

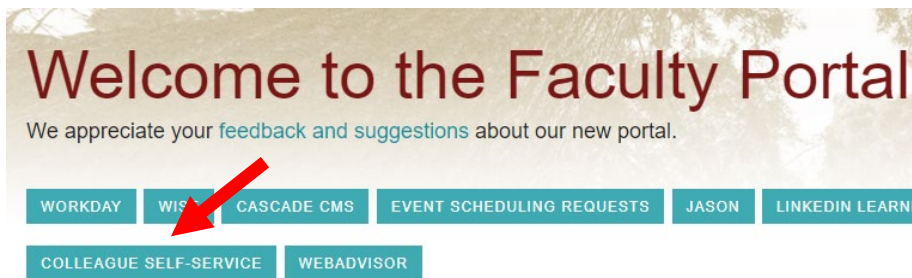
SAGE Reference for Faculty

SAGE contains tools useful to faculty and advisors including Student Planning (SAGE for Advisors), and Course and Grade Rosters (SAGE for Faculty)

Student Planning is a tool designed to help students plan their path to degree completion. Students may create a plan for future semesters, schedule course sections, track progress, request review of their plan by their advisor, and register for courses all in one place. Advisors assist along the way by reviewing and approving plans and helping students move planned courses around to ensure timely degree completion.

Log onto Self Service

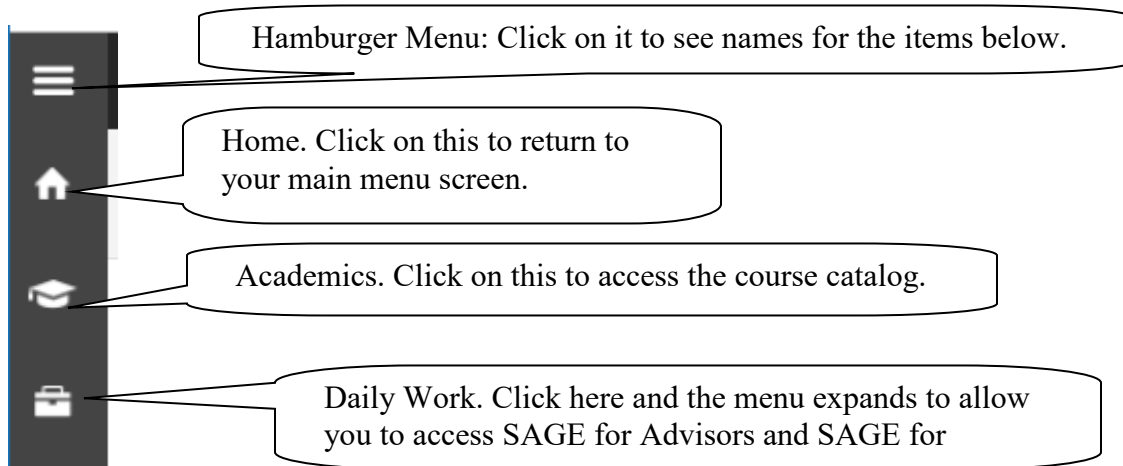
From the Faculty Portal (<https://portal.willamette.edu/faculty>), choose Colleague Self-Service:



Or one of the SAGE links under Faculty Resources:



