



Instructions for Jaguar Spot Services



General Staff Services	Faculty-Specific Instructions
<u>Get Your ID & Password</u>	<u>How to Log In</u>
<u>How to Log In</u>	<u>View Your Class Roster(s)</u>
View Your Pay Advice	<u>View Student Profiles</u>
View Your Budgets *for Budget Supervisors Only	Online Midterm Verification & Grading



How to Get Your ID and Password for the Jaguar Spot/Online Services/ Web Advisor:

STEP #1: Get Your ID and Password:

Type of User	Instructions	Forgot ID and/or Password?
Faculty & Staff	<p>Contact the DACC Administrative Data Systems department at the emails or phone numbers listed below to have your Faculty/Staff User ID and password set.</p> <p>Matt Sawyer 217-443-8881 msawyer@dacc.edu</p> <p>OR</p> <p>Kim Colwell 217-443-8769 kcolwell@dacc.edu</p>	<p>Contact the DACC Administrative Data Systems department at the emails or phone numbers listed below</p> <p>Matt Sawyer 217-443-8881 msawyer@dacc.edu</p> <p>OR</p> <p>Kim Colwell 217-443-8769 kcolwell@dacc.edu</p>

Note for New Faculty & Staff: Your Supervisor or Division Dean will need to notify Administrative Data Systems staff that you are a new employee.



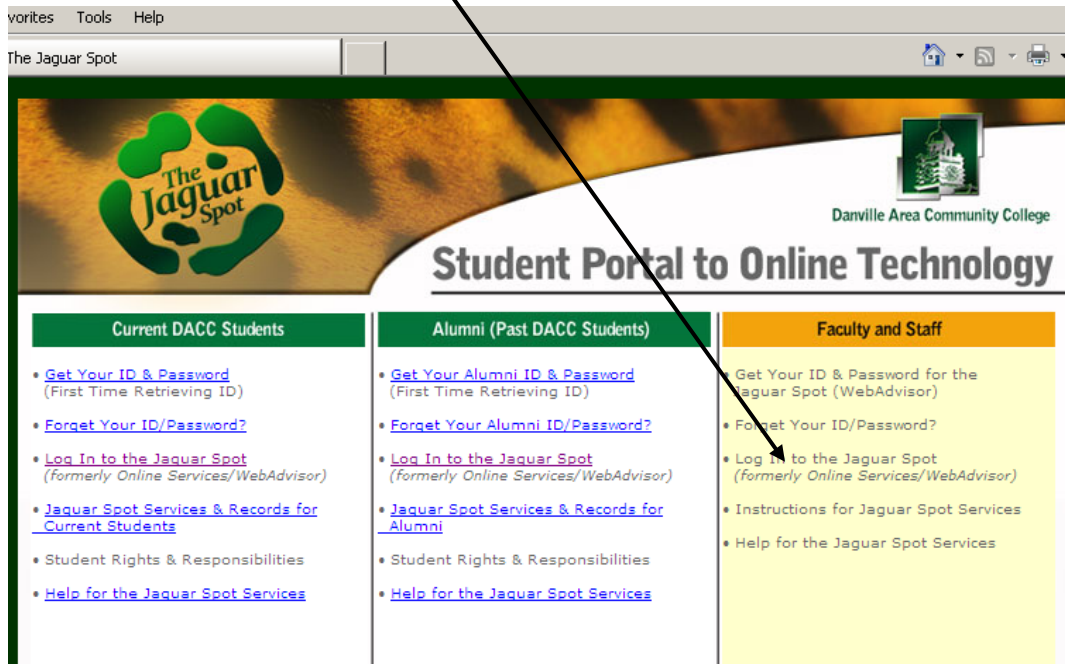
How to Log In (through the Internet) to the Jaguar Spot/WebAdvisor

Step 1: Go to the DACC Website at www.dacc.edu

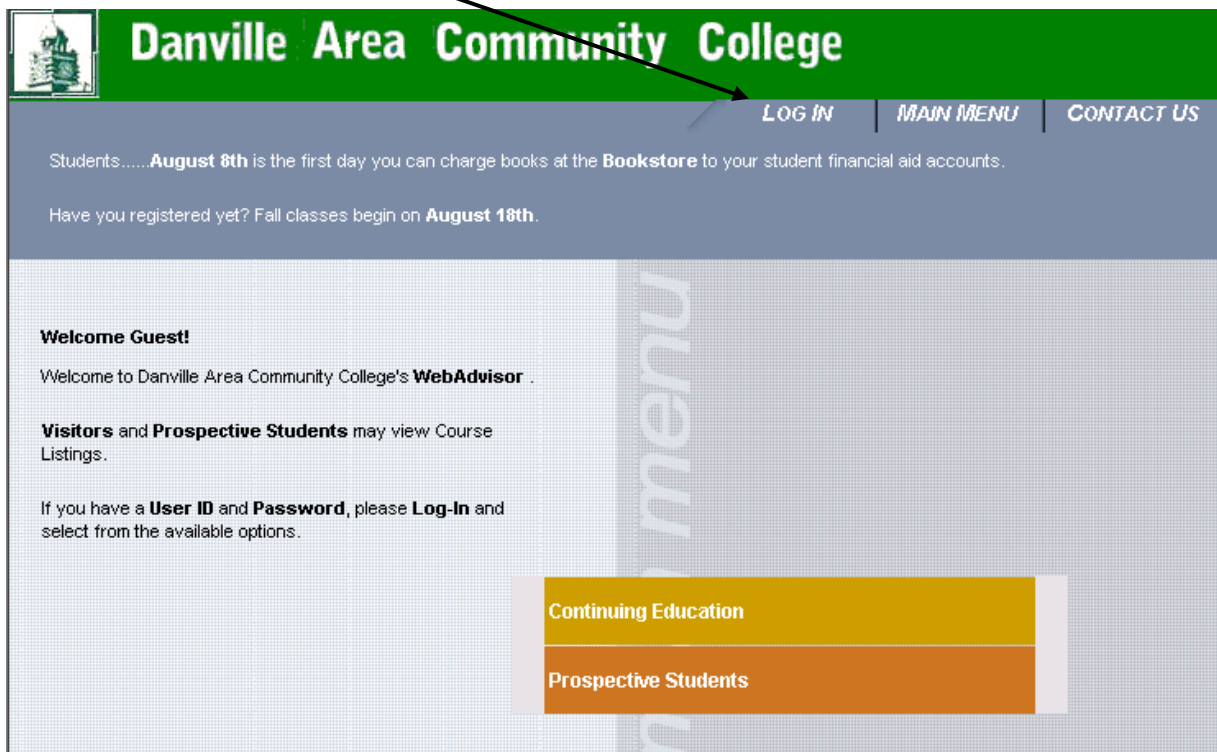
Step 2: Click on the Jaguar Spot located at the top of the webpage.



Step 3: Click on the “Log In to the Jaguar Spot” option under the Faculty and Staff section:



Step 4: You are now on the actual log in page for the WebAdvisor/Online Services. Select the Log In option at the top of the page:



Step 5: Enter your User ID and Password. (These are obtained through DACC's Administrative Data Systems department. Contact Matt Sawyer at msawyer@dacc.edu or 217-443-8881.

