“Web for Faculty” User Guide

Logging in:
From Off Campus – Go to your browser and type (http://campus.arapahoe.edu) to get to the ACC Intranet – seen in Frame 1, below. From On Campus – Go to your desktop and click on “Internet Explorer” (Frame 2) to get to the ACC Intranet.
Once at the ACC Intranet, Click on “INSTRUCTION”, seen in the upper left column, Frame 3, below.

Click on “Web for Faculty” (top of page) as seen in Frame 4.
You will first see a notice from Dr. Scott Finger (frame 5) containing bulleted notes concerning grading in Web for Faculty and at the bottom of the page, 3 links:

- Web for Faculty
- Web for Faculty User Guide
- Incomplete Authorization Form

(The links are at the bottom of this page – you will see them on-line).

Now, you are ready to enter. Click at the bottom of the page where it says “Web for Faculty”. Below, in frame 6, you will see the Web for Faculty log-in page.

FACULTY/ADVISOR LOGIN:

1) Enter your SSN (no dashes – 123456789).
2) Enter your assigned PIN number-6 digits. Default PIN is your birth date – 6 digit- mmddyy. It is highly recommended you change your PIN for security purposes. (shown later)
3) Click on “Login” box or hit return key.
Main Menu:

SELECT TERM:
1) Click on the down arrow under "Selected Term" and pick appropriate term if there are more than one.
2) Click on appropriate term.
SELECT COURSE:

1) Click on “Select Course”.

1) Click on the down arrow to list all courses.

2) Highlight the course you want to work with and click “Select” - this will take you directly to the Enrollment Roster.

3) Note: Printable version/Excel formatted version -

ENROLLMENT ROSTER:
E-MAIL STUDENTS: If you wish to send an e-mail to one or more students in a given section, click the e-mail box to the left of each student name you wish to send the message to. If the student does not have an e-mail address, there will not be a box to click. If you wish to send an e-mail to every student enrolled in that section who has an e-mail address, go to the bottom of the page (shown in 2nd frame of this page), and click ‘Select all students’.

At this point, your may enter a subject line and then your message. Click ‘Submit’. If you wish to change the students you are e-mailing or want to change the message, click ‘Reset’ and proceed with selecting the students you wish to e-mail and/or your message.

WAITLIST ROSTER: 1) To view a roster of waitlisted students, click ‘WAITLIST ROSTER’ on the Main Menu. Students on this roster are listed in chronological order.
TEACHING SCHEDULE:

1) To view your own schedule for the selected semester, **Click on “Teaching Schedule”**

<table>
<thead>
<tr>
<th>Course</th>
<th>Activity</th>
<th>Days</th>
<th>When</th>
<th>Where</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 121L44</td>
<td>Begins: Jan 18 Cens: Feb 04</td>
<td>With: Apr 17</td>
<td>Ends: May 09</td>
<td>COLLEGE ALGEBRA</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Enr: 6 Wait: 3 Grd: 0</td>
</tr>
<tr>
<td>MAT 135L44</td>
<td>Begins: Jan 18 Cens: Feb 04</td>
<td>With: Apr 17</td>
<td>Ends: May 09</td>
<td>INTRODUCTION TO STATISTICS</td>
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<td></td>
<td></td>
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<td>Enr: 0 Wait: 0 Grd: 0</td>
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<td>Begins: Jan 18 Cens: Feb 04</td>
<td>With: Apr 17</td>
<td>Ends: May 09</td>
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<td></td>
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<td>Enr: 0 Wait: 0 Grd: 0</td>
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<td>MAT 201L44</td>
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<td>Ends: May 09</td>
<td>CALCULUS I</td>
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<td></td>
<td></td>
<td></td>
<td>Enr: 0 Wait: 0 Grd: 0</td>
</tr>
</tbody>
</table>
GRADE ROSTER:

1) Click on ‘Grade Roster’ on Main Menu.

GRADE COURSES:
- This screen will tell you if any students have already been graded (such as “AU” or “W”).
- Use the arrow down key or the slide-bar to the right of the screen to scroll through your roster.
- Enter the grades for your students.
- The only grades allowed to be entered are: A B C D F I S U (“S/U” grades are Only for courses graded on that basis.
- A grade of “I” (Incomplete), requires the Instructor to submit an Incomplete Authorization Form to Information Central or to the Division Office.
- If you record a grade of “F” or “U”, the screen will come back with a message that you need to put in a “LAST DATE of ATTENDANCE”. This information if REQUIRED.
- If a student never showed once to class, enter the first day of the month in which the term began for the Last Date of Attendance. For instance, fall semester, would be 0801YY. “No Show” CANNOT be entered for the Last Date of Attendance.
- Faculty cannot enter a grade of “W”.
- All grades do not need to be entered at once. You may enter a single grade if you wish and come back at another time or day to add other grades.

WARNING:
- Once you Click on ‘Post Grades’, your grades will be automatically entered into SIS for students to call-in on touch-tone or to view on the web immediately.
- You may not go back and make changes.
- If you make a mistake with a grade and it has already been posted, you will need to complete a Correction of Grading Error Form.
PIN Change: 1) Click on 'PIN Change' to change your PIN number.
2) Enter Current PIN
3) Enter New PIN
4) Verify New PIN
5) Click 'Change PIN'
NOTES:

- Grade rosters will no longer be printed. E-mail reminders for faculty will be sent in lieu of grade rosters.

- If you see the message:

  You current email address "" is invalid. Please have your profile in SIS updated with your current email address.

  Your e-mail address needs to be loaded into SIS for the e-mail feature to work for you. Please call your Division Assistant or me (Deb, 5625) to have it logged in.

- If you have a mouse with a scrolling wheel, don’t use the wheel. Scroll the page using the slider bars on the sides of the page.

- After selecting any application within Web for Faculty, always check your term. If it is highlighted in blue, click your mouse any where on the page. This will lock in the term. If you move your scroll wheel, before doing this, your term will change.

- On the Log-In page, you may see some announcements in red font. Please be sure to read these announcements.

- This web site will time you out if you are inactive or idle (not entering any information) for 30 minutes. Please have your grades ready before logging in to prevent being “timed-out”.

- If you lose or forget your PIN, please contact your Division Assistant.

- If you need help, contact your Division Assistant or Deb Lechuga, 5625.

- When you’ve finished doing whatever you’re doing in Web for Faculty, log out, plus completely close out any open browser. If you leave any browser open, then Web for Faculty will think you’re logged in.

- If you get any messages that the system is unavailable, please wait a few minutes and try again. The system will be extremely busy the last week of classes and immediately following the end of the semester. The busiest hours tend to be normal working hours.