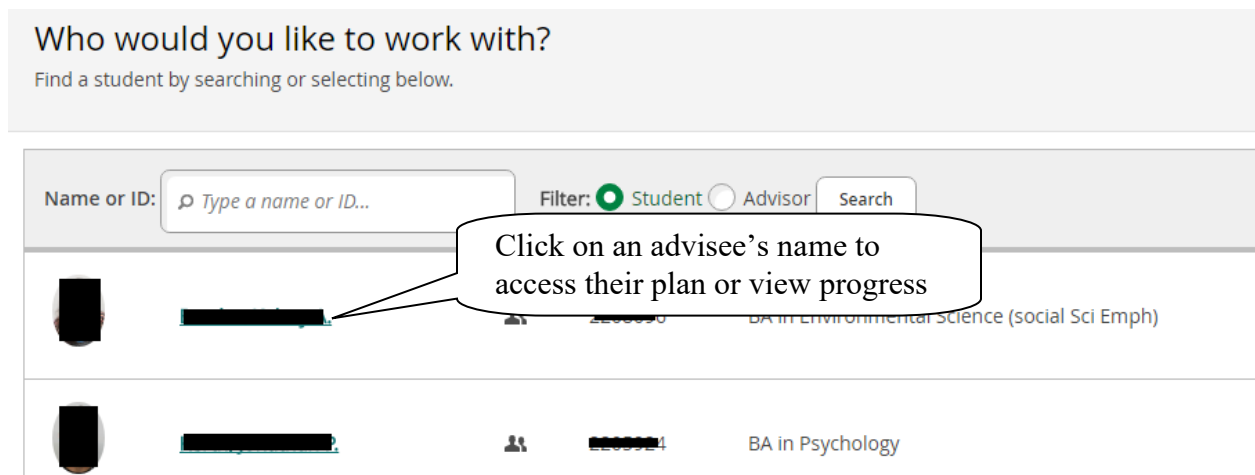
System Layout



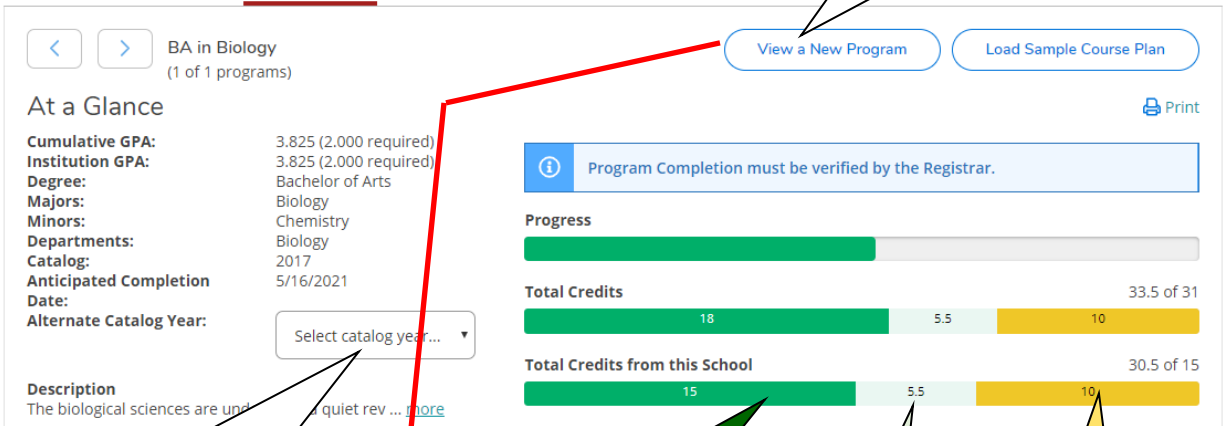
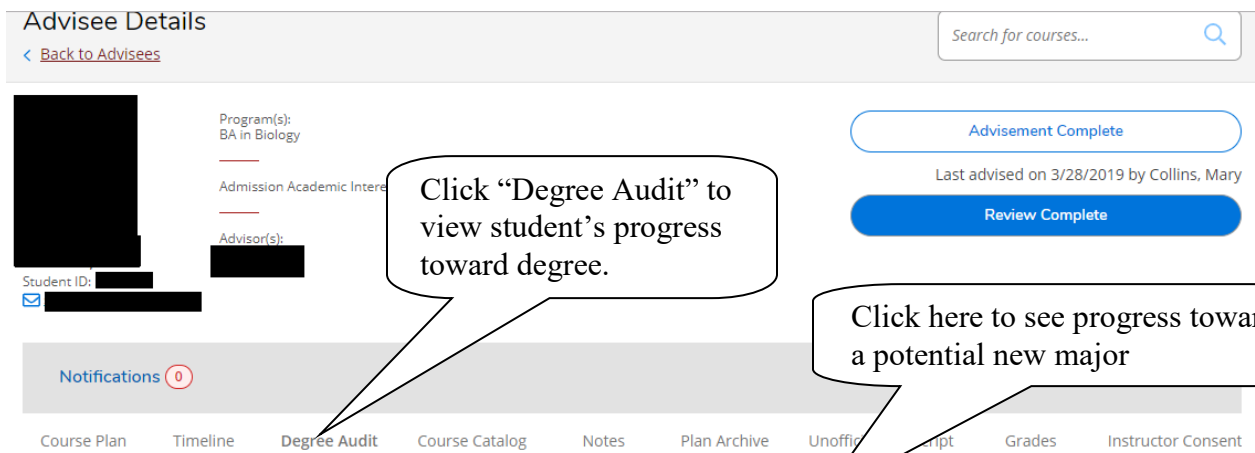
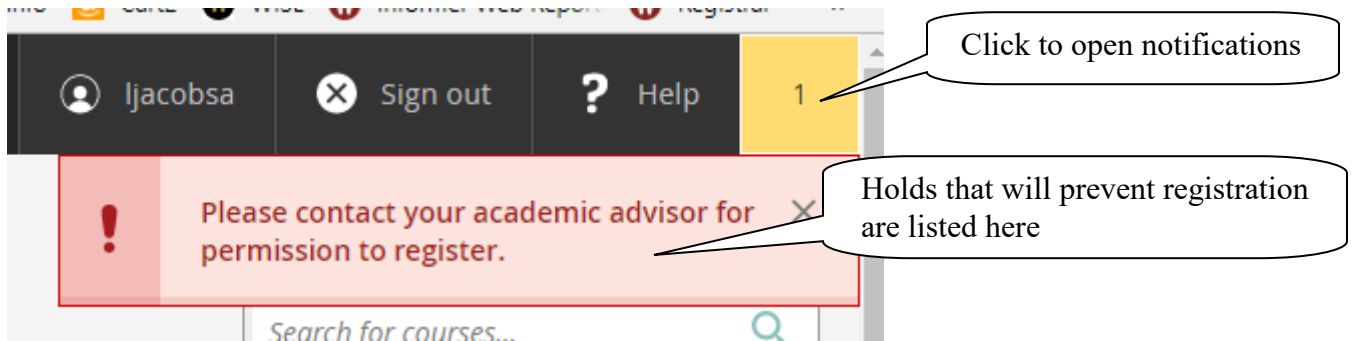
Daily Work SAGE for Advisors