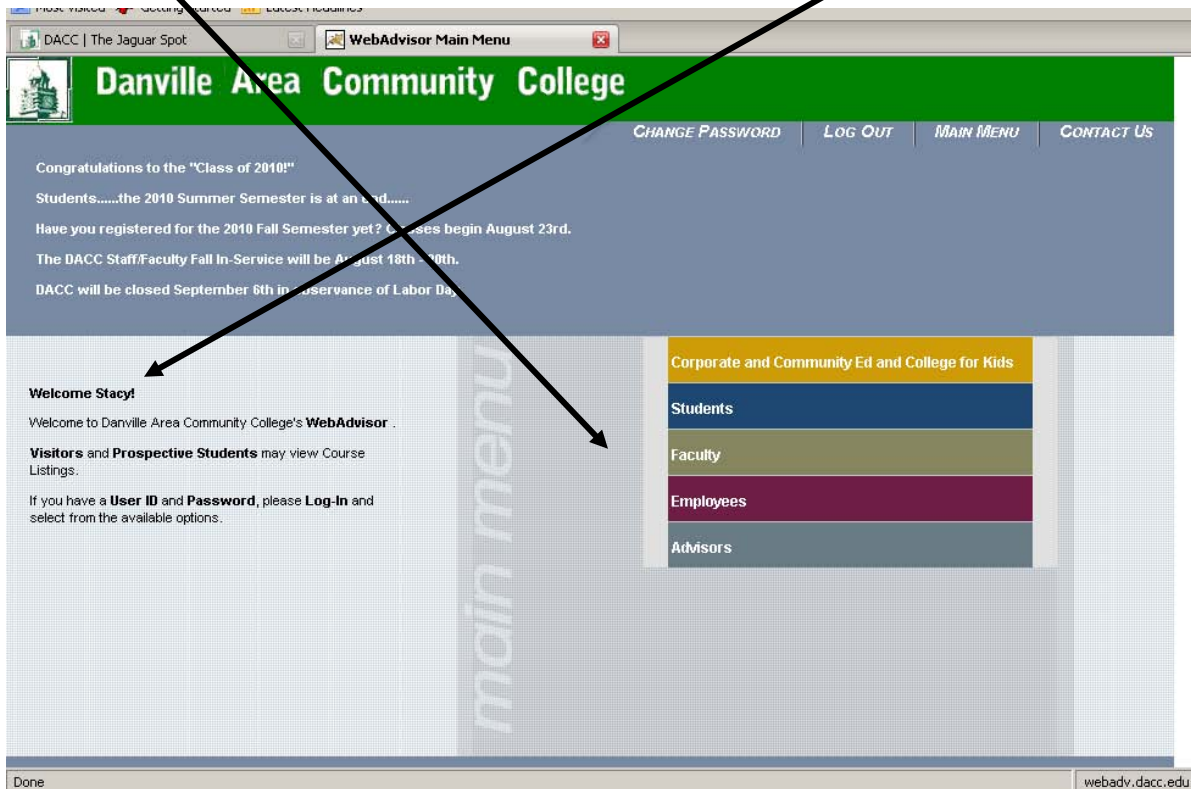
The first time you log in, you will be asked to change your password immediately in order to ensure maximum security. Please enter the required information on the screen and click on the SUBMIT button.

The screenshot shows the top of the website with a green header containing the text "Danville Area Community College". Below the header is a navigation bar with links for "LOG IN", "MAIN MENU", and "CONTACT US". A grey banner below the navigation bar says "Welcome Guest!". The main content area is titled "Log In" and contains a form with the following fields: "User ID:" with a text input box, "Password:" with a text input box, and "Show Hint:" with an unchecked checkbox. A "SUBMIT" button is located below the form.

The screenshot shows the "Change Password" page. The header is the same as the previous page. The navigation bar now includes "CHANGE PASSWORD", "LOG OUT", "MAIN MENU", and "CONTACT US". A grey banner below the navigation bar is empty. The main content area is titled "Change Password" and features a red message: "Your password has expired. Please choose a new password." Below this is a note: "Your new password must be 6 to 9 characters in length and include both letters and numbers." A legend indicates "* = Required". The form contains five fields: "User ID: *" with a text input box, "Old Password: *" with a text input box, "New Password: *" with a text input box, "Confirm Password: *" with a text input box, and "My password hint:" with a text input box. A "SUBMIT" button is located below the form.

Step 6: Click on Submit.

Once you've changed your password, WebAdvisor will recognize you and offer more options on your secured webpages:

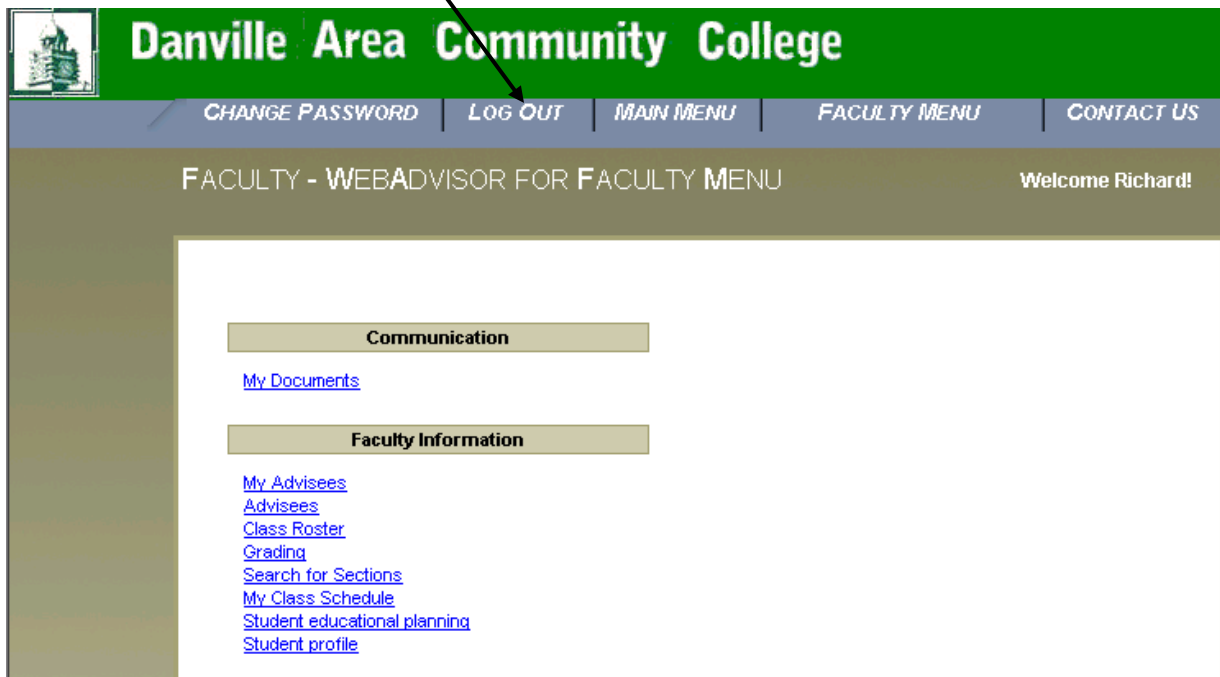


The option boxes (Continuing Education, Students, Faculty, Employees, Advisors) on this screen may move due to the type of web browser you are using.

