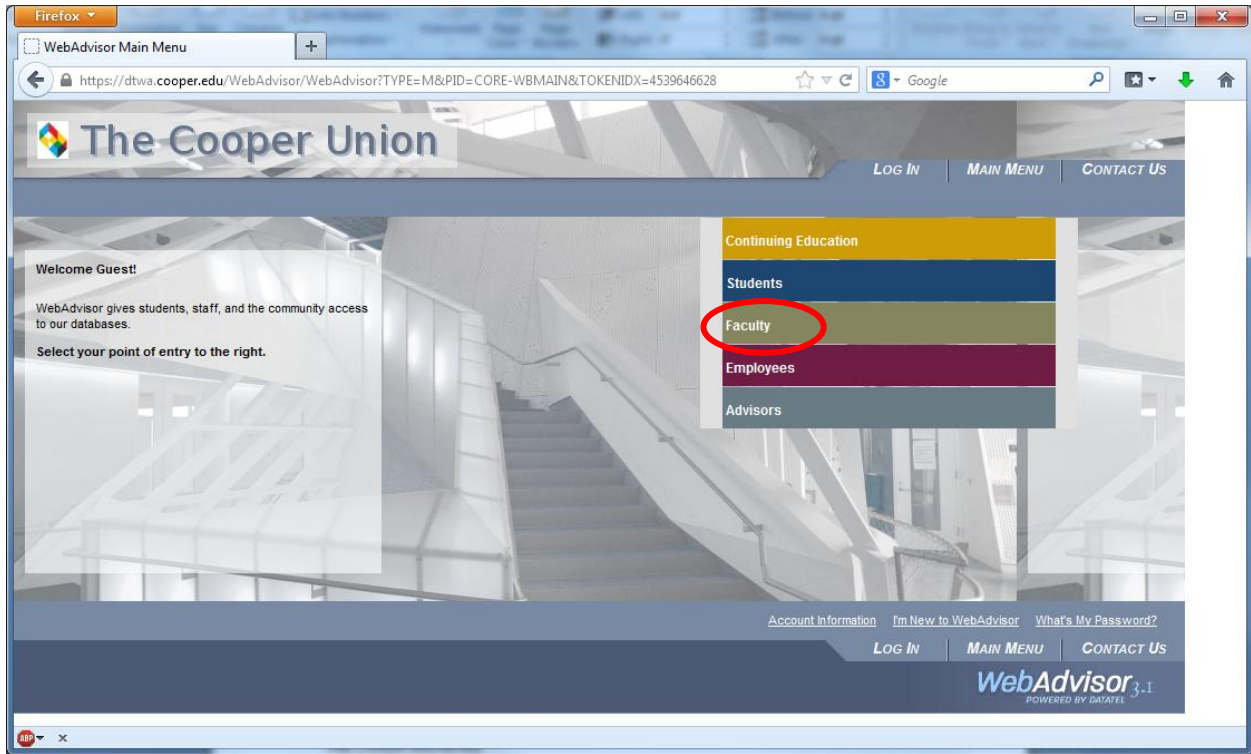
<http://cooper.edu/wa-first>

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### Step Two: Getting to the “Faculty Menu”

After you have logged in click the Faculty Bar



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### Step Three: Selecting "Class Roster"

After you have clicked "Faculty" you are brought to the main Faculty Menu. From here you can click "Class Roster"

The screenshot shows a web browser window displaying the "WebAdvisor for Faculty" interface. The browser's address bar shows the URL: <https://dtwa.cooper.edu/WebAdvisor/WebAdvisor?TOKENIDX=4539646628&type=M&constituency=WBFC&pid=CORE-WBFC>. The page header includes the "The Cooper Union" logo and navigation links: "CHANGE PASSWORD", "LOG OUT", "MAIN MENU", "FACULTY MENU", and "CONTACT US". The main content area is titled "FACULTY - WEBADVISOR FOR FACULTY MENU" and includes a personalized greeting: "Welcome Brian!".