View Your Advisee List



Review Advisee's Overall Progress Toward Degree



Click here to see what effect an alternate catalog year might have (e.g. new vs. old general education requirements.)

Completed Credits

In Progress Credits

Planned Credits

Academic Programs

- BA in Anthropology
- BA in Archaeology
- BA in Art History
- BA in Asian Studies
- BA in Biology
- BA in Chemistry

Select new program and click
"View Program"

View the Completion Status of Each Degree Program Requirement

Non-English Language	This requirement has been satisfied
Complete 1 of the following 10 items. ✔ 1 of 1 Completed. Show Details	
Quantitative and Analytical Reasoning	This requirement has been planned
Complete 1 of the following 2 items. ❌ 0 of 1 Completed. ✔ Fully Planned Hide Details	

A Quant/Analyt Reason

Complete (with a minimum grade of C-) one applied mathematics (QA*)credit from: CS 141, CS 145, ECON 230, IDS 138, MATH 130, MATH 138, MATH 140, MATH 151, MATH 152, MATH, 153, MATH 163, MATH 239, MATH 266, PHIL 140, PSYC 253, SOC 231.

Complete (with a minimum grade of C-) one applied or theoretical (QA* or QA) credit from: CHEM 116, CS 141, CS 145, CS 241, ECON 230, ECON 452, ERTH 121, ERTH 333, ERTH 347, IDS 138, IDS 139, IDS 198, IDS 335, MATH 130, MATH 138, MATH 140, MATH 151, MATH 152, MATH 153, MATH 163, MATH 239, MATH 253, MATH 256, MATH 266, PHIL 140, PHYS 110, PHYS 220, PHYS 221, PHYS 222, PSYC 252W, PSYC 253, SOC 231, SOC 401W.