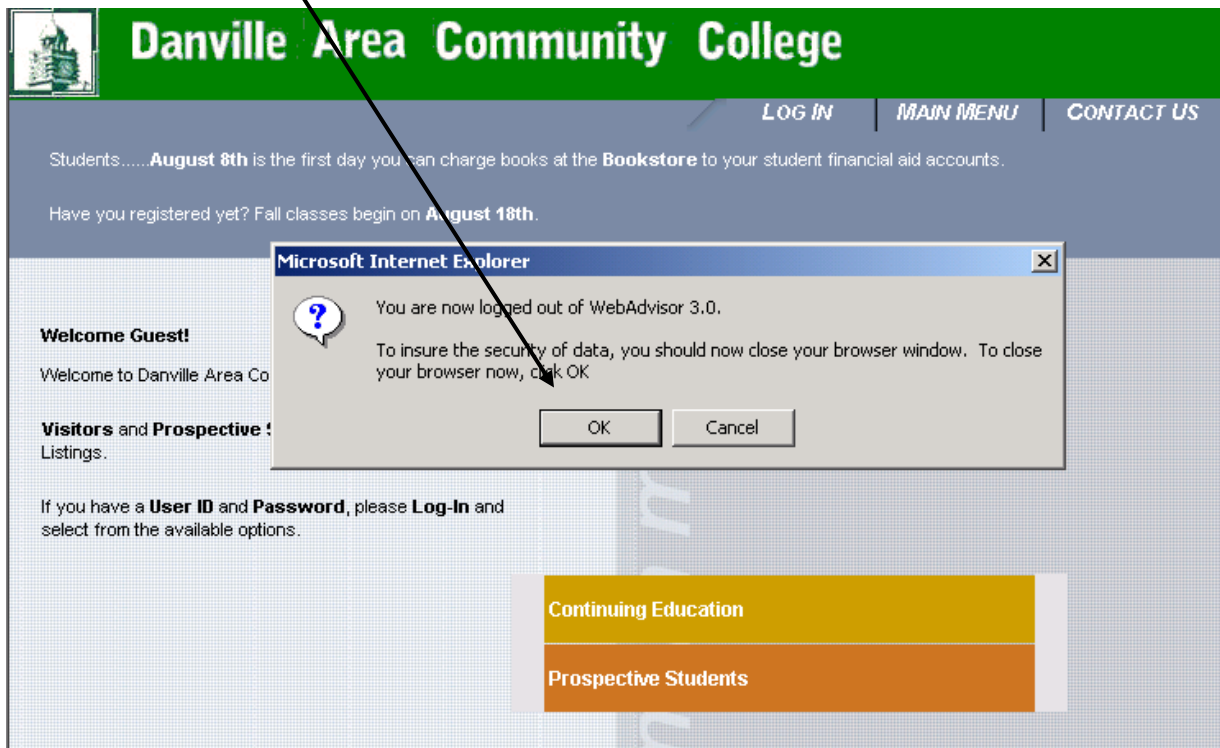
Some employees will only have access to 2 or 3 option boxes. It will depend on your responsibilities on campus.

HOW TO LOG OUT:

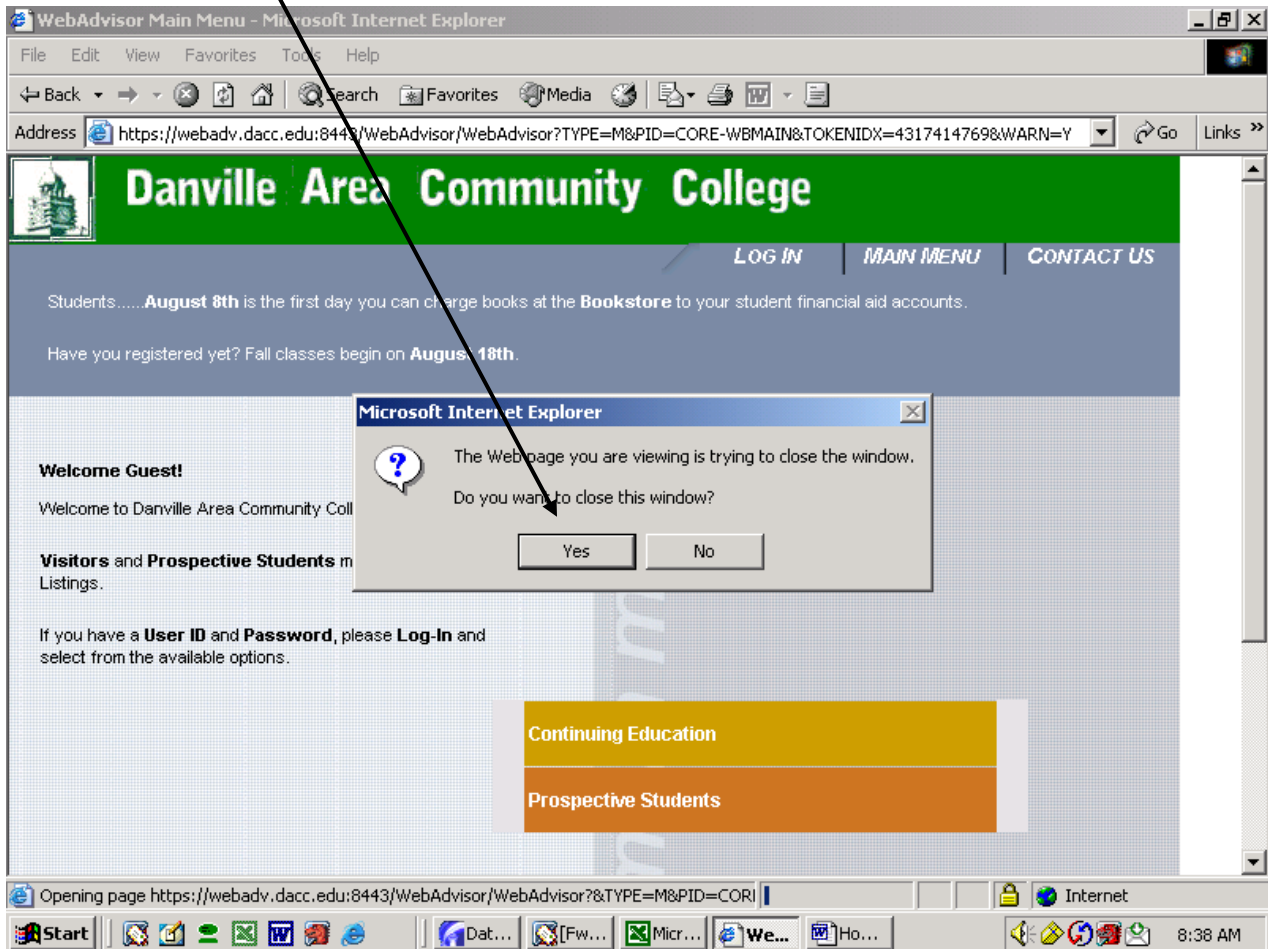
Step 1: Click on the LOG OUT option at the top of the screen.



