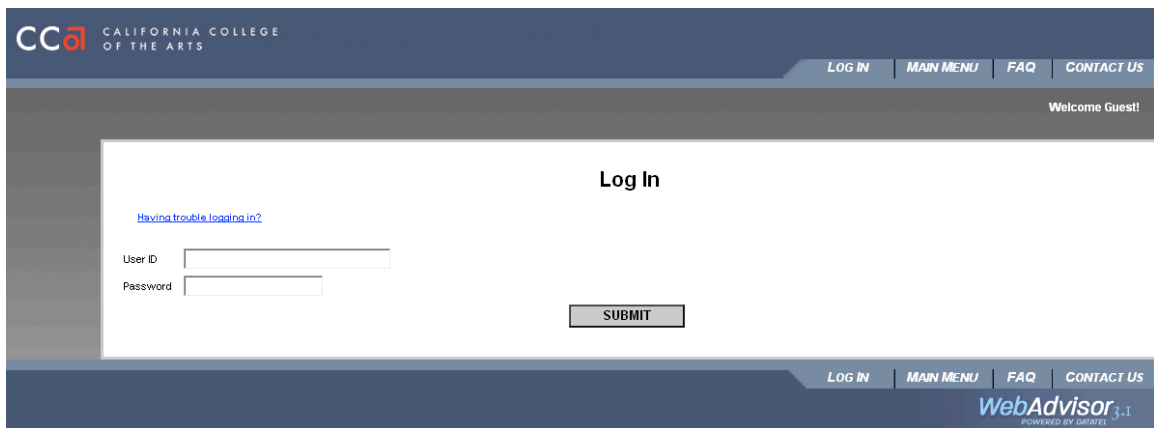


WebAdvisor Textbook Screen How-to

Go to webadvisor.cca.edu

Log In

Log in using your CCA user ID and password. Your user ID is the first part of your CCA email address before the “@” sign. For example, if your email address is *example@cca.edu* then your user ID is *example*. Your password is your CCA email password. If you do not yet have a CCA e-mail account or have problems logging in, contact the Helpdesk at helpdesk@cca.edu or 510-594-5010.



The screenshot shows the login page for the California College of the Arts (CCA). At the top left is the CCA logo and the text "CALIFORNIA COLLEGE OF THE ARTS". To the right are navigation links: "LOG IN", "MAIN MENU", "FAQ", and "CONTACT US". Below these is a "Welcome Guest!" message. The main content area is titled "Log In" and contains a link for "Having trouble logging in?". There are two input fields: "User ID" and "Password", followed by a "SUBMIT" button. At the bottom right, there is a "WebAdvisor 3.1" logo with "POWERED BY DATATEL" underneath.

After you log in, you will notice 2 things:

- Welcome Message** – it includes your first name. This is how you know that you logged in successfully.
- Faculty Menu Link**

Your Name

Faculty Menu Link



The screenshot shows the home page after a successful login. The top navigation bar now includes "LOG OUT" in addition to "MAIN MENU", "FAQ", and "CONTACT US". A "Faculty" menu link is highlighted in a dark green box. The main content area features a "Welcome Mary:" message, a brief overview of WebAdvisor, a maintenance schedule, and a "Search Course Schedule" link. A vertical "main menu" is visible on the left side. At the bottom right, there is a "New to WebAdvisor" link and the "WebAdvisor 3.1" logo with "POWERED BY DATATEL" underneath. Red arrows from the text boxes above point to the "Welcome Mary:" text and the "Faculty" menu link.

Click on the Faculty Menu Link to view your options under the Faculty Menu.

II. Faculty Menu

The Faculty Menu will show the options available to you.

Maintain Books – Use the Maintain Books link to view books listed for your course, search for a book in the database and add it to your class, add a new book in the database and assign it to your class, maintain the requirement status for books, or delete a book no longer used.

Viewing Books for a Section

- From the Faculty menu, click on the Maintain Books link
- On the Maintain Books page, select the term for the section you wish to view. If you do not select a term, all your classes will be listed
- Click Submit

- Next, select the class you wish to view
- Click Submit

- The Books for Section page lists all books that have been assigned to a section
- From this page, faculty can search add, maintain, or delete books for their section.

Books for Section

Books for Section METAL-200-01 Jewelry/Metal Arts 2A, Term 2010FA

Title	Author	Copyright	ISBN	Publisher	Price	Comments	External Comments	Required/Optional	Delete
No books are currently assigned to this section.									

