

# u.select Advisor

## Self Training

When “College Advisor” is selected under “User Role” during the Creating An Account process in u.select, a request for Advisor Authority Level is automatically generated and sent to the designated u.select contact email. Once the request is verified by the u.select Administrator at the corresponding school, Advisor Authority will be granted appropriately.

To ensure that Advisors understand all functionality within u.select, along with the additional features for Advisors (Students area), there are two options:

- 1) Attend “u.select Advisor Training” WebEx (offered once per semester). Training dates and registration are at:

[http://www.dars.mntransfer.org/training/training\\_index.html](http://www.dars.mntransfer.org/training/training_index.html)

- 2) View the “How to Use u.select” Captivate presentation and review the following information on the “Students” area within this document.

“How to Use u.select” (Captivate): <http://www.dars.mntransfer.org/CAP/uselect1.swf>



## Students Area in u.select

The Find Students area allows you to search for students at your school. You can then view a student's course list, see their plans, change the student's password, edit the student's information, or delete the student's account.

### Search for a Student

#### Find Students

Enter a User ID, partial user name, or partial e-mail to search for accounts at your school.

User ID	<input type="text"/> @ ARCC-MN
User Name	<input type="text"/>
Email	<input type="text"/>
Authority Level	Student ▾
User Role	All ▾
Created between	<input type="text"/>  and <input type="text"/> 
Days since last activity	<input type="text"/>
Number Of Logons <sup>?</sup>	<input type="text"/>



## How to use

- Enter the User ID, a partial User Name, or a partial e-mail for the user (Hint: enter an @ symbol in the E-mail field will give you all accounts).
- Further limit your search by selecting the authority level, user role, dates between which the account was created, or days since last use.
- Click *Find*.

## Review the Results

### Search Results - 3

[Check All / None](#)

Name	User ID @ School	Roles	Authority Level	Email	Create Date	Last Activity Date	Password	Edit	Delete
<a href="#">Demo Student</a>	demo @ ARCC-MN	College Student	Student	marla.delaney@csu.mnscu.edu	01/07/2009	05/19/2010			<input type="checkbox"/>
<a href="#">Demo Student</a>	demo1 @ ARCC-MN	College Student	Student	marla.delaney@csu.mnscu.edu	11/17/2010	11/17/2010			<input type="checkbox"/>
<a href="#">demo student</a>	demo2 @ ARCC-MN	College Student	Student	marla.delaney@csu.mnscu.edu	11/17/2010	11/17/2010			<input type="checkbox"/>



## How to use

- Clicking on the student's name will bring up a summary of the information the student has in u.select. **See below.**
- Clicking on the *Password* icon will allow you to change the user's password and have it emailed to him/her.
- Clicking on the *Edit* icon will allow you to edit the student's information.
- Put a check in the *Delete* checkbox and click the delete button to delete the user.

## Student Summary

### Summary

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The summary shows you the student's course list and Plans.

Name: Demo Student  
 User ID: demo  
 School: ARCC-MN  
 E-Mail: marla.delaney@csu.mnscu.edu

### Student Courses

Century College  (4 courses)
Standardized Examinations (2 courses)

### Planning Guides

Create a Plan using this students courses <sup>(2)</sup>

Plan	Created On	School	Program	Catalog	Equivalency School	Plan Status
	11/17/2010 16:28	Bemidji State University	BS Accounting	Current Catalog		Complete
	11/17/2010 16:26	Century College	Accounting AAS Degree	Current Catalog		Complete
	11/17/2010 16:26	Anoka-Ramsey Community College	Associate in Arts Degree (AA)	Current Catalog	St. Cloud State University SEMESTERS	Complete
	11/17/2010 16:24	Anoka-Ramsey Community College	Associate in Arts Degree (AA)	Current Catalog		Complete
	11/17/2010 15:38	Alexandria Technical and Community College	AAS Business Management	Current Catalog		Complete



### How to use

- The summary includes the student's information, course list, and plans. Clicking on the student's name will bring up a summary of the information the student has in u.select. **See below.**
- The top will display basic information about the student including their username, schoolID and email address.
- The courses section allows you to view all of the courses a student has added to their u.select account.
- The plans section will display all of the plans that a student has run within u.select. If a student has deleted a plan it will not be displayed.

## Student Plans

The Student Plans area allows you to view plans for your institution by students at another school. While you can search for students at your own school on this page it's easier if you use the 'Find Students' page.

### Search for a Student

#### Student Plans

To search for Plans created for your school by students at other u.select institutions, enter the User ID and select the School the student has an account with.

