

WEB FOR FACULTY

Training Manual

Table of Contents

Introduction	3
Your UserID and PIN.....	4
Connecting to Web for Faculty.....	4
Select an Academic Year (Term).....	6
Select a Module.....	7
Summary Class List.....	8
Email a Student or Class.....	9
Download a Class List to Excel.....	9
Detail Class List	11
Entering Results Using Electronic Gradebook.....	12
Viewing Final Composite Grades.....	15
Changing Results.....	15
Deferrals, Withdrawals, Exemptions & Withheld Results	16
Checking All Results Have Been Inputted	17
Logout of Web for Faculty.....	17
Frequently Asked Questions.....	18

Introduction

Web for Faculty provides an interactive interface to the CIT student information database to for grading and accessing student information.

This self-service solution provides academic staff with secure access on campus or at home to the information they need to manage modules they teach.

So what can you do with Web for Faculty?

- Display a class list for modules that have been assigned to you for teaching
- Display student details such as address, phone number, e-mail
- Download the class list into Excel
- E-Mail a student on a class list
- E-Mail all students on a class
- Display the component breakdown of your module, showing types of continuous assessment, final exam and the percentage of marks associated with these.
- Enter Continuous Assessment Marks
- Enter Final Exam Marks
- Change Marks After Original Entry
- Print out Composite Final Marks for your module, which is sent to your extern

Help Desk



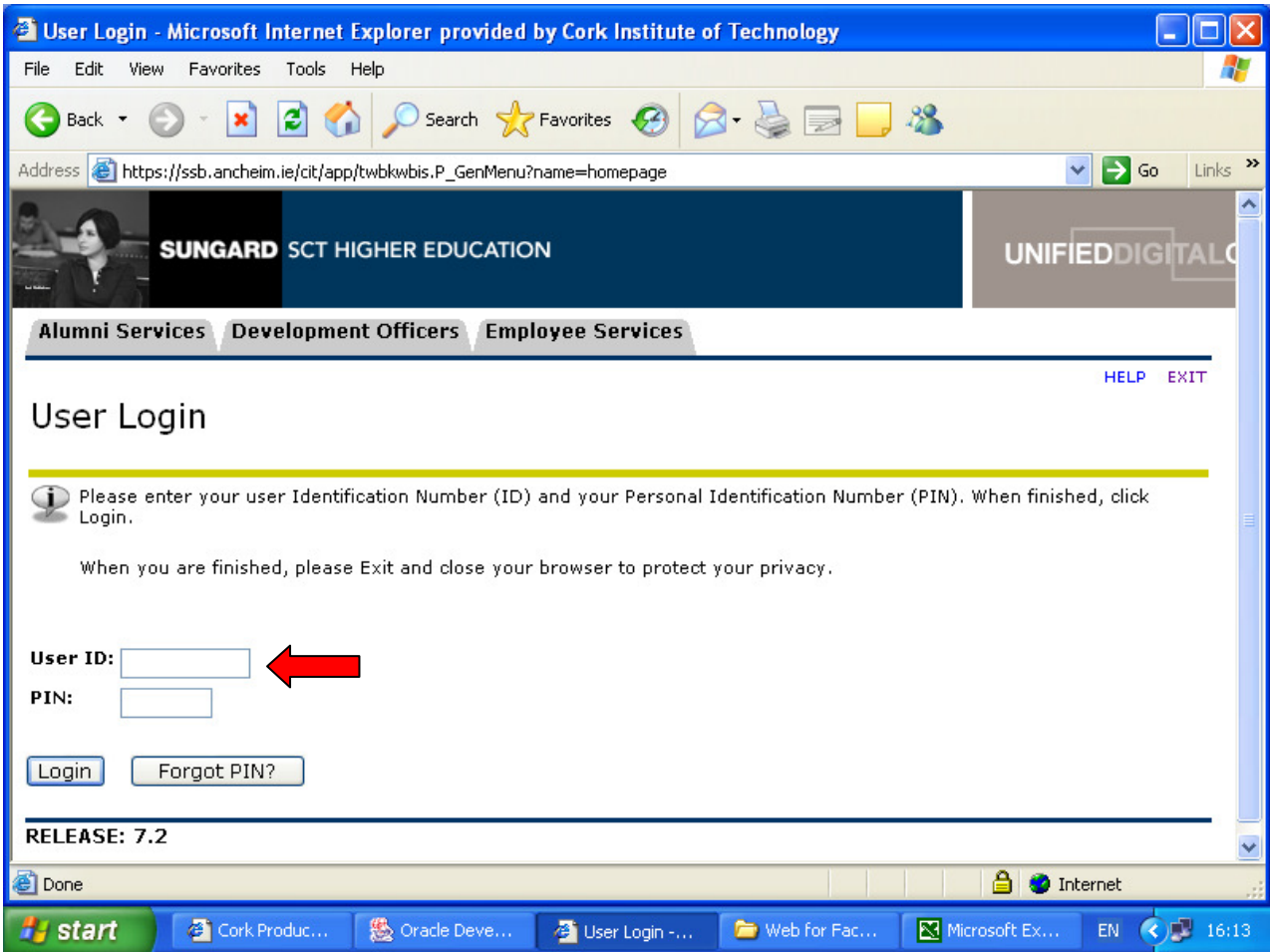
User support is provided by the Web for Faculty Service Desk, email webforfaculty@cit.ie. Please review the 'Frequently Asked Questions' section at the end of this manual, which might help in resolving issues.

