Honors Training for Advisors

Getting Started

Go to eWeber and search for “honors.” You will see multiple entries for students, admins, and advisors. Obviously you will want the advisors program. Favorite this icon to find it faster in the future.

The following tabs are explained out of order to see how they interconnect and ultimately what sort of metrics they make available to the Honors department.

Templates Tab

The Templates Tab represents a list of all the contracts your potential honors students could sign up for. If you represent one program, you’ll most likely see one template. This is the place where you can update future contracts with new requirements, wording, and date changes.

Adding a Template

Click the Add a New Template at the bottom of the page. This will take you to the add template page. Give the template of the name of the program you want to create (ie, Theater, Mathematics). Select the relevant department. Lastly, chose the number of semesters a student must contact you before they can be accepted into the program to walk. Click add.

Adding Requirements

The basics of the template has been created with that information you provided. Now you need to add the specific requirements to the contract. These should be as specific as possible. If a requirement previously said A or B or C, here we will create a generic requirement that says “Do one of the following”) and then add three requirements after it. You can drag and drop requirements to change their order or to nest them beneath other requirements (like the example above). Click save when you are done.

Setting a template to Published will put it on the list of Honors programs for a student to sign up. Only one template can be published per department.

Certain requirements labeled as honors include a date field for the student to include when they intend to take that course. This field is used in the honors course estimator. Encouraging students to add dates for when they plan to take certain honors requirements will allow the Honors office to ensure enough classes are available.
Editing a Template

An existing template can be edited by clicking it from the list of templates. Clicking on a requirement allows you to edit the text or what type of requirement it is. These changes will only affect future contracts, not ones that students are actively working on. Though you can edit those students’ contracts, it must be done individually.

Applications Tab

When a student applies to an honors program via the new Honors app at https://portalapps.weber.edu/honors/, they are added to the applications tab. The first list present here (if students are present) will give you the students W# so you can double check that they are in the program or that they have taken courses prerequisite to signing up. Three options are present for contacted, enroll, and decline.

Contacted can be used if you engage in a back and forth with the student and their prep work but are not ready to accept them into your program, and want to mark which students have been contacted.

When you press Enroll, a new contract is generated from a template of your department’s honors requirements and then immediately takes you to that contract. This screen will be discussed more on the Contracts Tab description below.

Decline removes the student from your application list and sends the student a message saying they were declined for honors at this time, and to reach out to their advisor with any questions.

Adding a Student

As an advisor you can add students to the program without a student applying through the student portal. This assumes the student is present in your office, expressing interest in the program. Input their Wildcat Username, email, or WNumber; select which program you are adding them to (assuming you oversee multiple departments), and chose either Add New Contract or Add New Application.

Adding an application will add it to the list discussed above. Adding a contract works the same as if you had pressed the enroll button. You will be redirected to the student’s new contract. More details on that on the Contracts Tab below.
Contracts Tab

Contracts Tab is a list of students' Honors contracts that you are advising. This shows the last time a student was active within the app (most likely to check off a requirement or update a graduation date). This screen can be filtered to show completed contracts or contracts by expected graduation date (if one is provided).

Contract Details

Selecting a contract takes you to that contract’s details.

On the left toolbar is a mix of buttons that change based on the stage a contract is in. If it has not been accepted into honors, an Accept button will appear. Pressing accept will send an email to the student informing them of their program acceptance.

If a student is no longer attending weber or has not contacted you in 10 years (exaggeration), pressing Archive will remove them from the active student list with the possibility of being reactivated at a future date. Note that it will ask you for a reason for Archiving the contract, please pick the most relevant option for that particular student.

Completed is pressed when you are satisfied that a student meets all the requirements to graduate with honors from your department.

On the right side of the details pane there is a list of important student details including contact information as well as GPA. The student sees their contract this same way.

On the left side of the pane is the contract’s actual requirements. A student can check these off, but those actions require an advisor’s approval to be truly completed. That adds a level of validation to ensure a requirement has really been finished.

At the very bottom is an activity log showing actions taken by the student, the advisor, and any admins.

Updating Contracts

On this contract details screen you can select a given requirement to edit the text in it. You can also click the trash bin next to the requirement to delete it completely. The Add New Requirement button on the top toolbar creates a new requirement row that is unique to this student’s contract. Once the Accept button is pressed, any changes to the contract will require approval from both the advisor and the student.
Reports

Overview Tab
The Overview Tab is a form of report that provides at-a-glance data about the students you advise and their status within the application process.

Requirements Breakdown
Sorted by all departments or by one specific department, the requirements breakdown shows which requirements in your contracts are being completed, versus those that are assigned and what type of requirements they are. It can be helpful to find that none of your students chose option C of one of your Do A or B or C requirements.

_statuses_
Less of a report and more of just an explanation of what the various statuses mean that a contract can have.