User ID	<input type="text"/>
School	Anoka-Ramsey Community College
Within	30 days
Created for Anoka-Ramsey Community College	<input checked="" type="checkbox"/>
<input type="button" value="Find"/>	



### How to use

- Enter the student's User ID. This needs to be the exact ID as given to you by the user.
- Enter the student's School ID. **This is the school the student's account is created with.**
- Enter the number of days the plan was run within. You can choose between plans run within the last 30 days to 1 year.
- Check the checkbox if you only want to run plans created for your school. **If the user has an account with your school, you can also view plans run for other schools.**
- Click the *Find* button.

### Review the Results

Plan	Created On	User	Userid	User's School	Created For	Program	Catalog	Equivalency School	Plan Status
	11/17/2010 16:26	Demo Student	demo	Anoka-Ramsey Community College	Anoka-Ramsey Community College	Associate in Arts Degree (AA)	Current Catalog	St. Cloud State University SEMESTERS	Complete
	11/17/2010 16:24	Demo Student	demo	Anoka-Ramsey Community College	Anoka-Ramsey Community College	Associate in Arts Degree (AA)	Current Catalog		Complete



### How to use

- Clicking on the plan icon, the program name or the completion status will open the plan that the student ran for viewing
- Clicking on the student's name will bring up a summary of the information the student has in u.select. **See below**

# Student Summary

## Summary

Print

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The summary shows you the student's course list and Plans.

Name: Demo Student  
User ID: demo  
School: ARCC-MN  
E-Mail: maria.delaney@csu.mnscu.edu

## Student Courses

<b>Century College</b> (4 courses)
<b>Standardized Examinations</b> (2 courses)

## Planning Guides

Create a Plan using this students courses

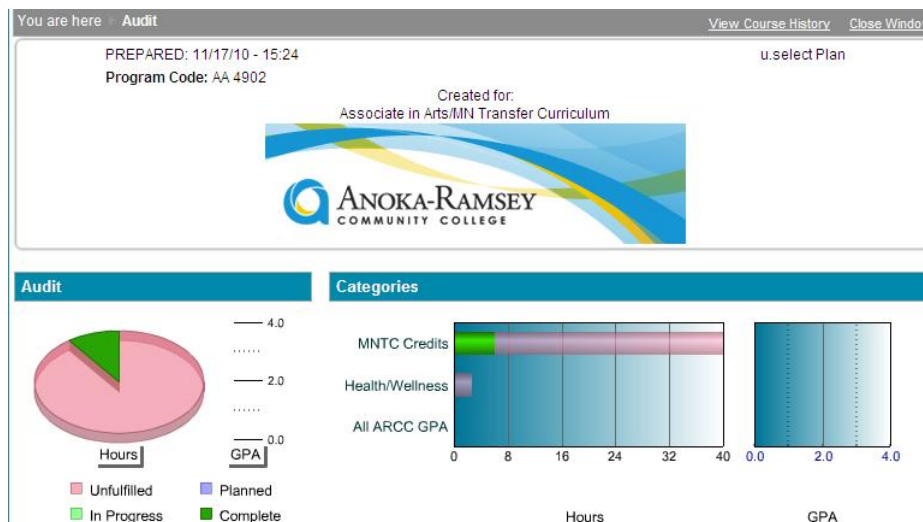
Plan	Created On	School	Program	Catalog	Equivalency School	Plan Status
	11/17/2010 16:28	Bemidji State University	BS Accounting	Current Catalog		Complete
	11/17/2010 16:26	Century College	Accounting AAS Degree	Current Catalog		Complete
	11/17/2010 16:26	Anoka-Ramsey Community College	Associate in Arts Degree (AA)	Current Catalog	St. Cloud State University SEMESTERS	Complete
	11/17/2010 16:24	Anoka-Ramsey Community College	Associate in Arts Degree (AA)	Current Catalog		Complete
	11/17/2010 15:38	Alexandria Technical and Community College	AAS Business Management	Current Catalog		Complete



## How to use

- The summary includes the student's information, course list, and plans. The top will display basic information about the student including their username, schoolID and email address.
- The courses section allows you to view all of the courses a student has added to their u.select account. The plans section will display all of the plans that a student has run within u.select. If a student has deleted a plan it will not be displayed.

**Student Plan below** - Clicking on the plan icon, the program name or the completion status will open the plan that the student ran for viewing.



NOTE: u.select plans continues using the scroll bar (this is a snapshot of a partial plan).

If you have questions regarding u.select, use the "Contact" link in u.select and submit an "Ask a Question" or contact your Student Services office to find your u.select Administrator for assistance.