

The University of New Orleans

Web-STAR (PeopleSoft Campus Solutions v 9.0):

Faculty Center Training Manual



THE UNIVERSITY *of*
NEW ORLEANS



Faculty Center Training

Welcome to the **Faculty Center Training** module! This module contains the information and tools needed to learn the common task a Faculty performs while working with students.

Goal To have the skills and knowledge to Advise Students

Participate at the end of this module, you will be able to.....
Objectives

1. View Weekly Teaching Schedule
2. View FERPA Statement
3. View/Print Class Roster
4. Enter Final Grades
5. Search Classes

If you have any questions about this document please contact the Training group at 504-280-5645 or visit us at UCC-101Q.

Table of Contents

Navigation to Web-STAR.....	4
View Weekly Teaching Schedule.....	6
View FERPA Statement	7
View/Print Class Roster.....	10
Enter Final Grades	12
Search Classes.....	13
Input Class Attendance	16

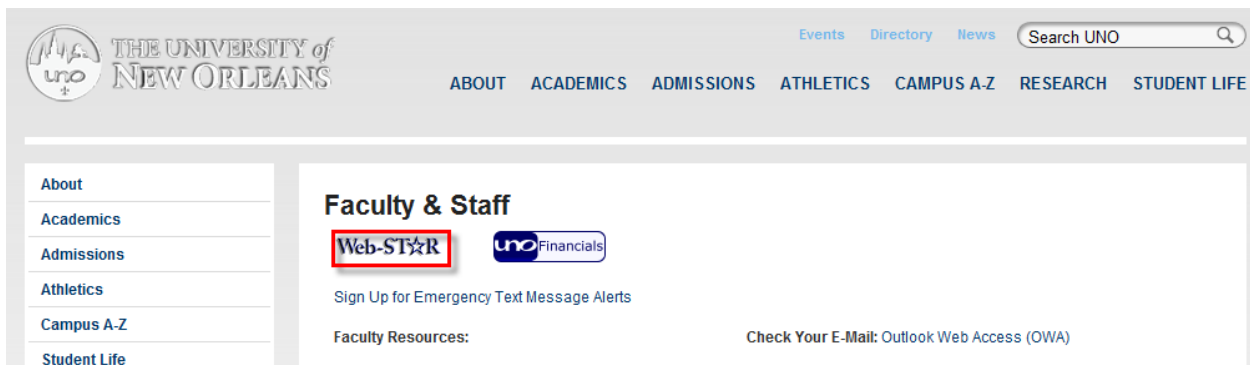
Faculty Center Training

Navigation to Web-STAR

Step 1.	Navigate to the UNO Home Page: http://www.uno.edu/
Step 2.	Select the Faculty & Staff link.



Step 3.	Select the Web-STAR logo.
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Faculty Center Training

Step 4. Select the **Faculty/Staff** link.



Step 5. Enter your UNO username and password. **Note:** Your user name is the same password used to login to your email, computer or blackboard course.

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PEOPLESOFT ENTERPRISE

<p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p style="text-align: center;">Sign In</p> <p style="text-align: center;">Set Trace Flags</p>	<p>Select a Language:</p> <table border="0"> <tr> <td>English</td> <td>Español</td> </tr> <tr> <td>Dansk</td> <td>Deutsch</td> </tr> <tr> <td>Français</td> <td>Français du Canada</td> </tr> <tr> <td>Italiano</td> <td>Magyar</td> </tr> <tr> <td>Nederlands</td> <td>Norsk</td> </tr> <tr> <td>Polski</td> <td>Português</td> </tr> <tr> <td>Suomi</td> <td>Svenska</td> </tr> <tr> <td>Čeština</td> <td>日本語</td> </tr> <tr> <td>한국어</td> <td>Русский</td> </tr> <tr> <td>ไทย</td> <td>简体中文</td> </tr> <tr> <td>繁體中文</td> <td>العربية</td> </tr> <tr> <td>UK English</td> <td></td> </tr> </table>	English	Español	Dansk	Deutsch	Français	Français du Canada	Italiano	Magyar	Nederlands	Norsk	Polski	Português	Suomi	Svenska	Čeština	日本語	한국어	Русский	ไทย	简体中文	繁體中文	العربية	UK English	
English	Español																								
Dansk	Deutsch																								
Français	Français du Canada																								
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ไทย	简体中文																								
繁體中文	العربية																								
UK English																									

