

SIS Web for Faculty On-Line Final Grading & Attendance Reporting Including Department Secretaries Entering Instructors Names



Instructor Reference Guide

July 2009

Faculty Web Site URL:

<https://e-services.ucc.edu/afhomepg.htm>

Go to www.ucc.edu

Click on Faculty & Staff (at top)

On drop down – click on Faculty Web Site

On Faculty Web Site home page choose SIS Web for Faculty

And now you are into the UCC Self Service Faculty & Advisor home page.

OR

You can type in this URL at any internet connection:

<https://e-services.ucc.edu/afhomepg.htm>

- No class or Final Grade Lists will be distributed to Faculty.
- Faculty are not required to turn in paper copies of class lists after the 5th day or final grades to the registrar's office.
- All reporting is done on-line. Details inside.

**Union County College
Department Secretaries**

Faculty Web Update

Entering Instructors names

Department secretaries enter faculty names on screen 132-that will not change.

Instead of entering the name on the line under schedule names you must type in the name under Instructor ID hit enter and Human Resources Faculty list will appear. Choose the line number of the proper instructor and hit enter twice. The Instructor CWID will appear and their name will appear under schedule names.

Once this is complete, you have successfully entered the name accurately and your job is done. If this process is not done, faculty will not see their course on the faculty web.

Instructors who wish to obtain their CWID #'s should go to our web site and check on how do I get my CWID number.

Any questions please email holman@ucc.edu.

How to Sign On: You will need your CWID (college wide ID) – you may retrieve that info from the UCC web site-www.ucc.edu. Click on how do I get my CWID number or you may use your social security number. Your pin is your date of birth (mmddyy) unless you have changed it.

Go to www.ucc.edu

Click on Faculty & Staff (at top)

On drop down – click on faculty web site

On faculty web site click on SIS Web for Faculty

And now you are into the UCC Self Service Faculty & Advisor home page.

If you are not able to get to UCC website you can type in this URL at any internet connection:

<https://e-services.ucc.edu/afhomepg.htm>

From Faculty Web:

Click on: Enter Faculty and Advisor Services – You will be required to enter your Faculty ID which is your CWID, (college wide ID) or your social security number.

Your pin = your date of birth (mmddyy) or whatever you may have changed it to.

Enter those 6 digits (#'s or letters). If this is your first time signing in you will be required to change your pin # (please record your change). Once you change your pin you will be logged off and required to sign back on with your new pin.

- Once you have successfully signed in you will see a site map of services:
- Pay attention to the term listed, or pick another term to view.

Currently the only services available are under:

General Info

Change pin

Select term

Faculty

Faculty Schedule

Class List

Grade Courses

Courses

Course Section Service

If you click on a service not available you may be logged out and have to log in again.

Welcome to **UCC Web for Faculty**. Web for Faculty is used to view your faculty schedule, class lists, student addresses and emails, input final grades and more. Access is limited to **YOUR** courses. **Faculty members are required to:**

- Print 1st day class lists.
- Submit last date of attendance LDA or never attended NA electronically at Mid-semester and Final Grade submission in the comment box opened.

Fall – October & December
Winter – January
Spring - March & May

}

Report LDA and/or NA in October and March (around mid-semester) and with final grade submission if information has changed.

First 7 Week – October/March
Second 7 Week – December/May
Summer I – July
Summer II – August
Winter – January



Report LDA/NA with final grades submission

- Enter final grades at the end of the semester when grading is open. (check dates under when do I enter my grades).
- Enter last date of attendance LDA for student who stopped attending or NA for students who never attended in comment box if not previously reported at mid-semester. Faculty will not need to print official class list after the 5th day to deliver to the registrar's office effective Spring 2009.
- Note: the comment box is opened at mid-semester and final grading only.

Class Lists

On the first day of class print out your class list for an official list of students enrolled. If students appear in your class but not on your official list have the student contact the Registrar's Office. This list should be checked throughout the semester for any changes.

SENDING E-MAIL TO STUDENTS:

Click on your class list.

Click "Send E-Mail to Class."

Click the first link for E-mail Group.

Your email should open a new message with all of the students listed in the BCC address slot (for student privacy).

Add your e-mail address to the From box.