The interface is organized into several sections:

- User Account:** [I'm New to WebAdvisor](#), [What's my User ID?](#), [What's my password?](#), [Address Change](#)
- Personal Profile:** [Position Summary](#), [Leave Plan Summary](#), [My Stipends](#)
- Communication:** [My Documents](#)
- Faculty Information:** [My Advisees](#), [Class Roster](#) (highlighted with a red circle), [Grading](#), [Search for Sections](#), [My Class Schedule](#), [Student educational planning](#), [Student profile](#), [My To Do List](#), [Retention Case Reminder Pref](#), [My Contributions to Cases](#), [Count of Open Retention Cases](#), [Closed Retention Cases](#), [Contribute Retention Info](#), [Gradebook Select Section](#)
- Financial Information:** [Budget selection](#), [Budget summary](#), [Approve Documents](#), [Enter a Requisition for Goods and Services](#), [View/Modify/Delete Requisitions](#), [Enter a Purchase Order](#), [View/Modify/Void Purchase Orders](#), [Bank Information \(U.S.\)](#), [Receive Goods and Services](#), [Request a Payment](#), [View/Modify/Void Requests for Payment](#)

The footer of the page includes the same navigation links as the header and the "WebAdvisor 3.1" logo with the text "POWERED BY DATATEL".

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## Viewing Class Rosters Online

### Step Four: Selecting Your Class

After you have clicked "Class Roster" you are brought a list of sections you are teaching or have taught in the past.

Here you can click the course section you are interested in.

Note: Make sure you select the section associated with the correct year, if there are multiple years available.

The screenshot shows a web browser window displaying the 'Class Roster Select Section' page on the Cooper Union's WebAdvisor. The page header includes the university logo and navigation links like 'CHANGE PASSWORD', 'LOG OUT', 'MAIN MENU', 'FACULTY MENU', 'HELP', and 'CONTACT US'. The user is logged in as 'Brian!'. The main content area is titled 'Class Roster Select Section' and contains a table of class sections. The first row is circled in red.

| Section Name and Title                                    | Term      | Start Date | End Date | Meeting Information  | Location | Reg/Avail/Wait |
|---|-----------|------------|----------|--|----------|----------------|
| <a href="#">CS-102-A/C Computer Programming for Enogs</a> | Fall 2013 | 09/03/13   | 12/18/13 | 09/03/2013-12/18/2013 Lecture Tuesday 05:00PM - 05:50PM, 41 Cooper Square, Room 504<br>09/03/2013-12/18/2013 Lecture Wednesday 05:00PM - 05:50PM, 41 Cooper Square, Room 504<br>09/03/2013-12/18/2013 Lab Monday 09:00AM - 09:50AM, 41 Cooper Square, Room 505 |          | 25 / 5 / 0     |
| <a href="#">CS-102-B/D Computer Programming for Enogs</a> | Fall 2013 | 09/03/13   | 12/18/13 | 09/03/2013-12/18/2013 Lecture Monday 04:00PM - 05:50PM, 41 Cooper Square, Room 506<br>09/03/2013-12/18/2013 Lab Wednesday 12:00PM - 12:50PM, 41 Cooper Square, Room 506  |          | 29 / 1 / 0     |
| <a href="#">CS-102-E Computer Programming for Enogs</a>   | Fall 2013 | 09/03/13   | 12/18/13 | 09/03/2013-12/18/2013 Lecture Wednesday 06:00PM - 07:50PM, 41 Cooper Square, Room 506<br>09/03/2013-12/18/2013 Lab Wednesday 04:00PM - 04:50PM, 41 Cooper Square, Room 104   |          | 13 / 17 / 0    |

OR: Select a term or date range to change your class list

Term  Start Date  End Date

Once you have clicked on a section, you will be brought to a screen with a list of your students!