View Weekly Teaching Schedule

	Welcome to the Faculty Center Home Page. The Faculty Center is your starting point. Within the Faculty Center you will see tabs for My Schedule, Class Roster, Search and Grade Roster. Your teaching schedule for the current term will be displayed in the My Teaching Schedule section.
Step 1.	To view the Weekly Teaching Schedule select the “ View Weekly Teaching Schedule ” link.

Faculty Center Training

ORACLE

Favorites Main Menu > Self Service > Faculty Center > My Schedule

Faculty Center Search

my schedule class roster grade roster

Faculty Center

My Schedule

2009 Spring | University of New Orleans [change term](#)

[My Exam Schedule](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management

My Teaching Schedule > 2009 Spring > University of New Orleans

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	ENGL 100-001 (20742)	Intensive English Int Students (Seminar)	16	MoWe 9:30AM - 12:15PM	Liberal Arts Building 210	Jan 10, 2009- May 8, 2009
	ENGL 2238-006 (20893)	Introduction to Fiction (Lecture)	29	MoWe 1:30PM - 2:45PM	Bicentennial Educ Bldg 104	Jan 10, 2009- May 8, 2009
	ENGL 2238-007 (20894)	Introduction to Fiction (Lecture)	29	MoWe 3:00PM - 4:15PM	Bicentennial Educ Bldg 104	Jan 10, 2009- May 8, 2009

[View Weekly Teaching Schedule](#)

[Go to top](#)

My Exam Schedule > 2009 Spring > University of New Orleans

You have no final exams scheduled at this time.

[Go to top](#)

[Faculty Center](#) [Search](#)
[My Schedule](#) [Class Roster](#) [Grade Roster](#)

View FERPA Statement

Step 2.	The view my weekly schedule page allows you to view your schedule by the week. Use the previous and next week buttons to view schedules. Use the “ Refresh Calendar ” button if you need to refresh your screen.
Step 3	To view the FERPA statement click on the “ View FERPA Statement ” link.
Step 4.	Select the Faculty “ Faculty Center ” tab to return to the Faculty Center Home page. Note: Do <u>not</u> use the Back browsers.

Faculty Center Training

ORACLE

Favorites Main Menu > Self Service > Faculty Center > My Schedule

Faculty Center Search

my schedule class roster grade roster

Faculty Center

View My Weekly Schedule [View FERPA Statement](#)

<< previous week Week of 12/15/2008 - 12/21/2008 next week >>

Show Week of 12/20/2008 Start Time 8:00AM End Time 6:00PM refresh calendar

Time	Monday Dec 15	Tuesday Dec 16	Wednesday Dec 17	Thursday Dec 18	Friday Dec 19	Saturday Dec 20	Sunday Dec 21
8:00AM							
9:00AM	ENGL 100 - 001 Seminar 9:30AM - 12:15PM Bicentennial Education Bldg 104		ENGL 100 - 001 Seminar 9:30AM - 12:15PM Bicentennial Education Bldg 104				
10:00AM							
11:00AM							
12:00PM	ENGL 100 - 001 Seminar 9:30AM - 12:15PM Bicentennial Education Bldg 104		ENGL 100 - 001 Seminar 9:30AM - 12:15PM Bicentennial Education Bldg 104				
	ENGL 2238 - 004 Lecture 12:30PM - 1:45PM Bicentennial Education Bldg 104		ENGL 2238 - 004 Lecture 12:30PM - 1:45PM Bicentennial Education Bldg 104				
1:00PM	ENGL 2238 - 004 Lecture 12:30PM - 1:45PM Bicentennial Education Bldg 104		ENGL 2238 - 004 Lecture 12:30PM - 1:45PM Bicentennial Education Bldg 104				
2:00PM							
3:00PM	ENGL 2238 - 007 Lecture 3:30PM - 4:45PM Liberal Arts Building 320		ENGL 2238 - 007 Lecture 3:30PM - 4:45PM Liberal Arts Building 320				
4:00PM							
5:00PM							
6:00PM							