Add appropriate subject to the message.

Type your message and send.

Don't forget to return to and exit **Web For Faculty**.

WHAT IF MY COURSE DOES NOT APPEAR?

Contact your department secretary to enter your name on the SIS system.

WHEN DO I SUBMIT OFFICIAL CLASS LISTS?

You no longer have to submit class list effective Spring 2009.

WHEN DO I ENTER ATTENDANCE DATES?

At mid-semester and with final grade submission.

ENTERING FINAL GRADES:

On the grade courses page you will see the grades available to enter and other grading information. Please read all instructions!

- Scroll down you will see a box which should list all courses you are teaching.

- Click on the arrow and the drop down box will show all of your courses.
- Click on the course you wish to grade and click submit (or select another course).

Once you have your course, there will be an open box after the student name where you must;

- Type in the final grade. Once you are done entering your grades you must click **submit** on each page.
- The grade will appear on the right side of the box.
- There will also be a box open under comment where the last day of attendance LDA or never attended NA should be entered if not previously recorded.
- To get to the next page, click on Records: 21-25. (One page contains 20 names). Each page must be submitted separately.

Note: the comment box is opened at mid-semester and final grading only.

Available Grades for Input

A, B+, B, C+, C, D+, D, F, I (Incomplete), **S** – Satisfactory (non credit), **U** – Unsatisfactory (non credit), **J** – Continuing Satisfactory progress (non credit), **UF** – Unofficial Withdrawal (student stopped attending = Failure – enter last date attended or NA for never attended in message box), **W** – Official Withdrawal, **AU** – Audit.

YOU MUST CLICK SUBMIT FOR ENTERING COMMENTS AND FINAL GRADING

△ above “Records” this symbol will appear listing the number of grades which have been entered. Pay close attention to that info. Once you are done entering final grades click on submit and exit out of Faculty Web.

WHEN AM I ABLE TO ENTER MY FINAL GRADES?

At the end of each semester/session, faculty will be given access to Grade Submission to enter their students' final grades. The Grade Submission is available for about a week after the last day of classes into the final exam period. The Registrar’s office will post dates for each semester on faculty web. Grades can only be changed in faculty web within the grade posting date.

DO I NEED TO ENTER ALL MY GRADES AT ONCE?

No - it is not necessary to enter all your grades for a particular class or for all classes at one time. To save whatever grades you have entered at any point and go back at a later time to enter more, scroll to the bottom of the roster and click on Submit. This saves the grades you have entered so far. You can return later to enter more grades or change existing grades until the last posting date.

You must click submit after each session.

Students may view their final grades on-line, in e-services once you have submitted the grades. On the student grade page there will be a message informing students what date grades will be officially final.

IF I CAN NOT ENTER MY GRADES, WHAT SHOULD I DO? Contact your Department Chair or Coordinator for assistance or submit a paper copy dated and signed to the Registrar's Office Cranford Campus.

Note: Faculty who fail to electronically submit their grades jeopardize the student's future and their integrity as faculty.

On-line final grade entry is mandatory for all Instructors.

Important Notes:

- Upon request, the registration office may provide a list to all Chairs and Coordinators of faculty who have not submitted final grades.
- Final grades not entered after the final grade posting date must submit their grades to the Department Secretary to copy and submit to the Registrar's office.
- Instructors who do not submit grades online will be reported to the Vice President of Academic Affairs. Students will receive a "Z" grade which indicates "no grade submitted by faculty". All students inquires about final grades will be directed to the Department/Instructors.

IF I NEED TO CHANGE A GRADE AFTER THE LAST POSTING DATE?

You must submit a grade change form to the Registrar's office. Grade change forms can be obtained from the Department Secretary. Grade change forms are not to be given to the student. Mail the completed form to the Registrar's Office – Cranford Campus.

What about Security?

The Family Educational Right to Privacy Act (FERPA) covers student records. Web for Faculty is a secure site. A personalized **PIN** controls access and students are not permitted access.

I M P O R T A N T

Ensure the integrity of the grading process and validity of UCC transcripts by protecting your Username and password and processing your final grades in a timely fashion.

Thank you for your cooperation.

Questions can be forwarded to Holman@ucc.edu