PAWS Training for Faculty

Created for: Version 9.0

Date: March, 2009
Agenda

- What’s new and different in PAWS 9.0?
- How am I affected?
- Q & A
Help

Submit on-line help request:
- Go to www.paws.uwm.edu
- Select “Help” tab
- Email help@uwm.edu
- Call: 414-229-4040
- Visit PAWS website
  - Go to www.paws.uwm.edu
  - Select “Faculty/Advisors” for more information
Faculty Impact

- Class Roster and Grade Roster
- Icons
- On-line Grade Changes
- Class Roster Changes
  - Phone Number Removed
  - Added Students Program & Plan
  - Status Note Column
Click “Self Service” from menu on left

Select “Faculty Center”
### Faculty Center

**Faculty Member's First and Last Name**

- **faculty center**
- **class search**
- **browse catalog**

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**Faculty Center**

**View My Advises**

**Fall 2008 | University Wisconsin-Milwaukee**

**Select display option:**
- Show All Classes
- Show Enrolled Classes Only

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**My Teaching Schedule > Fall 2008 > University Wisconsin-Milwaukee**

<table>
<thead>
<tr>
<th>Class</th>
<th>Class Title</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Class Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>CELTIC 103-001 (51964)</td>
<td>First Semester Gaelic (Lecture)</td>
<td>TuTh 7:00PM - 8:15PM</td>
<td>EMS E160</td>
<td>Sep 2, 2008-Dec 11, 2008</td>
</tr>
<tr>
<td>CELTIC 192-002 (60136)</td>
<td>Freshman Seminar (Seminar)</td>
<td>MoWe 11:00AM - 12:15PM</td>
<td>LAP 258</td>
<td>Sep 2, 2008-Dec 11, 2008</td>
</tr>
</tbody>
</table>

**View Weekly Teaching Schedule**

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*PAWS*
This area is the key for icons below
View a Class Roster

On Faculty Center page, select icon for appropriate class.

Faculty Center

View My Advises

Fall 2008 | University Wisconsin-Milwaukee  change term

Select display option:  Show All Classes  Show Enrolled Classes Only

My Teaching Schedule > Fall 2008 > University Wisconsin-Milwaukee

<table>
<thead>
<tr>
<th>Class</th>
<th>Class Title</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Class Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>CELTIC 100-001 (51564)</td>
<td>First Semester Gaelic (Lecture)</td>
<td>TuTh 7:00PM - 9:15PM</td>
<td>ENG E160</td>
<td>Sep 2, 2008- Dec 11, 2008</td>
</tr>
<tr>
<td>CELTIC 192-002 (60106)</td>
<td>Freshman Seminar (Seminar)</td>
<td>MoWe 11:00AM - 12:15PM</td>
<td>LAD 250</td>
<td>Sep 2, 2008- Dec 11, 2008</td>
</tr>
</tbody>
</table>
View a Class Roster

The roster appears when processed.

Faculty Center

Class Roster

**CELTIC 103 - 001**  First Semester Gaelic

Lecture (51964)

<table>
<thead>
<tr>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>TuTh 7:00PM - 8:15PM</td>
<td>EMS E150</td>
<td></td>
<td>03/02/2005 - 12/11/2005</td>
</tr>
</tbody>
</table>

Enrollment Status: Enrolled

Enrollment Capacity: 25  Enrolled: 22

Early Intervention Feedback

<table>
<thead>
<tr>
<th>Notify</th>
<th>ID</th>
<th>Name</th>
<th>Campus ID</th>
<th>Audit</th>
<th>Units</th>
<th>Program and Plan</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>01234567</td>
<td>Last Name, First Name</td>
<td>980-12-1234</td>
<td>3.00</td>
<td>Letters &amp; Science Undergrad - English/Philosophy</td>
<td>Senior</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>02234567</td>
<td>Last Name, First Name</td>
<td>960-12-1205</td>
<td>3.00</td>
<td>Letters &amp; Science Undergrad - Anthropology - Int</td>
<td>Sophomore</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>03234567</td>
<td>Last Name, First Name</td>
<td>990-12-1236</td>
<td>0.00</td>
<td>AOC-Undergraduate - Inter Arts - Int</td>
<td>Freshman Withdrawn</td>
<td></td>
</tr>
</tbody>
</table>

Notify Selected Students  Notify Listed Students  View Class List With Addresses

Return to Faculty Center  View Grade Roster

Scroll to bottom of page for additional buttons

Status Note column only appears if a student is Withdrawn
Email Students

- Click Notify Selected Students button to send email to selected students
- Click Notify Listed Students button to send email to enrolled students
- Click View Class List With Addresses link to view class roster with address
FERPA Statement

*Click View FERPA Statement for details*

**Faculty Center**

**FERPA Message for Instructor/Advisor**

**FERPA Restrictions**

Educational records are kept by University offices to facilitate the educational development of students. Faculty and staff members may also keep informal records relating to their functional responsibilities with individual students.