- Step 5.** The FERPA Message for Instructors/Advisors is displayed. Click the return button to return to the previous screen. To review the Federal laws in its entirety click the **“U.S. Department of Education Family Educational Rights and Privacy Act (FERPA)”** link.
- Step 6.** Select the **“Return”** button to return to the previous screen.

ORACLE

[Favorites](#) | [Main Menu](#) > [Self Service](#) > [Faculty Center](#) > [My Schedule](#) **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/Print Class Roster

Step 1. To view your class roster select the class roster icon  next to the class you desire to view.

ORACLE

[Favorites](#) | [Main Menu](#) > [Self Service](#) > [Faculty Center](#) > [My Schedule](#)

Faculty Center
Search




my schedule
class roster
grade roster

Faculty Center




My Schedule

2007 Spring | University of New Orleans
change term
My Exam Schedule

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend:  Class Roster  Grade Roster  Learning Management

My Teaching Schedule > 2007 Spring > University of New Orleans

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	ENGL 100-001 (28116)	Intensive English Int Students (Seminar)	16	MoWe 9:30AM - 12:15PM	Engineering Building 320	Jan 13, 2007- May 1, 2007
	ENGL 2238-006 (20456)	Introduction to Fiction (Lecture)	22	MoWe 12:30PM - 1:45PM	Bicentennial Educ Bldg 102	Jan 13, 2007- May 1, 2007
	ENGL 2238-007 (20457)	Introduction to Fiction (Lecture)	26	MoWe 2:00PM - 3:15PM	Bicentennial Educ Bldg 102	Jan 13, 2007- May 1, 2007

[View Weekly Teaching Schedule](#)
[Go to top](#)

My Exam Schedule > 2007 Spring > University of New Orleans


You have no final exams scheduled at this time.

[Go to top](#)

[Faculty Center](#) [Search](#)

[My Schedule](#) [Class Roster](#) [Grade Roster](#)

Faculty Center Training

Step 2.	To filter the enrollment status, select the drop down menu item list.
Step 3.	Use the change class button to change the roster to another class. Steps 1-2.
Step 4.	To print a suitable class roster select the Printer Friendly Version link at the bottom of the page. Note: You may need to scroll to the bottom on the page using the right scroll bar. If you prefer to download the class the class roster the a spreadsheet click the download  icon on the grid.
Step 5.	Select the Faculty "Faculty Center" tab to return to the Faculty Center Home page. Note: Do not use the back browsers.

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Favorites | Main Menu > Self Service > Faculty Center > My Schedule

▼ ENGL 100 - 001 (28116) **change class**


Intensive English for International Students (Seminar)

















Days and Times	Room	Instructor	Dates
MoWe 9:30AM-12:15PM	Engineering Building 320	Barbara Gaffney	01/13/2007 - 05/01/2007