Complete all of the following items. ❌ 1 of 2 Completed. ✔ Fully Planned [Hide Details](#)

1. One applied mathematics (QA*)credit ✔ 1 of 1 Credits Completed. ✔ [Show Details](#)
2. One applied or theoretical (QA* or QA) credit. ✔ Fully Planned ❌ 0 of 1 Credits Completed. [Hide Details](#)


Status	Course	Grade	Term	Credits
✔ Planned	PHIL-140 Symbolic Logic		18/SP	1
❌ Not Started	CHEM-321 Physical Chemistry I			

The planned course

Other possible courses will be listed as "Not Started"

This requirement has been planned


4. Approved Non-CCM Courses  Fully Planned 0 of 1 Credits Completed. [Hide Details](#)

Status	Course	Grade	Term	Credits
 In-Progress	RHET-362W Telling News: Framing Reality		17/FA	1

And the student is enrolled in the planned course in the current semester.

This requirement is not yet started or planned.

3. 300-Level CCM 0 of 1 Credits Completed. [Hide Details](#)

Status	Course	Grade
 Not Started		

Click the "Search" button to find available courses to add to the plan.

Review Planned Sections for a Particular Semester

With Course Plan you may review your advisees' plans and approve or deny individual courses. The advisor's guidance will be reflected on the student's view of the plan. Note: Denying a course will not prevent the student from registering but rather reflects advisor recommendation.

The screenshot shows the 'Course Plan' interface for a student in Fall 2018. The interface includes a navigation bar with tabs for 'Course Plan', 'Timeline', 'Courses', 'Course Catalog', 'Notes', 'Plan Archive', 'Test Scores', and 'Unofficial'. Below the navigation bar, there are navigation arrows and a 'Review Complete' button. A table lists the courses in the plan, with a 'Select' column and action buttons for 'Approve', 'Deny', 'Protect', and 'Unprotect'. A callout box points to the 'Protect' icon, explaining its function. Another callout box points to the 'Select' checkbox, explaining how to select a course for approval or denial.

Click "Course Plan"

Use the arrows to move between past, current, and future semesters in the student's plan.

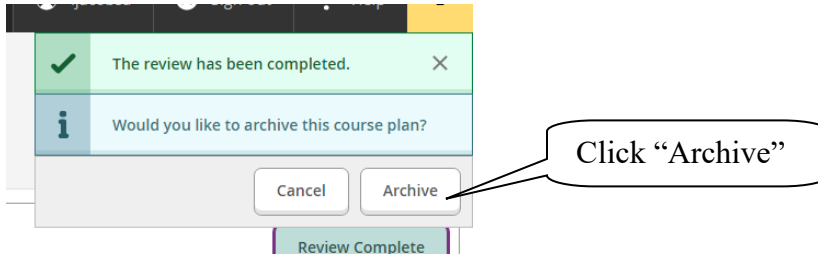
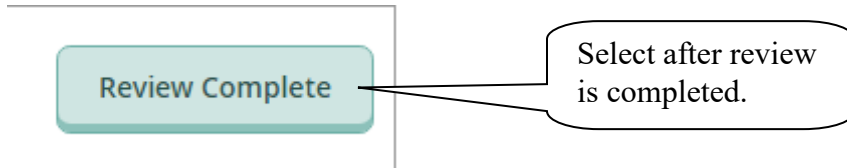
Select after review is completed.

Click the "Protect" icon if you want to prevent a student from removing a course from their plan.