Select

<input type="radio"/>	Search and add books
<input type="radio"/>	Add new book

SUBMIT

Searching for an existing Book

(WebAdvisor keeps a database of all books faculty have already added. This function allows you to find books quickly, and not reenter all information if the book already exists in the system.)

- On the Books for Section page, select Search and Add Books
- Click on Submit

Books for Section

Books for Section METAL-200-01 Jewelry/Metal Arts 2A, Term 2010FA

Title	Author	Copyright	ISBN	Publisher	Price	Comments	External Comments	Required/Optional	Delete
No books are currently assigned to this section.									

Select

<input checked="" type="radio"/>	Search and add books
<input type="radio"/>	Add new book

SUBMIT

- On the Search for Books page, enter the title of the book, author or ISBN
- Click Submit

- The Add Books page lists all books that match your search criteria
- To add a book to your section, check the Add checkbox at the end of the book row
- As an option, you may change the requirement status of the book from Required to Optional or to Recommended
- Click on Submit
-

- You are returned to Books for Section, which lists the book you added for your section

Readers

Readers have already been added to the system, please do not add new ones as this will clog up the database.

- Search “Reader” in the title section.
- Select the most accurate one for your course, options include:
 - Electronic Reader - \$0.00
 - Reader 50 Pages - \$7:50
 - Reader 100 Pages - \$11.20
 - Reader 150 Pages - \$16.70
 - Reader 200 Pages - \$19.20

*If you need a larger reader, please add it using the same title format (“Reader X Pages”)

Not Using Any Books in Your Class?

If you don't plan on using any books or readers, please search "NO BOOK NEEDED" and add this to your class. It will show up on your section as \$0.

Adding a new Book

(So you've run a search for your book and it didn't show up in the database? Adding it is easy!)

- On the Books for Section page, select Add New Book
- Click Submit

The screenshot shows the 'Books for Section' page in the WebAdvisor system. At the top, there is a navigation bar with 'LOG OUT', 'MAIN MENU', 'FACULTY MENU', 'HELP', 'FAQ', and 'CONTACT US'. Below this, the page title is 'FACULTY' and a welcome message 'Welcome Mary!' is visible. The main heading is 'Books for Section'. Underneath, it specifies 'Books for Section METAL-200-01 Jewelry/Metal Arts 2A, Term 2010FA'. A table header lists columns: Title, Author, Copyright, ISBN, Publisher, Price, Comments, External Comments, Required/Optional, and Delete. The table content shows 'No books are currently assigned to this section.' Below the table, there is a 'Select' menu with two options: 'Search and add books' and 'Add new book'. A red arrow points to the 'Add new book' option. At the bottom of the form area, there is a 'SUBMIT' button. The footer includes 'WebAdvisor 3.1 POWERED BY DATATEL'.

- On the Add New Book pg, enter as much information as possible.
- You should enter the book's ISBN. If the ISBN isn't available, you must enter at least the Title, Author, Publisher *and* Copyright Year
- You must establish the book's status with respect to the class. The options are Required, Optional or Recommended
- The text entered in Comments is for faculty reference only, and will only appear in the faculty Books for Section screen
- The text entered in External Comments will appear in the Section Information screen (viewable by students.)
- Click Submit

CCoI CALIFORNIA COLLEGE OF THE ARTS

LOG OUT MAIN MENU FACULTY MENU HELP FAQ CONTACT US

FACULTY Welcome Mary!

Add New Book

- You must enter the book's ISBN.
- If ISBN is not available, you must enter Title, Author, Publisher and Copyright Year.

* * Required

Books for Section METAL-200-01 Jewelry/Metal Arts 2A, Term 2010FA

Title: * Book for METAL 200

Author: John Smith

Publisher: JS Publishing

ISBN: 9876543210

Copyright Year: 2010

Edition: Second

Price: * 60.00

Used Price: 35.00

Comments: This book is the best

** This comment is for FACULTY information only

Optional: * Required

External Comments: Recommended by the best artists

** This is what STUDENTS will see in the Section Information screen

SUBMIT

LOG OUT MAIN MENU FACULTY MENU HELP FAQ CONTACT US

WebAdvisor 3.1
POWERED BY DATEL

Updating the Requirement Status of a Book

- On the Books for Section page under Required/Optional, select the option that best describes the requirement status of a book for your section. The options are Required, Optional or Recommended
- Click Submit


CCoI CALIFORNIA COLLEGE OF THE ARTS

LOG OUT MAIN MENU FACULTY MENU HELP FAQ CONTACT US

FACULTY Welcome Mary!