*Enrollment Status **Enrolled** ▼

Enrollment Capacity 20 Enrolled 16

Select display option: Link to Photos Include photos in list


Enrolled Students Find |  First 1-16 of 16 Last

	Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level
1	<input type="checkbox"/>				PUF	6.00	Engineering Undergraduate - Pre Electrical Engineering	Freshman
2	<input type="checkbox"/>				PUF	6.00	Engineering Undergraduate - Pre Electrical Engineering	Freshman
3	<input type="checkbox"/>				PUF	6.00	Business Admin Undergraduate - Hotel Restaurant & Tour Admin	Freshman
4	<input type="checkbox"/>				PUF	6.00	General Studies Undergraduate - General Studies	Senior
5	<input type="checkbox"/>				PUF	6.00	Business Admin Undergraduate - Finance	Freshman
6	<input type="checkbox"/>				PUF	6.00	Business Admin Undergraduate - Management	Freshman
7	<input type="checkbox"/>				PUF	6.00	Engineering Undergraduate - Pre Mechanical Engineering	Senior
8	<input type="checkbox"/>				PUF	6.00	Sciences Undergraduate - Pre-Medical	Sophomore
9	<input type="checkbox"/>				PUF	6.00	Engineering Undergraduate - Pre Mechanical Engineering	Senior
10	<input type="checkbox"/>				PUF	6.00	Engineering Undergraduate - Pre Mechanical Engineering	Freshman
11	<input type="checkbox"/>				PUF	6.00	Business Admin Undergraduate - Business Administration	Post-Bacc
12	<input type="checkbox"/>				PUF	6.00	Business Admin Undergraduate - Marketing	Post-Bacc
13	<input type="checkbox"/>				PUF	6.00	Engineering Undergraduate - Pre Naval Arch&Marine Engr	Freshman
14	<input type="checkbox"/>				PUF	6.00	Business Admin Undergraduate - Marketing	Post-Bacc
15	<input type="checkbox"/>				PUF	6.00	Business Admin Undergraduate - Finance	Freshman
16	<input type="checkbox"/>				PUF	6.00	Liberal Arts Undergraduate - Liberal Arts Undergraduate	Sophomore

Download Class Roster to an Excel Spreadsheet.

Faculty Center Training

Enter Final Grades

Step 1.	Select the Grade Roster icon  next to the class you desire to grade.
Step 2.	Select “ Final Grade ” under Grade roster Type, if it is not currently selected.



Faculty Center

Grade Roster [View FERPA Statement](#)

PEDO 412 - 101 Therapy With Children Adol

Lecture (1024)

Fall 2009 | 16-Week Regular | Boise State University | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
Tu 4:05PM - 7:25PM	Center for Learning & Tech-134	Instructor Name	08/31/2009 - 12/23/2009

*Grade Roster Type: Display Unassigned Roster Grade Only

*Approval Status:

Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Graduation Status	Expected Grad Term	Program and Plan	Level
<input type="checkbox"/>		Clark,Keovonna			GRD		Sprg 2010	Professional Studies - UGRD - Pedology	Senior
<input type="checkbox"/>		Deal,Demetrius Lanice			GRD		Sprg 2012	Professional Studies - UGRD - Pedology	Senior
<input type="checkbox"/>		Echols,Jessica Elizabeth			GRD		Sprg 2010	Professional Studies - UGRD - Pedology	Junior
<input type="checkbox"/>		Edwards,Tanya Amy			GRD		Sprg 2013	Professional Studies - UGRD - Pedology	Senior
<input type="checkbox"/>		Emmons,Joseph P.			GRD		Sprg 2011	Professional Studies - UGRD - Pedology	Junior
<input type="checkbox"/>		Ford,Glendon Lawrence			GRD		Sprg 2013	Professional Studies - UGRD - Pedology	Senior

Step 3.	Click the Final Grade list item.
Step 4.	Once you have entered your grades, you will need to mark them as Approved and Save them.
Step 5.	Click the Approval Status list to select Approved.
Step 6.	Click the Approved list item.
Step 7.	Click the Save button.
Step 8.	You can use the Download link on the bottom of your screen to download the roster to Excel.