Step 2: For security purposes, Colleague will ask you to close out of your web browser. Click on OK.



Step 3: Select YES to close the window.



You will be completely closed out of your web access and Colleague!

NOTES TO REMEMBER:

- For security purposes, your login will “time out” after 20 minutes. If you re-enter your ID and password, it will take you right back to the place you were at in Colleague Web.
- If you are having problems with your password, please contact Matt Sawyer at 443-8881 or at msawyer@dacc.edu or Kim Colwell at 443-8769 or kcolwell@dacc.edu.
- If you have questions about grading or enrollment information, please contact the Admissions & Records department at 443-8801 or Stacy Ehmen at stacy@dacc.edu.

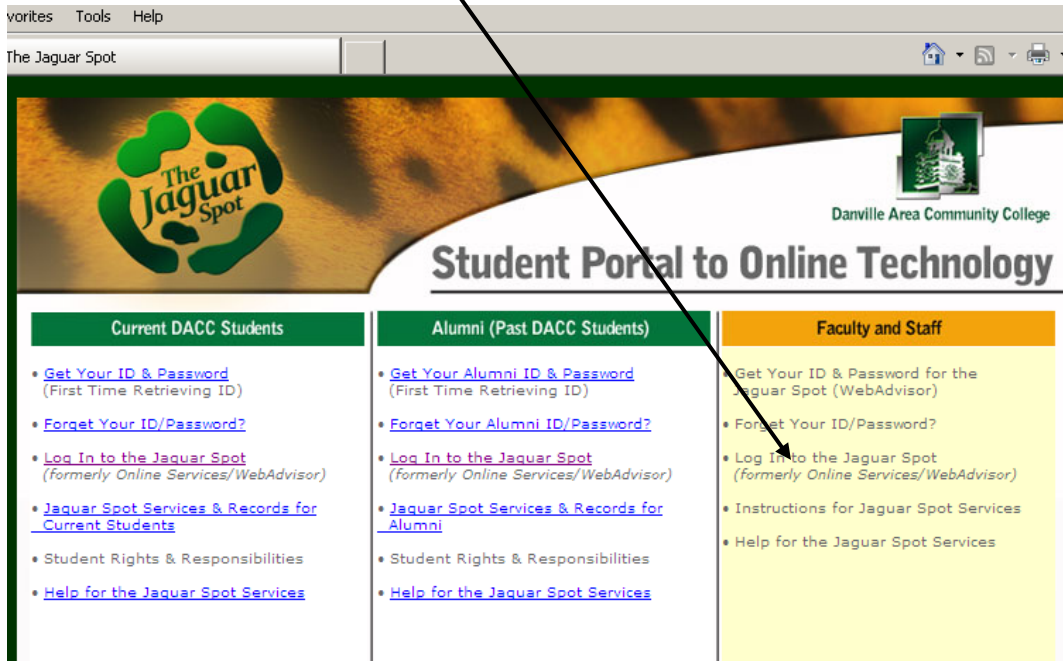
Faculty-Specific How to Log In (through the Internet) to the Jaguar Spot/WebAdvisor

Step 1: Go to the DACC Website at www.dacc.edu

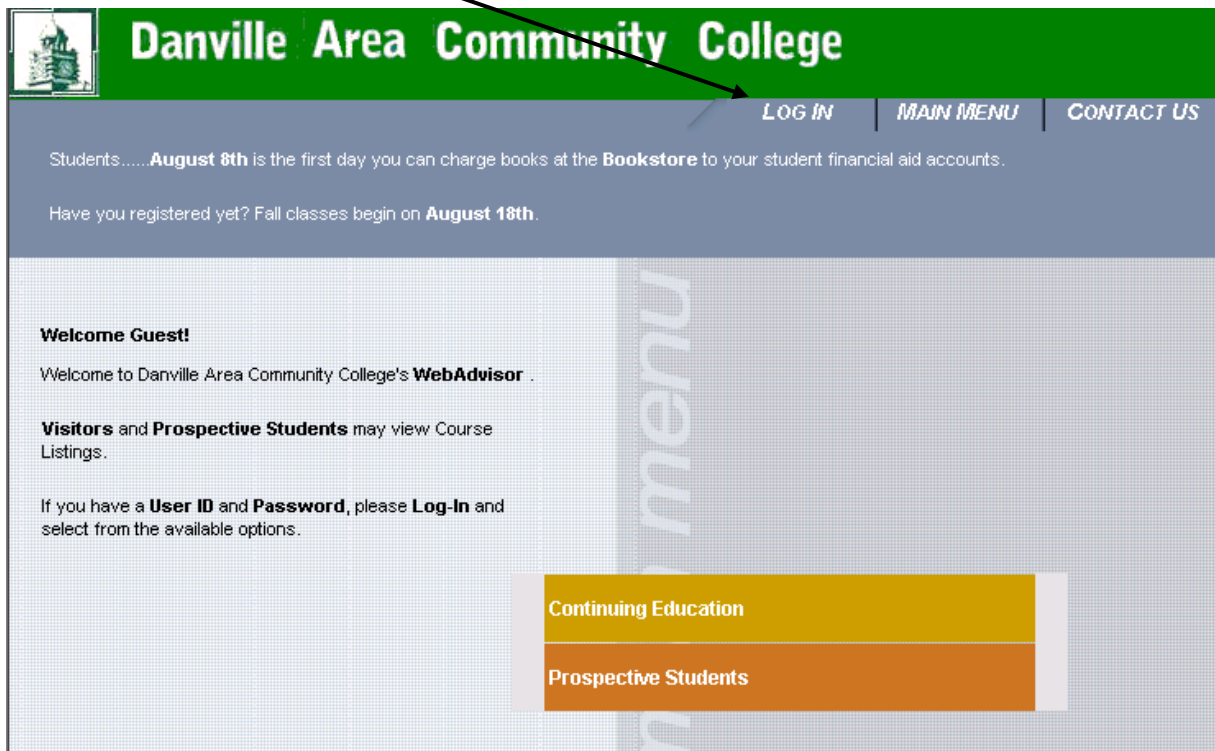
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Step 3: Click on the “Log In to the Jaguar Spot” option under the Faculty and Staff section:



Step 4: You are now on the actual log in page for the WebAdvisor/Online Services. Select the Log In option at the top of the page:



