The purpose of this tutorial is to provide a brief demonstration of how to use the Faculty Center in PAWS.

In this tutorial you will learn how to:
- Open the Faculty Center
- Change a Term
- View a Class Roster
- Enter Grades on a Grade Roster
- Request a Grade Change

Select a topic or click "Continue" button.

Open the Faculty Center

Sign in to PAWS with your ePanther Id and Password.

When PAWS opens, select the Self Service link.
Slide 5
Slide notes:
Text Captions: Select the Faculty Center link

Slide 6
Slide notes:
Text Captions: The Faculty Center page appears.
Select the - button to collapse the left menu.

Slide 7
Slide notes:
Text Captions: The Faculty Center tab is open.
Faculty Advisors can select "View My Advisees" to see a list of his/her Advisee names.

Slide 8
Slide notes:
Text Captions: Scroll to see the bottom of the page to see the teaching schedule.
Slide 9
Slide notes:

Slide 10
Slide notes:

Slide 11
Slide notes:
Text Captions: Change a Term

Slide 12
Slide notes:
Text Captions: The term appears here. And also here. Select the Change Term link
Select the appropriate term.
For this example, Fall 2009 will be selected.

You may need to scroll to see the details.
Slide 17
Slide notes:

Text Captions: View a Class Roster

Slide 18
Slide notes:

Text Captions: View a Class Roster

Slide 19
Slide notes:

Text Captions: The key below shows you the Class Roster icon and the Grade Roster icon.

When rosters are available, the icons for each appear on the left of each class title.

On this screen shot we can see that Class Rosters are available, but Grade Rosters are not yet available.

Slide 20
Slide notes:

Text Captions: Important Note: Grade Roster icons do not appear until a specific time during a semester. Usually one week before the last day of classes.

For this example, the Class Roster icon for Celtic 103-001 will be selected.
Slide 21
Slide notes:
Text Captions: The Class Roster appears.
Scroll to the bottom to e-mail student(s) or to open a class list with mailing addresses.

Slide 22
Slide notes:

Slide 23
Slide notes:

Slide 24
Slide notes:
Slide 25
Slide notes:
Text Captions: Enrollment Status

Slide 26
Slide notes:
Text Captions: To change who is listed in the Class Roster, select the Enrollment Status drop down arrow.

Slide 27
Slide notes:
Text Captions: The drop down allows you to select All, Dropped, or Enrolled.

Slide 28
Slide notes:
Text Captions: Make sure to select the Change button.
Slide 29
Slide notes:
Text Captions: When necessary, scroll to the bottom of the page to select Return to Faculty Center.

Slide 30
Slide notes:
Text Captions: Enter Grades on a Grade Roster

Slide 31
Slide notes:
Text Captions: Select Return to Faculty Center to return to the main Faculty Center page.

Slide 32
Slide notes:
Text Captions: Enter Grades on a Grade Roster
Slide 33
Slide notes:
Text Captions: From the Faculty Center page, select the Grade Roster to open.
Reminder: Grade Roster icons do not appear until a specific time during a semester. Usually one week before the last day of classes.
Since Grade Rosters are not available in this screenshot for Fall 2009, a term change is necessary.
In this example, Change Term button is selected, but you should not need to do this step.

Slide 34
Slide notes:
Text Captions: The Select Term page appears.
Select the appropriate term.
For this example, Summer 2009 will be selected.

Slide 35
Slide notes:

Slide 36
Slide notes:
Text Captions: Select the Continue button.
Slide 37
Slide notes:
Text Captions: Summer 2009 term appears.
And there are Class Roster and Grade Roster icons.

Slide 38
Slide notes:
Text Captions: When ready to enter grades for the semester, select the appropriate Grade Roster icon.
For this example, CELTIC 297-171 will be selected.

Slide 39
Slide notes:
Text Captions: The appropriate Grade Roster will appear (i.e., CELTIC 297-171).
Note: When the Grade Roster first appears Approval Status is set to Not Reviewed.

Slide 40
Slide notes:
Text Captions: While grade rosters are in Not Reviewed, enter all grades for each student in the Grade Roster.
Text Captions: For each student, select the drop down arrow in the Roster Grade column.