Faculty Center Training

Search Classes

Step 1.	Select the "Search" tab.
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ORACLE

Favorites | Main Menu > Self Service > Faculty_Center > My Schedule

Faculty Center | **Search** | my schedule | class roster | grade roster

Faculty Center

My Schedule

2007 Spring | University of New Orleans | [change term](#) | [My Exam Schedule](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management

My Teaching Schedule > 2007 Spring > University of New Orleans

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	ENGL 100-001 (28116)	Intensive English Int Students (Seminar)	16	MoWe 9:30AM - 12:15PM	Engineering Building 320	Jan 13, 2007- May 1, 2007
	ENGL 2238-006 (20456)	Introduction to Fiction (Lecture)	22	MoWe 12:30PM - 1:45PM	Bicentennial Educ Bldg 102	Jan 13, 2007- May 1, 2007
	ENGL 2238-007 (20457)	Introduction to Fiction (Lecture)	26	MoWe 2:00PM - 3:15PM	Bicentennial Educ Bldg 102	Jan 13, 2007- May 1, 2007

[View Weekly Teaching Schedule](#) [Go to top](#)

My Exam Schedule > 2007 Spring > University of New Orleans

You have no final exams scheduled at this time.

[Go to top](#)

[Faculty Center](#) [Search](#)

[My Schedule](#) [Class Roster](#) [Grade Roster](#)

Step 2.	Select the correct Term .
Step 3.	Select the Subject.
Step 4.	Enter the desired course number if known. If you do not know the course number, leave it blank. Note: Use the additional search feature to narrow down your search results.

ORACLE®
 Favorites | Main Menu > Self Service > Faculty Center > My Schedule

Faculty Center	Search
search for classes	browse course catalog

Search for Classes

Enter Search Criteria

Institution: University of New Orleans
 Term: 2010 Fall

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject: English
 Course Number: is exactly 1157
 Course Career:
 Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

[▶ Additional Search Criteria](#)

[CLEAR CRITERIA](#) [SEARCH](#)

Faculty Center Search

[Search For Classes](#) [Browse Course Catalog](#)

Step 5.	All classes that meet the search criteria will be displayed.
Step 6.	To start a new search select the START A NEW SEARCH button.

Faculty Center Training

ORACLE
 Favorites | Main Menu > Self Service > Faculty Center > My Schedule

Faculty Center	Search
search for classes	browse course catalog

Search for Classes

Search Results

When available, click View All Sections to see all sections of the course.

University of New Orleans | 2010 Fall

The following classes match your search criteria Course Subject: **English**, Course Number is exactly '1157', Show Open Classes Only: **Yes**

[START A NEW SEARCH](#)

Open
 Closed
 Wait List

ENGL 1157 - English Composition

		View All Sections	First	19-21 of 47	Last
Section	034-LEC(10713)	Status	●		
Session	Regular				
	Days & Times	Room	Instructor	Meeting Dates	
	MoWe 1:30PM - 2:45PM	TBA	Staff	08/21/2010 - 12/17/2010	
Section	038-LEC(10717)	Status	●		
Session	Regular				
	Days & Times	Room	Instructor	Meeting Dates	
	MoWe 3:00PM - 4:15PM	TBA	Staff	08/21/2010 - 12/17/2010	
Section	039-LEC(10718)	Status	●		
Session	Regular				
	Days & Times	Room	Instructor	Meeting Dates	
	MoWe 3:00PM - 4:15PM	TBA	Staff	08/21/2010 - 12/17/2010	

Input Class Attendance

Step 1. From the Faculty Center Select the **Input Class Attendance** link.

