WebAdvisor Printing Rosters

1. Go to www.ivcc.edu/webadvisor

2. Select WebAdvisor for Faculty (on the left).

3. You must then log-in. Sign in using your user id and password. Your user ID is the first three letters of your last name and the last four numbers of your SS#. Your password can be set up with the assistance of CETLA or the Computer Resource Center.
4. Choose the class roster link from the list of options at the left under the heading Faculty Information.

5. Select the semester for which you will be printing rosters and click submit.

6. You will be given a list of all of your classes for the semester. If a class is missing, contact Records immediately.
7. Click on the box to the left of the class for which you will be printing rosters and click submit. This will provide you with a list of your students. To view a student’s profile check the box to the right of the students information and click submit.