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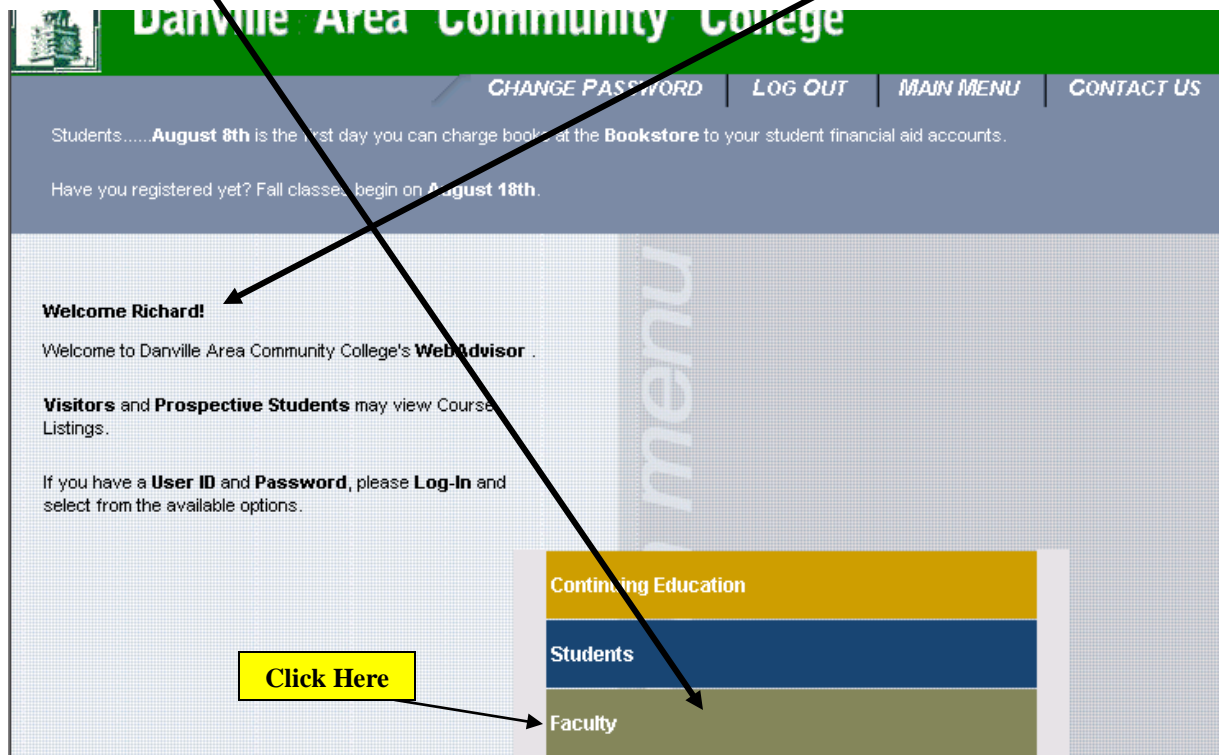
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The screenshot shows the "Change Password" page. The header and navigation bar are the same as in the previous screenshot, but the navigation bar now includes a "CHANGE PASSWORD" link. The main content area is titled "Change Password" and features a red message: "Your password has expired. Please choose a new password." Below this is a note: "Your new password must be 6 to 9 characters in length and include both letters and numbers." A legend indicates "* = Required". The form contains five fields: "User ID: *" with a text input box, "Old Password: *" with a text input box, "New Password: *" with a text input box, "Confirm Password: *" with a text input box, and "My password hint:" with a text input box. A "SUBMIT" button is located at the bottom of the form.

Step 6: Click on Submit.

Once you've changed your password, WebAdvisor will recognize you and offer more options on your secured webpages:



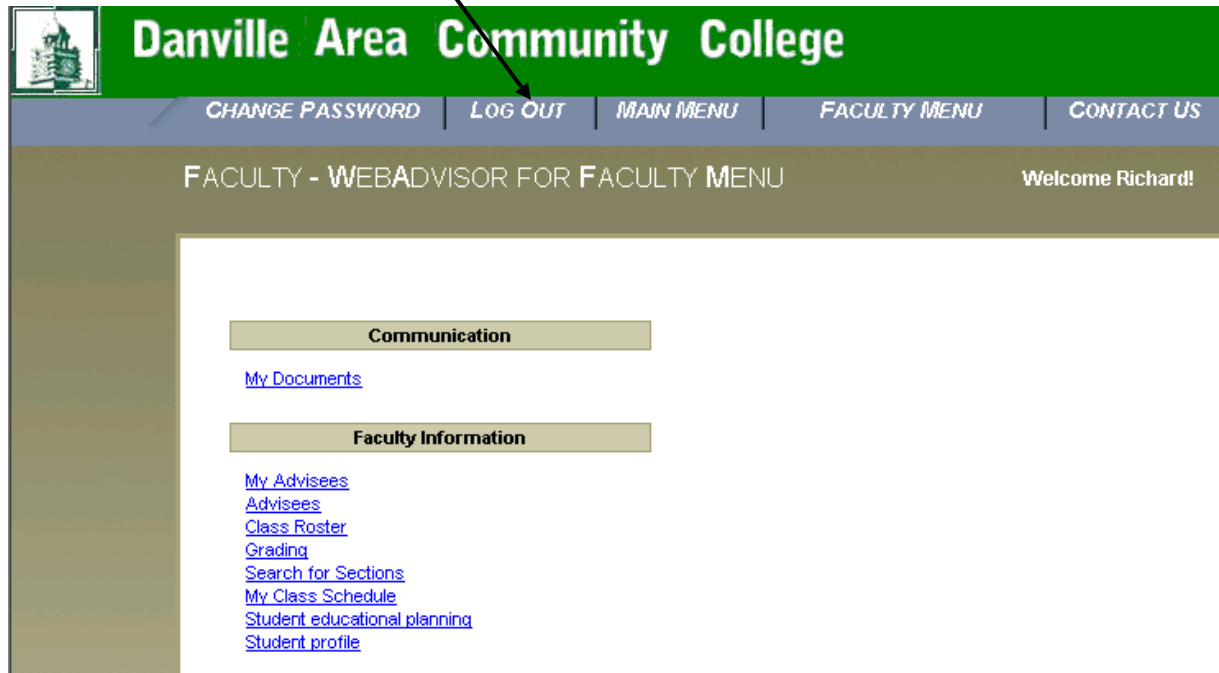
For class roster, grading, and student information, you will click on the **FACULTY** box on this screen/webpage. Note: The option boxes (Continuing Education, Students, Faculty, Employees, Advisors) on this screen may move due to the type of web browser you are using.

