

Learning Management Advisement

1. Open the Connect ND portal.
2. Sign in by typing in your **User Id** and **Password** in the Signon box on the lower left side of the screen. See **Figure 1**.
3. Click the **Sign In** button.
4. Click the **Faculty Self-Service** link in the Enterprise Menu. This will make the **Learning Management** link available as shown in **Figure 2**.
5. Click the **Learning Management** link.



Figure 2

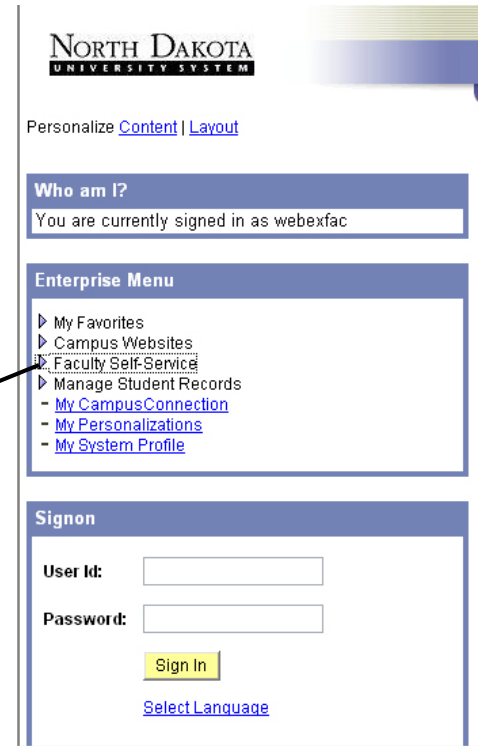


Figure 1

6. The screen in Figure 3 will appear. This document covers the items listed on this screen under the **Advisement** heading.