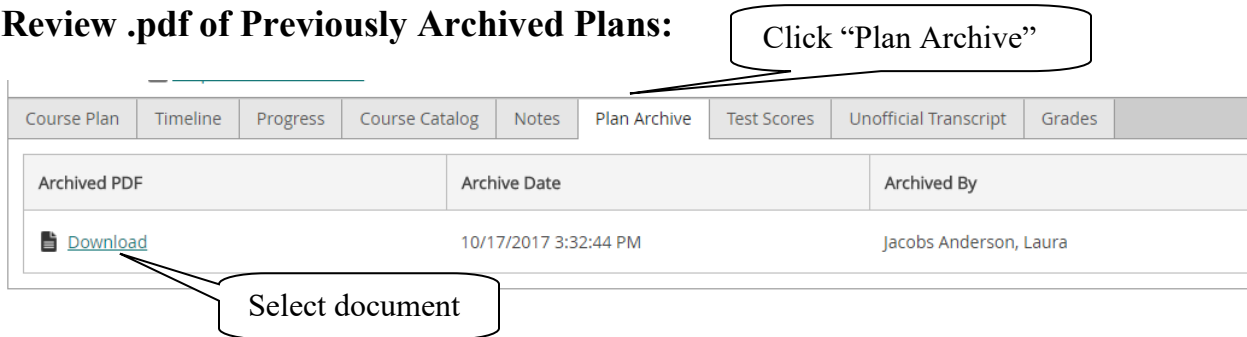
Select course and then approve or deny above

Select	Approval	Course	Credits	Instructor	Time	Location
<input checked="" type="checkbox"/>		CCM-366: Ethics of Public Argument	1	No Section Selected	No Section Selected	No Section Selected

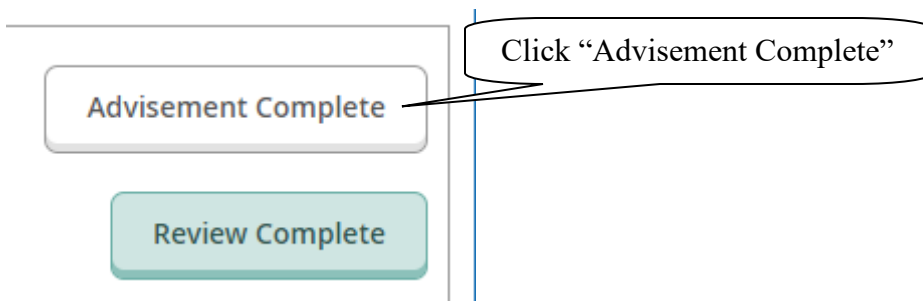
Archive Plans After Review is Complete



Review .pdf of Previously Archived Plans:



Permit Student to Register for an Upcoming Semester:



You can confirm completion of this step by going back to your advisee list and seeing that the “Last advising date” is updated for the student

Name or ID: Filter: Student Advisor

[Redacted] **[Redacted]** **[Redacted]** BA in Civic Communication and Media Last advising date: 3/14/2018 Advisor(s): **[Redacted]**
Laura Jacobs Anderson

View a Timeline of Completed, Enrolled, and Planned Courses

Click “Timeline”

Course Plan | **Timeline** | Progress | Course Catalog | Notes | Plan Archive | Test Scores | Unofficial Transcript | Grades

Remove Planned Courses Add a Term

Spring 2017 Fall 2017 Spring 2018 Fall 2018

ECON-363-01: Microeconomic Theory Credits: 1 ✓
ECON-399-01: Top: Labor Economics Credits: 1 ✓
MUSC-121-01: Creating Music With Technology Credits: 1
RHET-362W-01: Telling News: Framing Reality Credits: 1 (Pass/Fail only) ✓

PHIL-140: Symbolic Logic Credits: 1
CCM-366: Ethics of Public Argument Credits: 1

GPA: 3.275 4.50 Enrolled Credits 4 Enrolled Credits 1 Planned Credits 1 Planned

Use left arrow to scroll left

Use right arrow to scroll right

Use the Course Catalog

Click “Course Catalog”

Course Plan | Timeline | Progress | **Course Catalog** | Notes | Plan Archive | Test Scores

Search for a course subject:

[American Ethnic Studies](#)
[Anthropology](#)
[Archaeology](#)
[Art History](#)
[Art Studio](#)

Type subject in search box or choose active department hyperlinks below.

Record Advising Notes

Click "Notes"

Enter note and click "Save Note". Please be aware that these notes are viewable by students.