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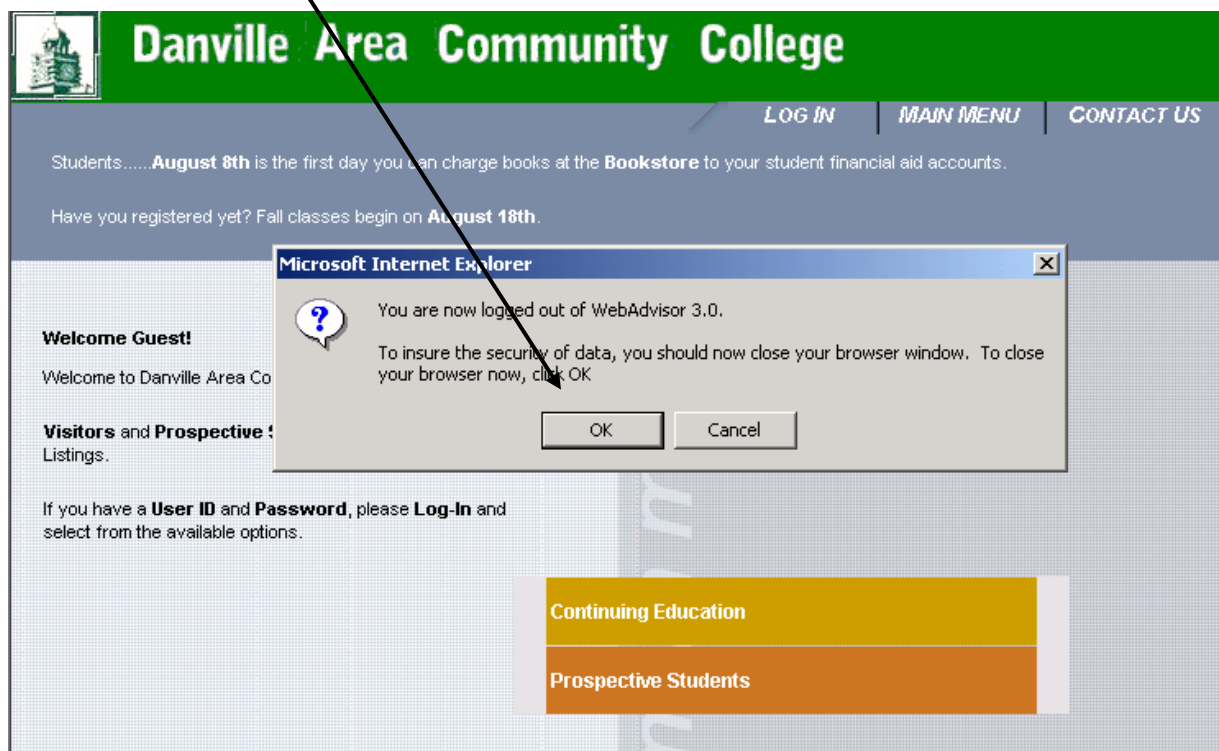
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HOW TO LOG OUT:

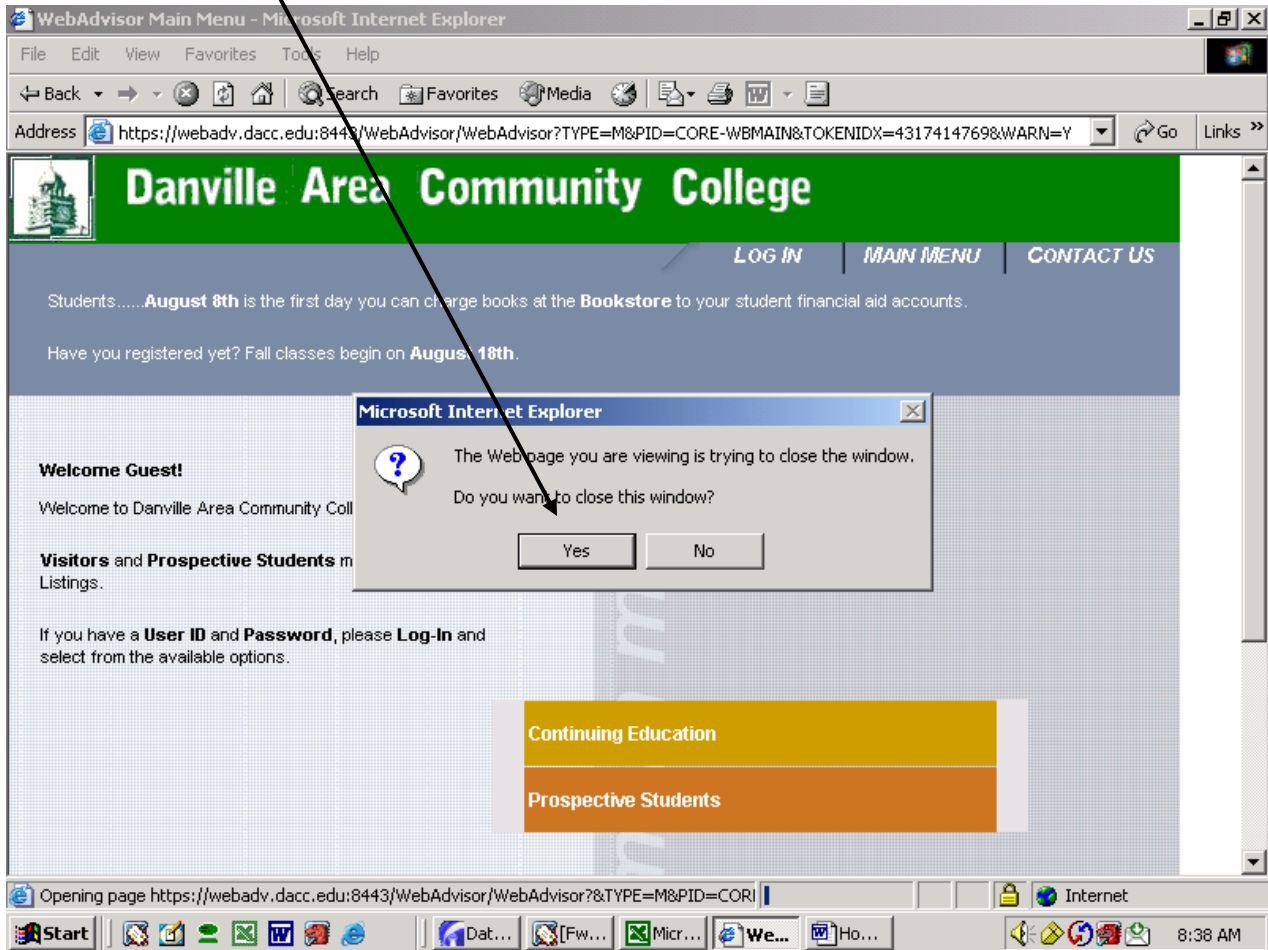
Step 1: Click on the LOG OUT option at the top of the screen.



Step 2: For security purposes, Colleague will ask you to close out of your web browser. Click on OK.



Step 3: Select YES to close the window.



You will be completely closed out of your web access and Colleague!

NOTES TO REMEMBER:

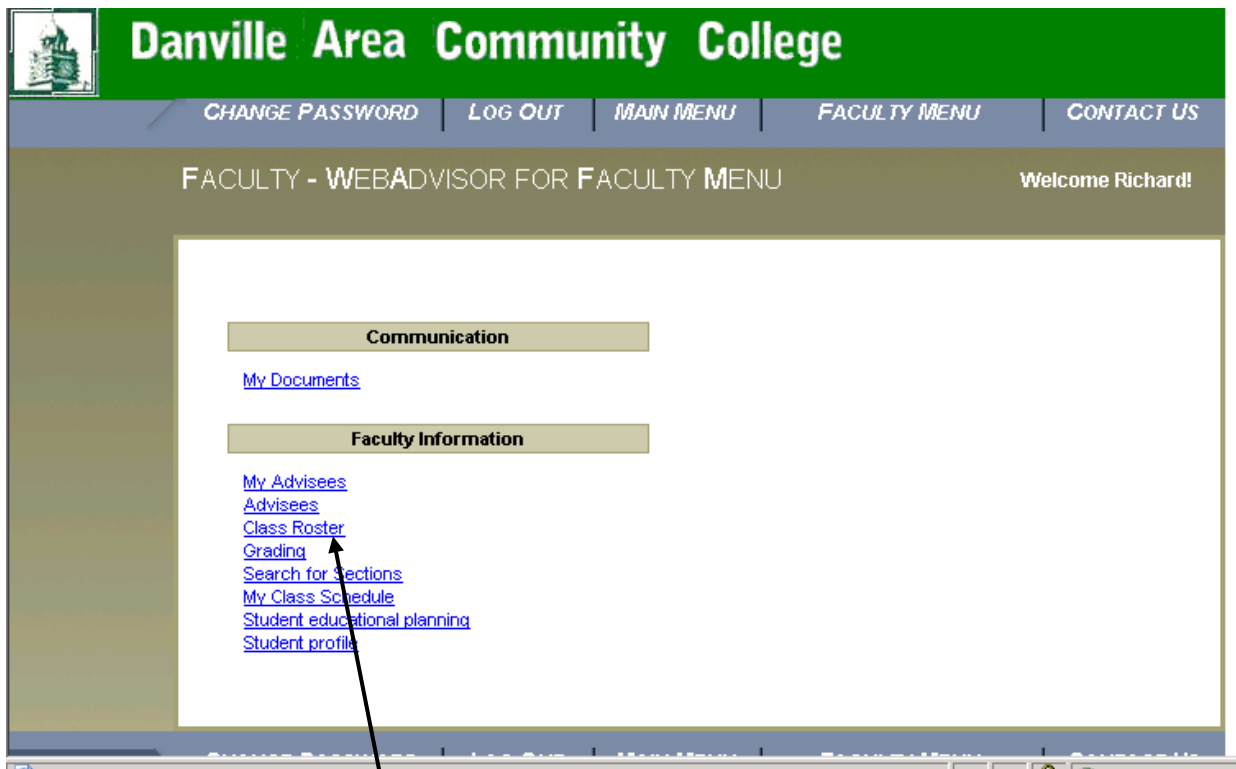
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View Your Class Roster(s) on the Jaguar Spot/WebAdvisor

Step 1: Go to the DACC Website at www.dacc.edu. Log in to the Jaguar Spot/WebAdvisor Services.

From the FACULTY MENU (see below), you have several options. For now, the options you will use the most include the Class Roster, Grading, Search for Sections, and My Class Schedule.



Step 2: For class roster information, Click on Class Roster.

Step 3: Select the semester/term from the drop down box. Please Note: Terms are denoted in the following method: the year of the term is first, followed by the first two letters of the semester. Examples:

2010SU = Summer 2010 Semester

2010FA = Fall 2010 Semester

2011SP = Spring 2011 Semester

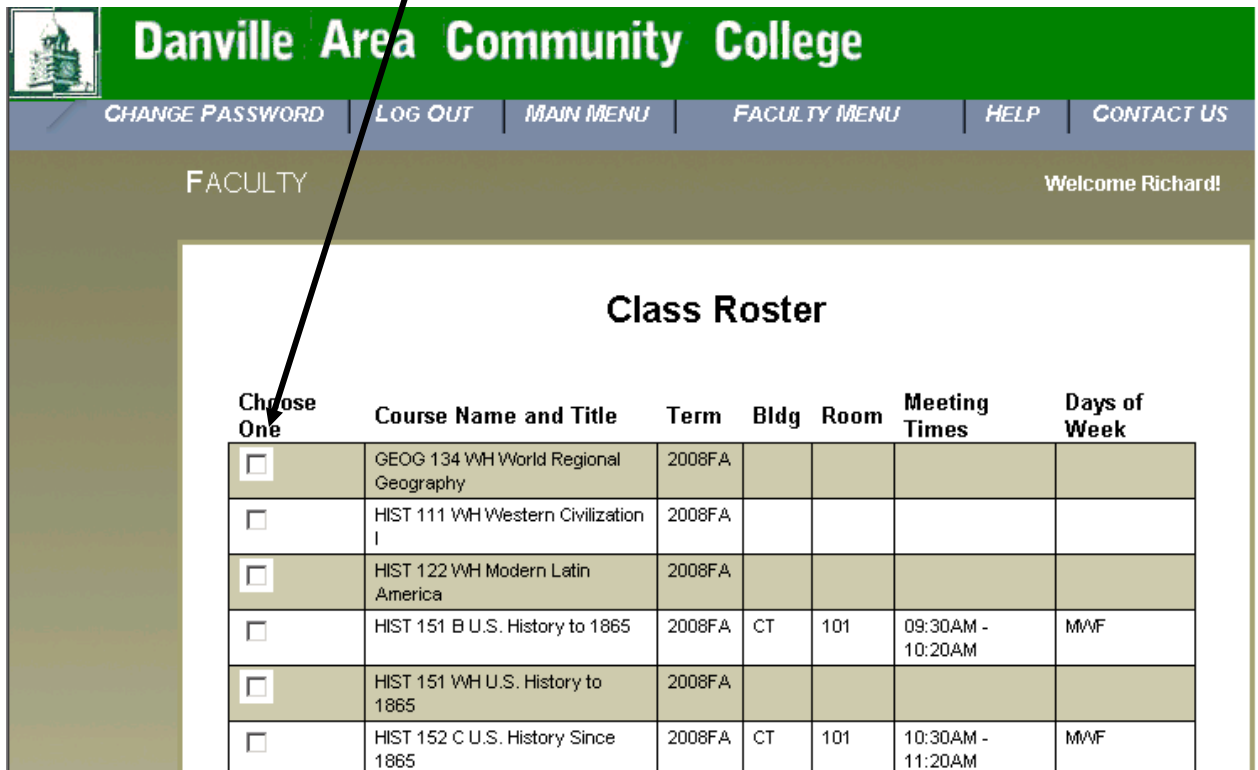
*Winter Term classes are part of the Spring Semester.

The screenshot shows the 'Class Roster' form in the faculty interface. The form includes a dropdown menu for selecting a term, two input fields for entering a date range, and a 'SUBMIT' button. The page is titled 'Danville Area Community College' and includes a navigation bar with links for 'CHANGE PASSWORD', 'LOG OUT', 'MAIN MENU', 'FACULTY MENU', 'HELP', and 'CONTACT US'. The user is logged in as 'Richard!' and the page is powered by 'WebAdvisor 3.0'.

Step 4: Click on the Submit button once the term has been selected.

Each faculty member will see a list of the class sections that they will be teaching for the term specified on the previous screen. **Note: You will not be able to view the class rosters, grades, etc. of classes you are not teaching.**

Step 5: Click on the “Choose One” box to the left of the course section that you want to view.



The screenshot shows the Danville Area Community College website interface. At the top is a green header with the college logo and name. Below it is a navigation bar with links: CHANGE PASSWORD, LOG OUT, MAIN MENU, FACULTY MENU, HELP, and CONTACT US. The main content area is titled 'FACULTY' and includes a welcome message 'Welcome Richard!'. The central focus is a 'Class Roster' table. A black arrow points from the text 'Step 5' to the 'Choose One' checkbox in the first row of the table.