Your UserID and PIN

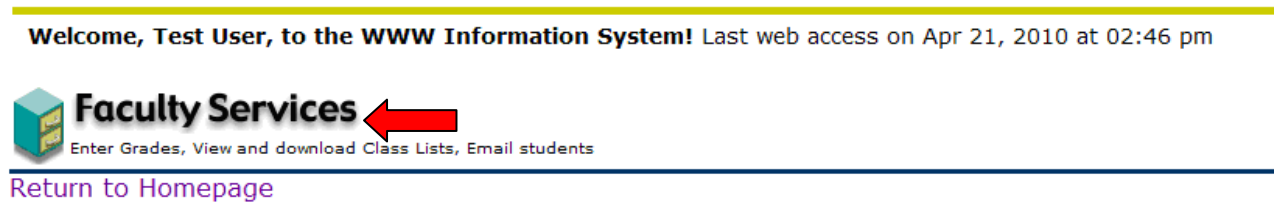
Your User ID is your CIT staff ID, a 5-digit number which is printed on your payslip. Your Personal Identification Number (PIN) is a six-character code used for login validation. On initial set-up of your account you will be assigned an initial PIN to enable your first login. On first login you will be required to change this to a PIN of your choice. You will also be required to enter a security question and answer, to be used in the event of losing your PIN in future.

Connecting to Web for Faculty

- ★ In your internet browser, go to <http://web4.cit.ie/>
- ★ The Login screen appears. Enter your UserID and PIN, then click **Login**



The next screen will welcome you personally to Web for Faculty and display the date and time of your last login. Click on the **Faculty Services** menu option to continue.




You are now directed to the Faculty Services screen.

Select an Academic Year (Term)

To select an academic year to view, click on Term Selection.



Faculty Services

[Term Selection](#) 

[CRN Selection](#)

List of CRNs to which you have access

[Detail Class List](#)

Class list with student images

[Summary Class List](#)

Class list with email and list download functions

[Final Grades](#)

Final Grades for the module

[Electronic Gradebook by Component](#)

Component marks and Composite Gradesheet

[Programme Selection](#)

Lists of students by programme for your CRNs


[Grades in Academic History](#)


Module Final Grades as rolled to academic history following MEBs


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When you have selected the academic year, click **Submit** to return to the Faculty Services Menu.

Select Term

 Select the Term for processing then press the Submit Term button.

Select a Term: 





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Select a Module

In the **Faculty Services menu**, click on **CRN Selection**. The CRN Selection screen is displayed. Use the drop-down menu to select the module you wish to view, and click **Submit** to return to the Faculty Services menu.

Select CRN

 Please enter the CRN you wish to access, or select a different term from the menu.

CRN: 



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Summary Class List

★ In the Faculty Services Menu, click on **Summary Class List**. The Summary Class List displays the Name, Student ID and Registration Status of each student enrolled in your class.

To print this page, click on the PRINT button (or select FILE, PRINT) at the top of your browser.

Course Information



Introduction to Astronomy AST6 - PHYS 6010 L07


CRN: 19353
Duration: Feb 01, 2010 - May 31, 2010
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	100	2	98
Cross List:	0	0	0

Summary Class List

Record Number	Student Name	ID	Reg Status	Level	Credits	Final	Grade Detail
1	Bloggs, Joe	R00066067	Courses Assigned	Intermediate	5.000	Enter	Available 
2	Doe, Jane	R00066068	Registered	Fundamental	5.000	Enter	Available 

Email class 

[Download Class List](#)

To view an individual student's address and phone information, click on the student's name in the Summary Class List. The following information is displayed:

View Student Address and Phones

Information for [Joe Bloggs](#)

If the word "Confidential" appears beneath a student's name, his/her personal information is to be kept confidential.