The screenshot shows the Oracle Faculty Center interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Self Service', 'Faculty Center', and 'My Schedule'. Below this, there are tabs for 'Faculty Center' and 'Search'. Under 'Faculty Center', there are sub-tabs for 'my schedule', 'class roster', and 'grade roster'. The 'Faculty Center' section is expanded, showing 'My Schedule' for '2010 Spring | University of New Orleans'. A 'change term' button is visible. A box contains two links: 'My Exam Schedule' and 'Input Class Attendance', with the latter highlighted in a red box. Below this, there are radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. An 'Icon Legend' section shows icons for 'Class Roster', 'Grade Roster', and 'Learning Management'. A table titled 'My Teaching Schedule > 2010 Spring > University of New Orleans' lists three classes. Below the table are links for 'View Weekly Teaching Schedule' and 'Go to top'. A section titled 'My Exam Schedule > 2010 Spring > University of New Orleans' contains the text 'You have no final exams scheduled at this time.' and a 'Go to top' link.

Faculty Center

my schedule | class roster | grade roster

Faculty Center

My Schedule

2010 Spring | University of New Orleans [change term](#)

[My Exam Schedule](#)
[Input Class Attendance](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management

My Teaching Schedule > 2010 Spring > University of New Orleans						
	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	ENGL 100-001 (20726)	Intensive Engl Intl (Seminar)	15	MoWe 9:30AM - 12:15PM	Engineering Building 320	Jan 9, 2010- May 12, 2010
	ENGL 2238-003 (20875)	Introduction to Fiction (Lecture)	34	MoWe 1:30PM - 2:45PM	Liberal Arts Building 370	Jan 9, 2010- May 12, 2010
	ENGL 2238-008 (22286)	Introduction to Fiction (Lecture)	35	MoWe 3:00PM - 4:15PM	Liberal Arts Building 370	Jan 9, 2010- May 12, 2010

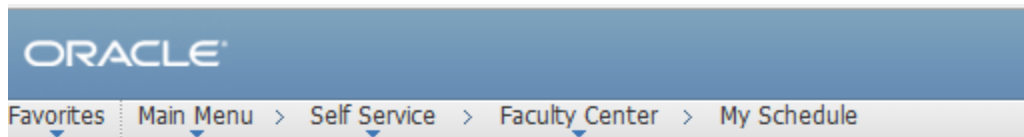
[View Weekly Teaching Schedule](#) [Go to top](#)

My Exam Schedule > 2010 Spring > University of New Orleans

You have no final exams scheduled at this time.

[Go to top](#)

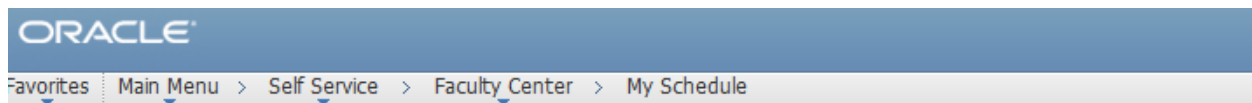
Step 2. Select the **Term** you desire to record attendance for.



Class Term Selection

Choose Class Term
[2010 Fall](#)
[2010 Spring](#)

Step 3. Select the appropriate **Course Title** you desire to record attendance for.




Class Selection

2010 Fall

Course Title	Subject and Catalog Nbr	Class Section	Class Nbr	Institution
Intensive Enql Intl	ENGL 100	001	10668	University of New Orleans
Major American Writers	ENGL 2041	001	10821	University of New Orleans
Major American Writers	ENGL 2041	002	10822	University of New Orleans

[Return to Term Selection](#)

Faculty Center Training

Step 4.	Record class attendance for each enrolled student.
Step 5.	Click  Save button.

ORACLE

Favorites | Main Menu > Self Service > Faculty Center > My Schedule

Class Attendance Roster

2010 Fall

Intensive Engl Intl

[Add Another Student to Roster](#)


Please Note: For instructors with large classes, you may be logged out of PeopleSoft after 20 minutes, causing you to lose your work in this roster. You may use the tool below to prevent this. If you receive a timeout warning, [Click here to reset the timer](#)


Time Last Reset: 2:34PM

	*EmpID	Name	*Attendance Status	Last Date of Attendance
1			Currently Attending	<input type="text"/>

[Return to Class Selection](#)

 Save

 Notify

 Refresh