Choose One	Course Name and Title	Term	Bldg	Room	Meeting Times	Days of Week
<input type="checkbox"/>	GEOG 134 WH World Regional Geography	2008FA				
<input type="checkbox"/>	HIST 111 WH Western Civilization I	2008FA				
<input type="checkbox"/>	HIST 122 WH Modern Latin America	2008FA				
<input type="checkbox"/>	HIST 151 B U.S. History to 1865	2008FA	CT	101	09:30AM - 10:20AM	MWF
<input type="checkbox"/>	HIST 151 WH U.S. History to 1865	2008FA				
<input type="checkbox"/>	HIST 152 C U.S. History Since 1865	2008FA	CT	101	10:30AM - 11:20AM	MWF

Step 6: Click on the SUBMIT button (at the bottom of the screen/page...not shown on this screen shot) once the section has been selected.

Example of a Class Roster:

Course Name and Title
GEOG-134-WH World Regional Geography

Instructors
Mr Richard I. Pate

Student	ID	Access	E-mail address	Pass Aud	Class	Status	Credits	CEUs	Student Profile
Black, Lisa	1234		acookie87@aol.com		SO	New	3.00		<input type="checkbox"/>
Smith, Jane	5678		ellettgirl@hotmail.com, rob_luanni@peoplepc.com		FR	New	3.00		<input type="checkbox"/>

For more information about the students enrolled in the section, you can click on the “Student Profile” box to the right of the specific student you are interested in learning more about.

Click on the SUBMIT button at the bottom of this screen/page (not shown on this screen shot) to view the student’s profile or to exit the screen/page.



Don't forget to Log Out when finished!



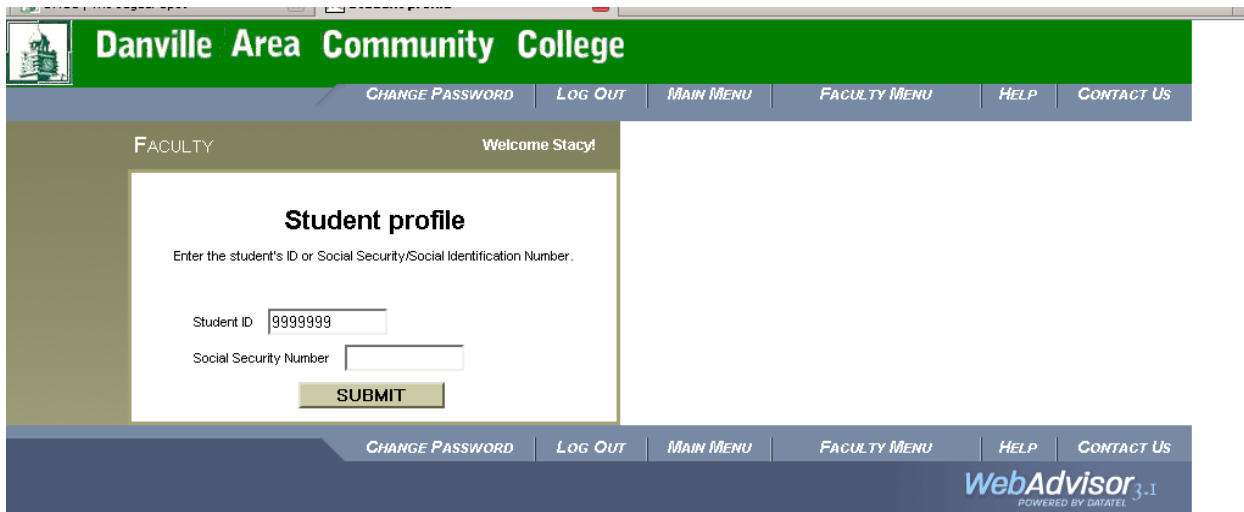
View a Student's Profile on the Jaguar Spot/ WebAdvisor

Step 1: Go to the DACC Website at www.dacc.edu. Log in to the Jaguar Spot/ WebAdvisor Services.

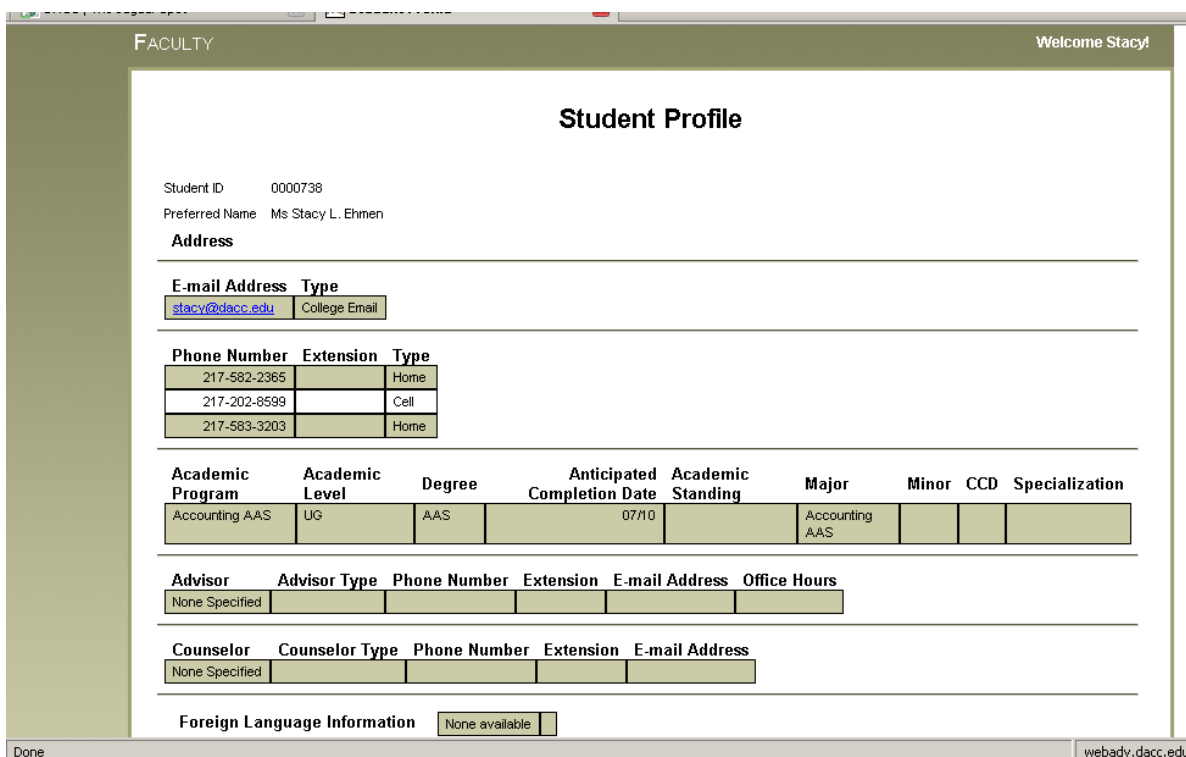
From the FACULTY MENU (see below), you have several options. For now, the options you will use the most include the Class Roster, Grading, Search for Sections, and My Class Schedule.

Step 2: For student contact information, Click on Student Profile.

Step 3: Enter the student's 7-digit ID # or SS#. Click on Submit.



Example of a Student's Profile Information:



Step 4: Click on OK at the bottom of the Student Profile (not shown above) to exit the student and return to the Faculty Menu page.



Don't forget to Log Out when finished!