Addresses and Phones

Mailing/Correspondence	Phones
Current: Apr 21, 2010 - (No end date)	Primary: None Provided
Apartment 1234 Parchment Square Model Farm Road Cork, Cork Ireland	Mobile: 086 1234567

Email a Student or a Class

1. To email a student, clicking on the email icon on the far right of the screen. This creates a mail message containing the email address of the recipient.
2. To email the class, click on the Email class icon at the end of the list. This creates a mail message containing the email addresses of all students enrolled in the class.

Download a Class List to Excel

★ The download function enables you to download your class list to excel with details on student name, student ID and program of study.

1. Click on **Summary Class List** from Faculty Services
2. Click on **Download Class List** at the end of the screen
3. Click on the Save Button as shown

Course Information
Introduction to Astronomy AST6 - PHYS 6010 L07
CRN: 19353
Duration: Feb 01, 2010 - May 31, 2010
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	100	2	98
Cross List:	0	0	0

Summary Class List

Record Number	Student Name	ID	Final	Grade Detail
1	Bloggs, Joe	R0006	Enter	Available
2	Doe, Jane	R0006	Enter	Available


File Download


Do you want to open or save this file?

Name: ClassList.csv
 Type: Microsoft Office Excel Comma Separated Values Fil...
 From: testssb.anchheim.ie

Open Save Cancel

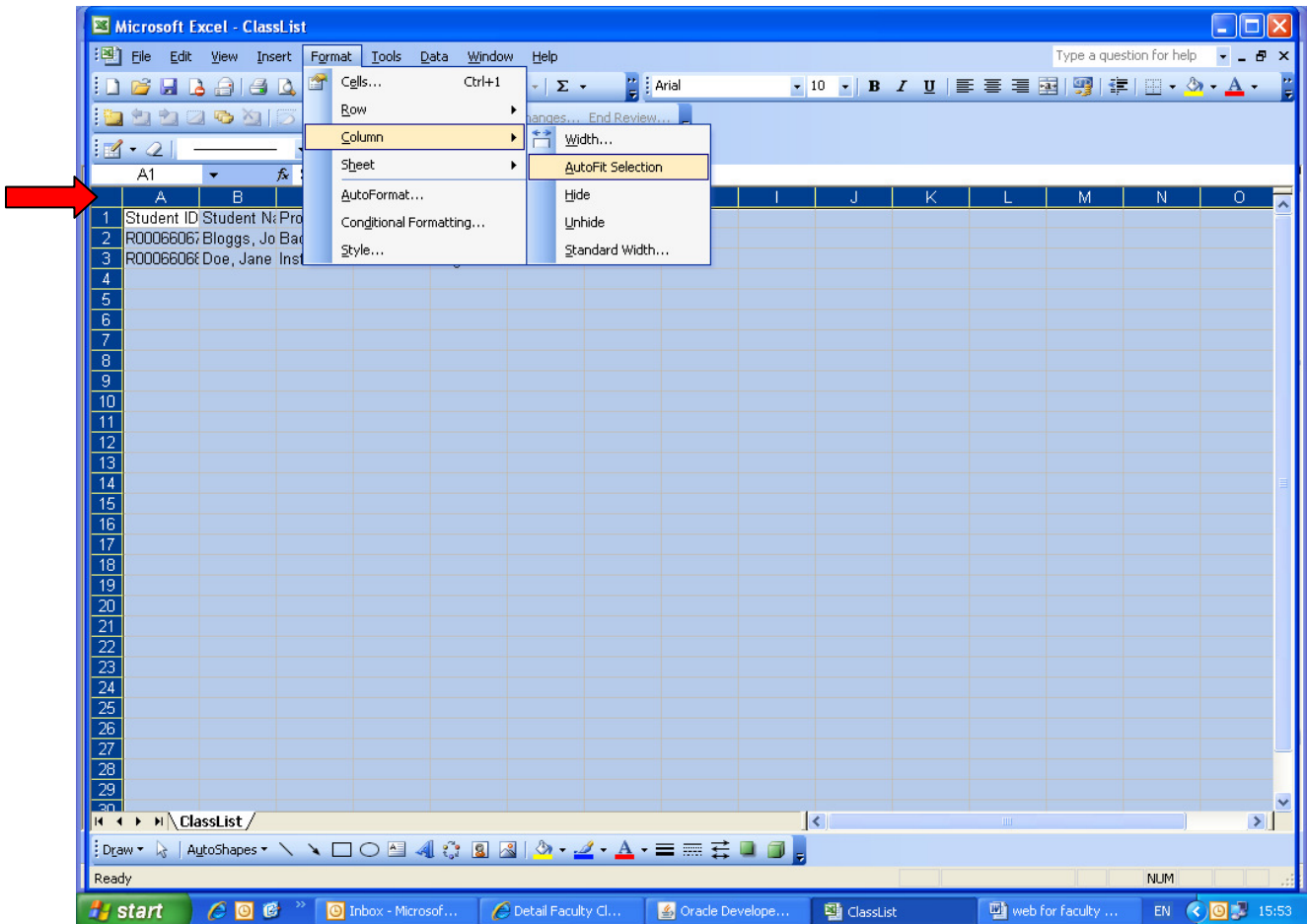
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Email class 