Books for Section

Books for Section METAL-200-01 Jewelry/Metal Arts 2A, Term 2010FA

Title	Author	Copyright	ISBN	Publisher	Price	Comments	External Comments	Required/Optional	Delete
Metal Works Book#1	LP	2009	123456789	LPP	\$50.00	This is the text book for METAL-100-01 2010FA		Required	

Select

SUBMIT

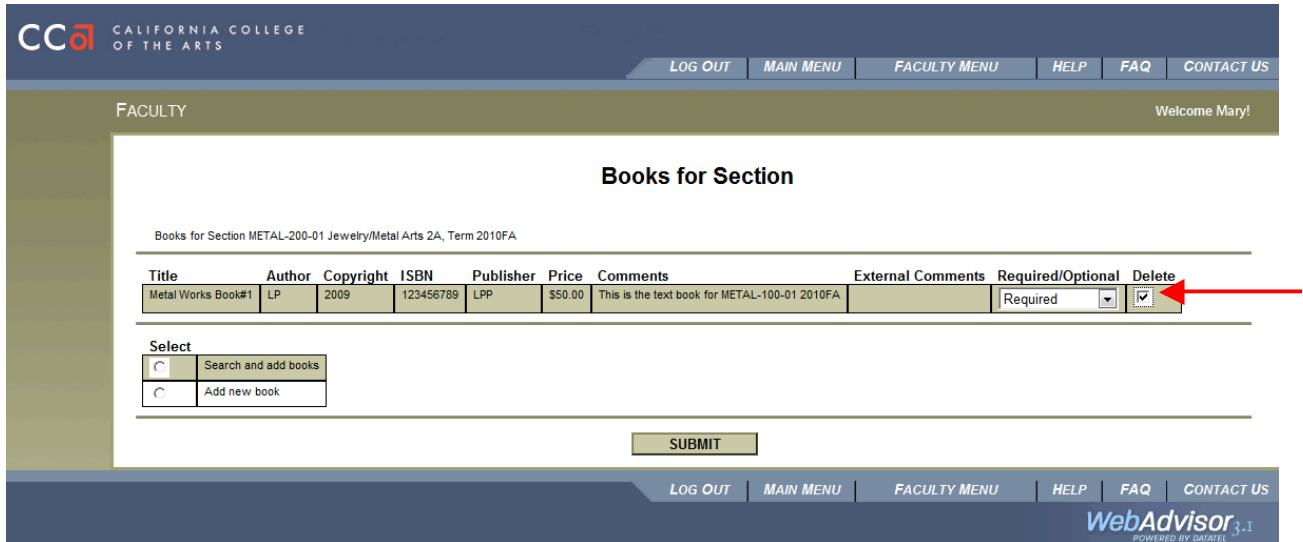
LOG OUT MAIN MENU FACULTY MENU HELP FAQ CONTACT US

WebAdvisor 3.1
POWERED BY DATEL

- The Books for Section screen is reloaded. The new requirement status for the book you updated appears under Required/Optional

Deleting a Book

- On the Books for Section page, check the Delete checkbox at the end of the book row
- Click Submit



CCa CALIFORNIA COLLEGE OF THE ARTS

LOG OUT MAIN MENU FACULTY MENU HELP FAQ CONTACT US

FACULTY Welcome Mary!

Books for Section

Books for Section METAL-200-01 Jewelry/Metal Arts 2A, Term 2010FA

Title	Author	Copyright	ISBN	Publisher	Price	Comments	External Comments	Required/Optional	Delete
Metal Works Book#1	LP	2009	123456789	LPP	\$50.00	This is the text book for METAL-100-01 2010FA		Required	<input checked="" type="checkbox"/>

Select

<input type="text"/>	Search and add books
<input type="text"/>	Add new book

SUBMIT

LOG OUT MAIN MENU FACULTY MENU HELP FAQ CONTACT US

WebAdvisor 3.1
POWERED BY METAEL

- The Books for Section screen is reloaded, and the book you deleted no longer appears in the list of books for your section. Because you are a WebAdvisor Wizard, congratulations.