Text Captions: Select the appropriate grade for that student.

Text Captions: The selected grade fills into the Roster Grade column.

Text Captions: Continue entering grades for each student in the Grade Roster.

Note: We encourage you to Save often.
Slide 45
Slide notes:
Text Captions: When all grades are entered and have been reviewed, change the Approval Status to Approved and Save.
Click the drop down arrow.

Slide 46
Slide notes:
Text Captions: Select the Approved option.

Slide 47
Slide notes:
Text Captions: Scroll down and select the Save button.

Slide 48
Slide notes:
Text Captions: Notice the Saved message briefly appears in the upper right corner.
The Roster Grade column no longer has drop down arrows.
Text Captions: Note: You can enter part of your grades, save, and return later to finish.
You can use the Display Unassigned Roster Grade Only checkbox to find any students missing a grade.

Text Captions: Enter any additional grades.

Text Captions: And remember to Save.

Text Captions: When finished entering grades, select the Return button.
Slide 53
Slide notes:
Text Captions: The Faculty Center page appears.

Slide 54
Slide notes:
Text Captions: Request a Grade Change

Slide 55
Slide notes:
Text Captions: From the Faculty Center, select the Grade Roster icon next to the class name you wish to open. For this example, CELTIC 289-051 will be selected.

Slide 56
Slide notes:
Text Captions: The Grade Roster for the appropriate class appears. For this example, CELTIC 289-051 displays. Use the scroll bar to see the entire page.
Text Captions: Note: Once a Grade Roster has been posted, the Approval Status drop down box grays out and you can not change the status.

Text Captions: In order to change a grade, select the Request Grade Change button.
Note: Select the Request Grade Change button for replacing any grade value, including Incomplete Grade Values.

Text Captions: The Grade Change Request page appears.
Notice the drop down arrow for the Official Grade column appears.

Text Captions: Click the drop down arrow for the student you wish to change a grade for.
Slide 61
Slide notes:
Text Captions: Select the new grade that you would like recorded.
Note: F grades are followed by a number. The number represents the last week of participation that you have on record for the student.

Slide 62
Slide notes:
Text Captions: The Grade Change Reason field is optional.

Slide 63
Slide notes:
Text Captions: Select the Submit button once.

Slide 64
Slide notes:
Text Captions: The Official Grade Field stays the same, but the Pending Grades shows "Grade Change to" whatever the grade was changed to.
Note: You may need to scroll to the right to see the full description.
Slide 65
Slide notes:
Text Captions: The full description appears.
Grade Changes need to go through an electronic approval process.
In most cases, the Grade Change needs to be approved by the following:
* Chair of the Department making request
* Dean of the student's school/college

Slide 66
Slide notes:
Text Captions: Note: Each School/College/Dept. may be slightly different.
When the Grade Change has been approved/denied an e-mail will be generated to the appropriate Faculty and Student.

Slide 67
Slide notes:
Text Captions: Select the Submit button.
Important! Only select the Submit button ONE time.
And remember to wait. It takes time to process.

Slide 68
Slide notes:
Text Captions: Once submitted, an Official Grade is now displayed in the table.
Slide 69
Slide notes:
Text Captions: To complete another transaction, select the Return button.

Slide 70
Slide notes:
Text Captions: Return will take you back to the Faculty Center.

Slide 71
Slide notes:
Text Captions: CONGRATULATIONS!!!
You have completed the "PAWS Faculty" tutorial.

Slide 72
Slide notes:
Text Captions: In this tutorial you have learned how to:
- Open the Faculty Center
- Change a Term
- View a Class Roster
- Enter Grades on a Grade Roster
- Request a Grade Change

Open the Faculty Center
Change a Term
View a Class Roster
Enter Grades on a Grade Roster
Request a Grade Change
You may now click one of the following to continue:

- PAWS Sign In page
- PAWS Training web site
- PAWS Faculty web site

Or select the X in the upper right corner to close this window.

Slide 73
Slide notes:
Text Captions: You may now click one of the following to continue:

PAWS Sign In page
PAWS Training web site
PAWS Faculty web site

Or select the X in the upper right corner to close this window.