Download Class List 

4. Type the file name, and the location you want to save it e.g. Desktop. Click Save.

5. In order to format and see all the information fully on screen click on the box between A and 1 indicated by the red arrow below. The worksheet will be outlined in blue. Then click on Format, Column and then Autofit Selection.



6. Click **Save** to update changes.


Detail Class List

★ Detail Class List includes the Name, Student ID, Program, Department, Class, Level, Credits and a photo of each student.

1. On the **Faculty Services** menu, Click on **Detail Class List**
2. A list of students for the course module and the term you specified appears.
3. To print this page, click on the PRINT button (or select FILE, PRINT) at the top of your browser.

	Maximum	Actual	Remaining
Enrollment:	100	2	98
Cross List:	0	0	0

Detail Class List

Record Number	Student Name	ID	Registration Status	Registration Number	Student Image
1	Bloggs, Joe	R00066067	Courses Assigned	2	

Current Program

Ordinary Bachelor Degree

Level: Intermediate
Program: Bachelor of Science
Admit Term: Academic Year 2009-10
Admit Type: External Direct Applicant
Catalog Term: Academic Year 2009-10
College: School of Business
Campus: Clonakilty
Major and Department: Agriculture, Accounting and Info Systems

Class: First Year
Credits: 5.000

Entering Results Using Electronic Gradebook

- ★ Electronic Gradebook enables teaching staff to enter continuous assessment and examination results throughout the semester. When all results have been input, the system will calculate a composite or overall result for the module.

All Continuous Assessments and Final Exams should be marked out of 100. The system will work out the percentage of the overall based on the weighting of the component in the module assessment breakdown. All you have to remember is to mark out of 100 and input this result in Electronic Gradebook.

1. In the **Faculty Services** menu, click on **Electronic Gradebook By Component**
2. The **Programme Selection** screen appears. Ensure “%-Select All Programmes” is displayed in the **Program** field. Click **Submit Programme**

Programme Selection 19353


Program:

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3. The **Electronic Gradebook** screen is displayed, showing the Assessment Components for the module

Electronic Gradebook

TEST Te
Academic Year 2
Apr 23, 2010 02

 Select any of the highlighted grade components to enter student scores for the component. You may also select an individual student to enter scores for their components.

Course Attributes

Title: Introduction to Astronomy AST6
Course: PHYS 6010 - L07
CRN: 19353
Programme: %
Students Registered: 2

Components

Description	Weight	Grade Scale	Must Pass	Include in Midterm or Final	Incomplete Scores	Subcompo
ASTRO1 - Short Answer Questions Week 4	15/100	NUMERIC	No	F	0	None
ASTRO2 - Short Answer Questions Week 7	15/100	NUMERIC	No	F	0	None
ASTRO3 - Practical/Skills Evaluation: Laboratory Report 3	25/100	NUMERIC	No	F	0	None
ASTRO4 - Written Report: Report on BCO visit	10/100	NUMERIC	No	F	0	None
ASTRO5 - Project: Research Project	35/100	NUMERIC	No	F	0	None

4. Check the assessment breakdown and weightings. If these are not correct please contact webforfaculty@cit.ie.
5. Click on the component for which you wish to enter marks. A list of students is displayed, with a box next to each for input of the component mark. Enter the mark for each student, marked out of 100
6. When you have completed entry of marks, click **Submit**. To return to the screen above, click **Gradable Components**.