A federal law, the Family Educational Rights And Privacy Act of 1974 (also known as FERPA, and the Buckley Amendment) as amended, affords students certain rights concerning their student educational records. Students have the right to have some control over the disclosure of information from the records. Educational institutions have the responsibility to prevent improper disclosure of personally identifiable information from the records.

WHEN IN DOUBT, err on the side of caution and do not release student educational information. Contact the Office of the Registrar for guidance.

U.S. Department of Education Family Educational Rights and Privacy Act (FERPA)

[Return]
View My Advisees

Select “View My Advisees” for a list of advisees

Click to view student details
View My Advisees

- **Click** [VIEW DATA FOR OTHER STUDENTS] to view data for students not on list

- Replaces the “new/drop-in advisees” option
Early Intervention

Button displays only if first year freshman, AOC or Life Impact Program students are enrolled in class.
Early Intervention

- Click Early Intervention button to add details

When selected, this page appears

Early Intervention Feedback
Early Intervention

Scroll through list to find student(s)

Use the buttons to find the correct student name
Early Intervention

Select a Student Progress option from drop down
Early Intervention

.roll_unsatisfactory

Instructor Reasons

Class Comments

Instructor Feedback

Feedback Date: 10/16/2006

Student Progress:

- [ ] Communicated with Student

Instructor Reasons

- [x] Attendance
- [ ] Assignment
- [ ] Quiz/Exam
- [ ] Participate
- [ ] Other-see Comments

Class Comments:

Sample text field. Free format.
Enter Grades

- Different look and feel
- No changes to enter grades process
- Grade Rosters available 1 week prior to exam week
- Grades due 48 hours after last day of exams
Enter Grades

On Faculty Center page:
- Click change term to select term for grading (term defaults to latest academic term)

Select term from list and click continue

Page refreshes with an updated list of classes
When page refreshes, click Grade Roster icon for appropriate class
Faculty Center

Grade Roster

CELTIC 250 - 001  Selected Topics in Celtic Std
Lecture ( )
Spring 2009  |  Regular Academic Session  |  University Wisconsin-Milwaukee  |  Undergraduate

<table>
<thead>
<tr>
<th>Meeting Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Days &amp; Times</td>
</tr>
<tr>
<td>We 6:00PM - 8:40PM</td>
</tr>
</tbody>
</table>

*Grade Roster Type

- Final Grade
- Not Reviewed

*Approval Status
- Not Reviewed: Please remember to save your work frequently (use SAVE button at the bottom of this page).

[Box] Import D2L Grades

<table>
<thead>
<tr>
<th>Notify</th>
<th>Campus ID</th>
<th>Name</th>
<th>Roster Grade</th>
<th>Official Grade</th>
<th>Grade Basis</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>990-12-1234</td>
<td>Last Name, First Name</td>
<td></td>
<td></td>
<td>GRD</td>
<td>Junior</td>
</tr>
<tr>
<td>2</td>
<td>990-12-1235</td>
<td>Last Name, First Name</td>
<td></td>
<td></td>
<td>GRD</td>
<td>Senior</td>
</tr>
</tbody>
</table>

[Buttons]
- Notify Selected Students
- Notify All Students
- Printer Friendly Version

PAWS
Enter Grades

- When grade roster appears:
  - Approval Status default is “Not Reviewed”
  - Select grades from drop-down box in Grade Roster column
  - Save your work
  - Change status to “Ready to Review” or “Approved”
  - Save your changes again
**Enter Grades**

**Enter and save grades**

**CELTIC 250 - 001  Selected Topics in Celtic Std**

Lecture (15462)

Spring 2009 | Regular Academic Session | University Wisconsin-Milwaukee | Undergraduate

**Meeting Information**

<table>
<thead>
<tr>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>We 6:00PM - 8:40PM</td>
<td>EMS E159</td>
<td>Instructor Name</td>
<td>01/26/2009 - 05/07/2009</td>
</tr>
</tbody>
</table>

**Grade Roster Type**

- Final Grade
- Approval Status

- Not Reviewed

**Display Unassigned Roster Grade Only**

- Select Grade from drop-down box

**Approval Status**

- Not Reviewed: Please remember to save your work frequently (use SAVE button at the bottom of this page).

**Find**

<table>
<thead>
<tr>
<th>Notify</th>
<th>Campus ID</th>
<th>Name</th>
<th>Roster Grade</th>
<th>Official Grade</th>
<th>Grade Basis</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>900-12:1234</td>
<td>Last Name, First Name</td>
<td>A</td>
<td>GRD</td>
<td>Junior</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>990-12:1205</td>
<td>Last Name, First Name</td>
<td>A-</td>
<td>GRD</td>
<td>Senior</td>
<td></td>
</tr>
</tbody>
</table>

**NOTIFY SELECTED STUDENTS**

**NOTIFY ALL STUDENTS**

**PRINTER FRIENDLY VERSION**

**RETURN**

**SAVE**

Save Often!
Enter Grades

- Remember to:
  - Save your work
  - Change status from “Not Reviewed” to “Approved” to submit grades
  - Save your changes again
Entering Grades

- Import D2L grades option
- Click Import D2L Grades button
- Be sure to update F# grades
- Save and Approve grade roster after all grades are updated and valid
**Approval status:**

- "Not Reviewed" – Default (grades are entered in this status)
- "Ready for Review" - Grades entered by TA and need Approval
- "Approved" – Complete Roster, Approved by Instructor
Enter Grades

An error message is displayed if you approve without entering grades for all students

Microsoft Internet Explorer

All students in the Grade Roster must be graded. (14670,6)
All students in the Grade Roster must be graded before it can be approved.