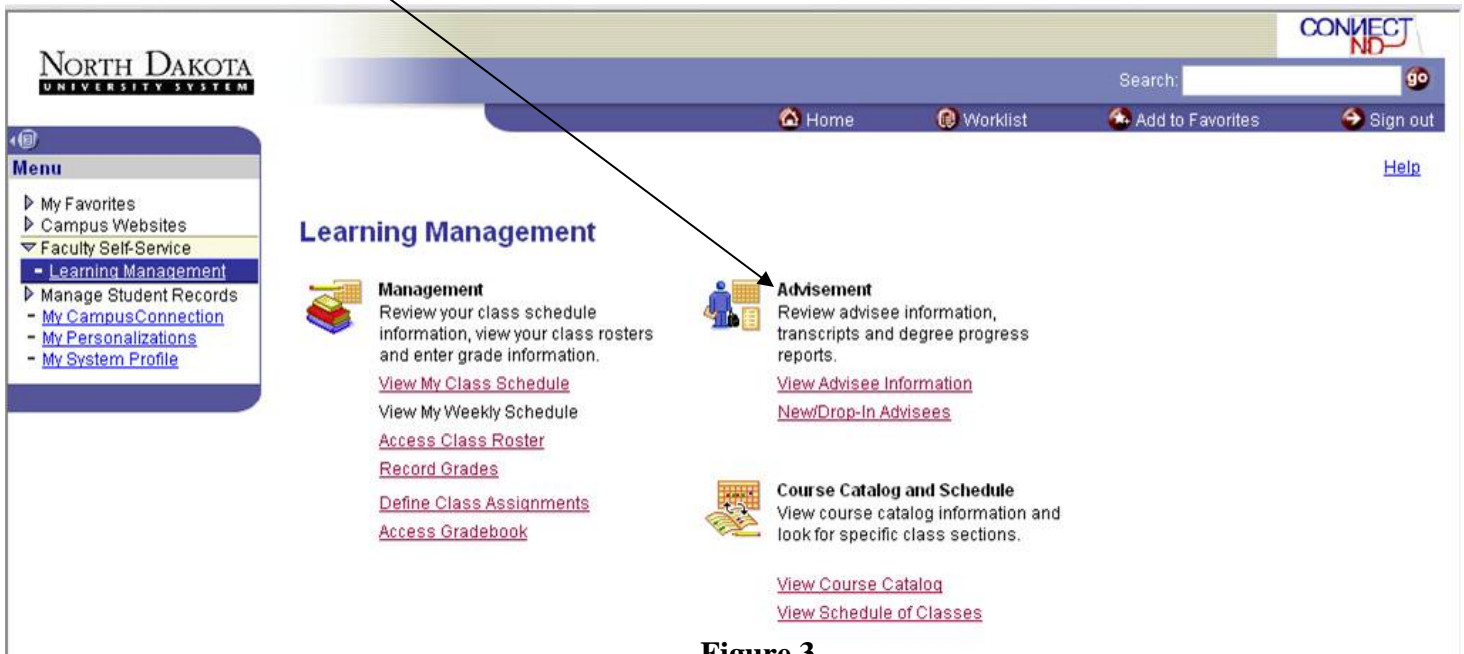


Figure 3

6. **View Advisee Information:** This allows faculty to access information about their advisees. Click on the **View Advisee Information** link. A list of your advisees will appear. See Figure 4.
7. Advisees can be sorted by Name, Career, or Program using the **Sort By** pull down menu in the upper right of the screen. See Figure 4. **Student Details** including: general student information, Class Schedule, Degree Progress, Enrollment Appointments, and Transcripts are available from the pull down menu to the far right of the screen. See Figure 4.

Student Advisee Roster

Ima Faculty

Valley City State University

Select from ****Student Details**** to view a Degree Progress Report, Enrollment Appointments, Unofficial Transcript, Term Grades or Class Schedule.

*Sort By: Name (Last,First) ▾

Find | View All First 1-2 of 2 Last

ID	Name and Email	Career	Program		
0580162	Apple,Carmel	Undergraduate	Biology	**Student Details** ▾	Go
0580188	Roll,Tootsie	Undergraduate	Business Education	Degree Progress ▾	Go

****Student Details****

- Address Info
- Class Schedule
- Degree Progress
- Emergency Contacts
- Enrollment Appointments
- Grade Inquiry
- Telephone
- Transfer Credit Report
- Unofficial Transcript

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Figure 4

8. Select the information needed from the **Student Details** pull down menu. Most of the selections are easy to interpret.
9. Click the **Go** button to the right when you have made your selection.
10. Two **Student Detail** options that may need explanation include:
 - a. **Degree Progress:** provides information concerning the student's progress through a program or major. This is sometimes referred to as a Grad Audit. Select **Degree Progress** from the pull down menu and Figure 5 will appear. Select the **Institution** and **Report Type** and click the **Go** button to continue on to the advisee's **Degree Progress**.

Degree Progress Report

Carmel Apple

Choose an Institution and Report Type and press Go to view your degree progress in your current academic program. If you wish to view your coursework in a What-If scenario, select one of the buttons below.

****This process may take a few minutes to complete. Please do not press any other buttons or links while processing is taking place****

*Academic Institution: Valley City State University ▾

*Report Type: Academic Advising Report ▾

Go

Figure 5

Information For Students:

- b. **Enrollment Appointments:** provides the dates during which a student is allowed to register for the next session and the number of units (credits) for which he/she can register. Select the **Term** on the second screen and **Enrollment Appointments** will appear.
11. Return to the **Learning Management** page using the internal links provided. Do not use the back button on the web browser.





12. **New/Drop-In Advisees:** Students who are newly assigned or who are no your assigned advisees can be looked up in the same way as assigned advisees. Click on the **New/Drop-In Advisees** link. Figure 6 will appear.

New/Drop-In Advisees

Ima Faculty


New/Drop-In Advisee?

Enter the Student ID below or use the Search function and select a process from **Student Details**.

Student ID:    **Student Details** 

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Figure 6

13. If you do not know the **Student ID** number, Click on the  Magnifying glass and fill in one or more of the search boxes that appear. See Figure 7. **Hint:** Typing **Last Name, First Initial** (Example: Chocolate, C) in the **Name:** box may easily and quickly limit your search.

Lookup Student ID

ID:

Name:



Last Name:

Campus ID:

[Basic Lookup](#)

14. Click the **Lookup** button. The **Search Results** will appear at the bottom of the screen. See Figure 7.

Search Results

View All First  1 of 1  Last

ID	Name	Last Name	Campus ID
0580206	Chocolate,Chip	CHOCOLATE	(blank)

15. Click on the linked **results** at the bottom and the screen will return to Figure 6 with the **Student ID** number and **Name** filled in. On this screen the **Student Details** pull down menu is identical to your assigned advisees menu. See Figure 4.

Figure 7

16. Return to the **Learning Management** page using the internal links provided. Do not use the back button on the web browser.