Course: PHYS 6010 - L07
CRN: 19353
Programme: %

Component

Description	Weight	Grade Scale	Must Pass	Include in Midterm or Final	Incomplete S
ASTRO1 - Short Answer Questions Week 4	15/100	NUMERIC	No	Final	1

Grade Submission Cutoff Dates

Midterm:
Final: Sep 30, 2010

Component Marks

Record Number	Student ID	Student Name	Status	Score	Out of	Percent	Grade	Marker	Reason
1	R00066067	Bloggs, Joe	Courses Assigned	45	100	45	45	User, Test	Original Entry
2	R00066068	Doe, Jane	Registered	60	100	60	60	User, Test	Original Entry
3	R00066069	Peter, Test	Registered	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	User, Test	OE-Original Entry

[[Gradable Components](#)]

Note: If there are more than 25 students taking your module, student records will continue on subsequent pages. Page 2 will begin with record number 26. A link to the second page appears before record 1 and again after record 25. **If you have already entered grades for your first 25 students, click on the Submit button before going to the second page or your results will not be saved.**

Note: Clicking on the **Reset** button will clear any fields you have typed in. This is useful if you have made errors and need need to start over.

Note: There is a 50-minute time-out on the screen. After this point you will be logged out so it is important to hit the **Submit** button before time elapses. If you are logged out the grades will not be saved.

- Repeat the above process to enter results for CA2, CA3 etc. When all component marks have been entered, a link to **View Final Composite Grades** will appear at the end of the Electronic Gradebook page.

Electronic Gradebook

TES
Academic Y:
May 06, 20:

Select any of the highlighted grade components to enter student scores for the component. You may also select an individual student to enter scores for their components.

Course Attributes

Title:	Introduction to Astronomy AST6
Course:	PHYS 6010 - L07
CRN	19353
Programme:	%
Students Registered:	3

Components

Description	Weight	Grade Scale	Must Pass	Include in Midterm or Final	Incomplete Scores	Subco
ASTRO1 - Short Answer Questions Week 4	15/100	NUMERIC	No	F	0	None
ASTRO2 - Short Answer Questions Week 7	15/100	NUMERIC	No	F	0	None
ASTRO3 - Practical/Skills Evaluation: Laboratory Report 3	25/100	NUMERIC	No	F	0	None
ASTRO4 - Written Report: Report on BCO visit	10/100	NUMERIC	No	F	0	None
ASTRO5 - Project: Research Project	35/100	NUMERIC	No	F	0	None

[View Final Composite Grades](#)



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View Final Composite Grades

★ This will enable you to view combined scores for continuous assessment and final exam, and overall module grades.

1. Click on **View Final Composite Grades** (see above)
2. Click **Submit Programme**

The **Composite Gradable Component Display** screen will appear, detailing the students combined CA and Final Exam results and overall grade for the module.

3. To Print these results click File, PRINT. This sheet is signed by the Internal Examiner and sent with sample scripts to the External Examiner

CRN:	19353								
Students Registered:	3								
Number of Composite Scores:	3								
School	BS - School of Business								
Department	AI - Accounting and Info Systems								
Program	CR_BAGRI_7 - Bachelor of Science								
School	00 - No College Designated								
Department	AP - App Physics & Instrumentation								
Program	CR_SASTR_6 - Institute Certificate								
Markers	User, Test								
Extern 1									
Extern 2									
Final Composite Grades									
Student ID	Student Name	Percentage	Grade	ASTRO1 15%	ASTRO2 15%	ASTRO3 25%	ASTRO4 10%	ASTRO5 35%	Activity Date
R00066067	Bloggs, Joe	57.45	57	45	54	46	45	76	22-APR-
R00066068	Doe, Jane	57.1	57	60	65	75	35	46	22-APR-
R00066069	Peter, Test	57.15	57	86	50	35	84	56	06-MAY-
Internal Examiner(s) Signature _____									
External Examiner(s) Signature _____									

Changing Results

★ If you have made an error entering scores repeat the guidelines for entering CA or Final Exam Results. Repeat the guidelines to **View Final Composite Grades** to verify changes have been updated.

★ You can make changes to your student's results up to a certain date, which will be provided by the Registrars Office.