OK

<table>
<thead>
<tr>
<th>Notify</th>
<th>Campus ID</th>
<th>Name</th>
<th>Roster Grade</th>
<th>Official Grade</th>
<th>Grade Basis</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>990-12-1234</td>
<td>Last Name, First Name</td>
<td>A</td>
<td></td>
<td>GRD</td>
<td>Junior</td>
</tr>
<tr>
<td>2</td>
<td>990-12-1235</td>
<td>Last Name, First Name</td>
<td></td>
<td></td>
<td>GRD</td>
<td>Senior</td>
</tr>
</tbody>
</table>

NOTIFY SELECTED STUDENTS    NOTIFY ALL STUDENTS    PRINTER FRIENDLY VERSION
Grade Changes

- After Grade Roster set to “Approved”, all grade changes must be submitted through Grade Change Process.
- Grade Changes now done online in PAWS.
Grade Changes

- Click “Request Grade Change” button on grade roster page

Request Grade Change button appears after grade roster is posted

<table>
<thead>
<tr>
<th>Faculty Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade Roster</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>CELTIC 192-002 Freshman Seminar</td>
</tr>
<tr>
<td>Seminar (50165)</td>
</tr>
<tr>
<td>Fall 2008</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Meeting Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Days &amp; Times: MoWe 11:00AM - 12:15PM</td>
</tr>
<tr>
<td>Room: L602 258</td>
</tr>
<tr>
<td>Instructor Name: 09/03/2008 - 12/11/2008</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade Roster</th>
<th>Type</th>
<th>Final Grade</th>
<th>Approval Status</th>
<th>Display Unassigned Roster Grade Only</th>
<th>Import D2L Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved: If you have clicked ‘Save’ your grade roster has been submitted for processing, if not click ‘Save’ once and your grade roster will be submitted for processing.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Notify</th>
<th>Campus ID</th>
<th>Name</th>
<th>Roster Grade</th>
<th>Official Grade</th>
<th>Grade Basis</th>
<th>Level</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>990-12-1234</td>
<td>Last Name, First Name</td>
<td>NR</td>
<td>NR</td>
<td>GRD</td>
<td>Freshman</td>
<td>Posted</td>
</tr>
<tr>
<td>2</td>
<td>990-12-1235</td>
<td>Last Name, First Name</td>
<td>NR</td>
<td>NR</td>
<td>GRD</td>
<td>Freshman</td>
<td>Posted</td>
</tr>
</tbody>
</table>
Grade Changes

- Select new grade from Official Grade drop-down list
- Enter Grade Change Reason (optional)

<table>
<thead>
<tr>
<th>Campus ID</th>
<th>Name</th>
<th>Enrollment Status</th>
<th>Grading Basis</th>
<th><em>Official Grade</em></th>
<th>Grade Change Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>990-12-34</td>
<td>Last Name, First Name</td>
<td>Enrolled</td>
<td>Graded</td>
<td>A</td>
<td>Reason for grade change</td>
</tr>
<tr>
<td>990-12-35</td>
<td>Last Name, First Name</td>
<td>Enrolled</td>
<td>Graded</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>990-12-36</td>
<td>Last Name, First Name</td>
<td>Enrolled</td>
<td>Graded</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>990-12-37</td>
<td>Last Name, First Name</td>
<td>Enrolled</td>
<td>Graded</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>990-12-38</td>
<td>Last Name, First Name</td>
<td>Enrolled</td>
<td>Graded</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>990-12-39</td>
<td>Last Name, First Name</td>
<td>Enrolled</td>
<td>Graded</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>990-12-40</td>
<td>Last Name, First Name</td>
<td>Enrolled</td>
<td>Graded</td>
<td>A</td>
<td></td>
</tr>
</tbody>
</table>

Text box opens after new grade is selected
Grade Changes

- Click on bottom of roster when finished
- Submitted for processing message pops up - Press OK to finish process
- Email is sent to student and instructor when grade change is completed

![Submitted for processing message](attachment:image.png)
Time out

- Automatic time out at one hour of inactivity
- It is imperative to:
  - Sign out of PAWS
  - Lock your computer
How do I sign out?

Manual sign out, select “Sign out” link

Select the Sign out link in the PAWS title bar
Thanks!