

# WEB FOR FACULTY

\*The Web for Faculty operates in REAL-TIME. Do not use your browser's back button or double-click on any links, or you will have to login to the system repeatedly.

\*If you exceed the number of login attempts, you will be locked out for 24 hours. Contact your college's Admissions Office to have the number of login attempts changed and/or your PIN reset at 348-2018/2048.

## A. To Access the Web for Faculty

1. Open your web browser (Netscape, Internet Explorer, etc.) and in the Location/Address bar type: <http://www.accd.edu/FAC>
2. Press the ENTER key on your keyboard.
3. Click on the name of your College (NVC, SPC, PAC, SAC).
4. Type in your Faculty ID. Your Faculty ID is your Social Security Number without spaces. (ex. 440111234)
5. Type in your PIN. Your PIN is the Year and Month of your birthdate without spaces. (ex. 195809)

*\*Enter your faculty ID and Personal identification Number (PIN), then click Login.*

Faculty ID:	<input type="text" value="440111234"/>
PIN:	<input type="text" value="*****"/>
<input type="button" value="Login"/>	

6. Click Login.
7. Select the appropriate term (ex. SPRING 2003).

## B. Access Faculty Services

1. On the General Services page, click on FACULTY SERVICES.
2. The SELECT COURSE screen will appear.
3. Enter the Course abbreviation, Course Number and Course Section (without spaces) of a course you are teaching this semester. Note: If your course abbreviation is less than four letters, leave an appropriate number of spaces between the course name and the course number so that the course name is 4 letters/spaces total. (ex. NU 1398090, CIS 1363400, ENGL1301002)

Course Title:	<input type="text" value="TSC1301203"/>
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4. Click SELECT.

### C. Access Your Faculty Schedule

1. Click on FACULTY SCHEDULE. Your teaching schedule for the selected semester will appear. *Note: If you are not teaching in the chosen semester, none will appear.*

Course ID	Session	Activity	Days	Time	Building	Room	Enrolled	Waitlist	Permits
ITSC-1301-203 INTRO TO COMPUTER LITERACY	Normal Academic Term	LEC	T	06:00-09:50PM	TBA	TBA	19	0	0

### D. Access a Class List

1. At the bottom of the Faculty Schedule screen, click on CLASS LIST.
2. This is the class list for the course you entered in the first Select Course screen. If you would like to choose another course, enter the course in the COURSE TITLE box and click SELECT.

Record	Student Name	Status	Credit Hours	ACCD EMAIL	Telephone	SSN
1	DOE, JOHN	Enrolled	3.00	Business: JDOE@MAIL.ACCD.EDU	Permanent: 210-220-1616	123456789
2	DOEY, JANE	Enrolled	3.00	Business: JDOEY@MAIL.ACCD.EDU	Permanent: 210-220-1616	123456780

3. This screen provides you with student names, Social Security Numbers, addresses, home phone numbers, status, credit hours, and e-mail addresses.

### E. Register a Student for a Course

The REGISTRATION option allows you to Add or Drop students from courses. *Note: Registration is only available during set times assigned by the Registrar's Office.*

1. Click on REGISTRATION at the bottom of the screen.
2. Enter the student's Social Security Number without spaces.
3. Click ADD or DROP in the Registration Function field.
4. Enter the Course title.

<b>Student ID:</b>	123456789
<b>Registration Function:</b>	▼
<b>Course Title:</b>	ITSC1301203

5. Then click SUBMIT.

### F. Grade Courses

The Grade Courses option allows you to assign grades to students. *Note: Course Grading is only available during set times assigned by the Registrar's Office.*

1. Scroll to the bottom of the page and click on GRADE COURSES.
2. Choose the course you wish to grade and click SELECT.

**Course Title:** ITSC-1301-203 INTRO TO COMPUTER LITERACY ▾

3. Enter grades in the ENTER GRADE box.
4. If you have more than 20 students in the class you will need to click SUBMIT after grading the first 20 and then click on **21-XX** next to the word Records to enter the grades for the remaining students.

Records: [1-20](#) [21-24](#)

Record	Student Name	Credit Hours	Program	SSN	Enter Grade	Grade on Record	Message
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5. When done click SUBMIT.
6. If you have more than one class to grade, click on the link that states “Click Here to Grade Another Course.” Repeat the process.

### G. Access Advisor Services

1. Scroll to the bottom of the screen and click on ADVISOR SERVICES.
2. Enter Student ID (Social Security Number without spaces) of a student you want to advise.
3. Click CONTINUE.

### H. Access Student Schedule

1. In the Advisor Services menu, click on STUDENT SCHEDULE.
2. The schedule for that selected student appears.

Course ID/Course Title	Session	Status	Credit	GT	Days	Time	Building/Room
ITSC-1301-203 INTRO TO COMPUTER LITERACY	Normal Academic Term	Enrolled	3.00	*	T	06:00-09:50PM	TBA TBA
USAA-0001-001 USAA	Normal Academic Term	Enrolled	0.00	NG			

3. To view another student’s schedule, click on SELECT STUDENT at the bottom of the page and repeat the process.

### I. View Institutional Coursework

1. Click on INSTITUTIONAL COURSEWORK at the bottom of the page.  
*Note: You may need to select the Level of Study depending on the student.*
2. To select another student, click on SELECT STUDENT at the bottom of the screen.  
Repeat the process.

This is NOT an Official Transcript					
Academic Term : 2002 FALL					
Course ID	Course Title	Earned Hrs	Quality Hrs	Quality Points	Grade
HIST-1302-201	U.S. HISTORY II	3.00	3.00	9.00	B
ITSC-1301-203	INTRO TO COMPUTER LITERACY	3.00	3.00	12.00	A

## J. View Transfer Credit

1. Scroll to the bottom of the Institutional Coursework screen.
  2. Click on TRANSFER CREDIT.
- Note: You may need to select the Level of Study depending on the student.*
3. To select another student, scroll to bottom of screen and choose SELECT STUDENT. Repeat the process.

## K. Degree Audit

1. Scroll to the bottom of the Transfer Credit web page.
2. Click on DEGREE AUDIT.
3. The Degree Audit information for the previously selected student will appear.
4. If you would like to choose another student, scroll to the bottom of the screen and click SELECT STUDENT. Repeat the process.

## L. Contacting a Student

1. Scroll to the bottom of the Degree Audit screen.
2. Click on CONTACT A STUDENT.
3. The student's contact information is displayed.

### Addresses

Address Type(s)		Phone	Phone Preference	Residence Dates
Permanent	12345 STREET ST. SAN ANTONIO TX 78223	210-123-4567	None indicated	None indicated

### E-Mail Addresses

E-mail Type		E-mail Preference
Personal	<a href="mailto:mypersonal@domain.com">mypersonal@domain.com</a>	None indicated
Business	<a href="mailto:email@MAIL.ACCD.EDU">email@MAIL.ACCD.EDU</a>	None indicated

4. To select another student, scroll to the bottom of the screen and click on SELECT STUDENT. Repeat the process.