Deferrals, Withdrawals, Exemptions and Withheld Results

★ If a decision is made to defer, withdraw or exempt a student, the following steps should be followed:

1. Click on **Faculty Services**
2. Click on **Electronic Gradebook By Component**
3. Go into each individual component and delete the score if entered for a student. Ensure you choose the **re-calculated** option to update change before hitting submit
4. Repeat this process for the students other CA results, if any, and also their Final Exam Result
5. Click on **Return to Menu** on the top right hand corner of the screen. This will bring you back to the Faculty Services page.
6. Click on **Final Grades**. The Final Grades screen appears. Click on the drop-down menu in the Grade field, to select the appropriate result code as follows:

- withdrew from a module (W)
- students result withheld (WH)
- students result deferred (I)
- where a student didn't show for exams (NP)
- where a student is exempt (X)

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Ro
1	Bloggs, Joe	R00066067	5.000	Courses Assigned Apr 21, 2010		Y
2	Doe, Jane	R00066068	5.000	Registered Apr 21, 2010		Y
3	Peter, Test	R00066069	5.000	Registered May 06, 2010		N

90
91
92
93
94
95
96
97
98
99
FL
I
N
NP
O
PS
W
WH
X

1.

Checking All Results Have Been Inputted

★ When all your Continuous Assessment Results have been inputted you can check to see if all students have been scored.

1. Login to Banner using your USERID and PASSWORD
2. Click on FACULTY SERVICES
3. Click on ELECTRONIC GRADEBOOK BY COMPONENT
4. Select Term and CRN

The screen that appears will show you that under Incomplete Scores there should be zeros. If not, you may have missed a score for a student. If so repeat steps to input CA's or Final Exam and submit.

When all student scores have been inputted you will be able to view the Final Composite Grades for the module you teach.

Logout of Web for Faculty

★ It is important to log out of Web for Faculty system and close completely out of the browser.

You will need to exit the Web for Faculty site by clicking on **EXIT** in the upper right hand corner of your screen.

Frequently Asked Questions

- ★ **What is my User ID?**
Your User ID is your CIT employee ID. This is a 5-digit number that you will find printed on your payslip.
- ★ **What is my PIN?**
Your Personal Identification Number (PIN) is a six-character code used for login validation. On initial set-up of your account you will be assigned an initial PIN to enable your first login. On first login you will be required to change this to a PIN of your choice.
- ★ **What is the Security Question and Answer feature?**
Upon your initial login to the system, you will be asked to enter a personal security question (that only you would know the answer to) along with the answer. In the event you forget your PIN in the future, this security feature will enable you to answer your own personal question in order to gain access to your account without having to contact the Web for Faculty Service Desk for assistance. It is important to ensure the question you provide is something only you would know the answer to.
- ★ **Forgot your PIN?**
If you have accessed Web for Faculty before, you would have activated the Security Question and Answer feature and provided your personal question. Enter your User ID and click the "Forgot PIN" button on the User Login page. You will be presented with your security question. A correct answer to your question will allow you into the system. You will then be asked to enter a new PIN for future access.
Three consecutive failed attempts to enter a PIN will disable the account. To re-activate the account you will need to contact webforfaculty@cit.ie
- ★ **Is information displayed current?**
Information displayed is current. You can get instant updates on how your classes are filling up and view the list of students registered in the courses that you have been assigned as the lecturer.
- ★ **What term should I select?**
Courses are created within a specific term, based on the type of the program of study and the method of student registration.
E.g. Academic Year 2009-10
- ★ **Why can't I view my classes on the web?**
Only the classes that you have been officially assigned as the lecturer will be displayed. To request access to specific modules on Web for Faculty, please send an email to webforfaculty@cit.ie quoting the following information:

1. Your staff ID number
2. The module codes and titles of the modules you require, e.g. INFO6006: Introduction to Computing
3. In the case of each module, indicate the codes for programme(s) on which these modules are being taught, e.g. KCOMP_7_Y1

 **How do I know that my grades were successfully submitted?**

After you have entered your grades and clicked on the Submit Grades button, the screen will refresh and a message will appear at the top of the screen indicating that the grade changes were saved successfully.

 **Do I have to enter all the grades for a specific module at the same time?**

No. You can enter as many final grades as you have available as long as you are sure that the grades you are submitting are the correct grades. Once you have clicked on the Submit Grades button grades are entered. Once the deadline has passed given by the Registrars Office, grades can only be changed by the Examinations Office.

 **Who do I contact if I have any questions?**

For questions or information regarding Web for Faculty, please e-mail webforfaculty@cit.ie