Use the up and down arrows to review notes.

View Unofficial Transcript

Click "Unofficial Transcript"

Click the hyperlink and then open the report that downloads.

NOTE: Please do not print and distribute this document to students. Barring any restrictions on their accounts (e.g. unpaid balance with Student Accounts), students have access to print this document themselves.

View Grades and Grade Point Averages by Semester

Course Plan | Timeline | Progress | Course Catalog | Notes | Plan Archive | Test Scores | Unofficial Transcript | **Grades**

Fall 2017

Spring 2017
Term GPA: 3.275


Course Section	Title	Final Grade	Credits
1/17/2017 - 5/9/2017	[REDACTED]	A-	1
1/17/2017 - 5/9/2017	[REDACTED]	B	1
1/17/2017 - 5/9/2017	[REDACTED]	A-	1
1/17/2017 - 5/9/2017	[REDACTED]	CR	0.50
1/17/2017 - 5/9/2017	[REDACTED]	B-	1

Fall 2016

Click "Grades"

Use arrows to expand and collapse semesters.

SAGE forFaculty

 **SAGE for Faculty**
Here you can view your active classes and submit grades and waivers for students.

Click to open

The page will open to a list of your current and future assigned classes

Manage your courses by selecting a section below

Section	Days	Locations
POLI-212-01: Hist of Westrn Polit Philos	M/W/F 9:10 AM - 10:10 AM 8/28/2017 - 12/16/2017	Eaton Hall, 209 Lecture

Click to open

Section Details

[Back to Courses](#)

POLI-212-01: Hist of Westrn Polit Philos

Fall 2017

M/W/F 9:10 AM - 10:10 AM
8/28/2017 - 12/16/2017
Eaton Hall, 209

Roster Grading Permissions [Email All](#)

Student Name	Student ID	Class Level	Preferred Email
[REDACTED]	[REDACTED]	Junior	[REDACTED]
[REDACTED]	[REDACTED]	Sophomore	[REDACTED]

The page opens to your class roster

Click to email entire class roster.

Entering Grades

8/28/2017 - 12/16/2017
Eaton Hall, 209

Roster Grading Permissions

Overview Final Grade

Use the drop-down menu and choose the grade to want to assign to the student.

Post Grades

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
[REDACTED]	[REDACTED]	<input type="checkbox"/>	M/d/yyyy	Select grade	M/d/yyyy	Junior	1

Choose the Grading tab.

Choose Final Grade.

Check if the student never attended the course. You should also issue the grade of F in this case.

If you issue a grade of F, you must also provide a last date of attendance or check the box indicating that the student never attended.

Do not use this field

Once all grades are entered, click the post box to release them to students.

Entering Faculty Permissions

T/Th 9:40 AM - 11:10 AM
8/27/2018 - 12/15/2018
TBD

Seats Available 11 of 25

Roster Grading **Instructor Consent**

Instructor Consent
Review and manage instructor consent.

Choose the Instructor Consent tab.

Choose Instructor Consent

Seats Available 11 of 25

Roster Grading **Instructor Consent**

[< Back To Instructor Consent](#)
Instructor Consent

Instructor Consent Status

View list of students who already have permission to enroll in the course.

Type name or ID number of student for whom you wish to add instructor consent. Hit enter or click search icon.

Student Name or ID

[< Back To Instructor Consent](#)
Instructor Consent

Instructor Consent Status

No existing instructor consents

Click to choose correct student.

smith, b

Undeclared

Undeclared

Add Instructor Consent

POLI-212-01: Hist of Westrn Polit Philos Fall 2017

To add instructor consent for a student, first select student then select status of Granted.

Student

[Redacted]

Choose Granted Permission

Status

Select a status...

Choose Instructor Consent

Reason

Select a reason...

Additional Comments

Additional Comments

Click Save

Sign out when you're finished.

ljacobsa Sign out Help

Click on "Help" to find answers to questions that we haven't addressed in this document. Please be aware that this section is written and maintained by the vendor, so may use different (non-Willamette University) terminology.