

Faculty Guide to WWAM

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Introduction

WWAM (Wagner Web-based Academic Manager) is a means to access Jenzabar/CARS using a web browser. You may perform the following tasks by using WWAM:

- Clear students for registration
- Authorize students to register for a class
- View class lists
- Obtain Excel files of class lists
- Enter grades (Mid-Term and Final)
- Enter textbooks for future classes

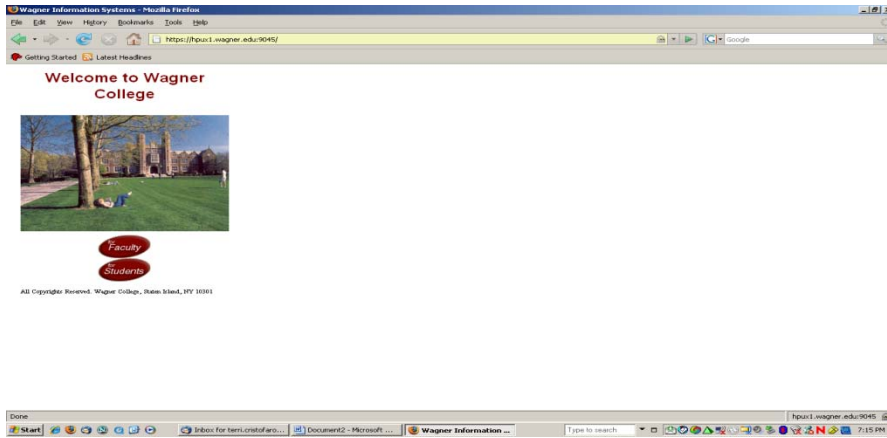
Since this is a web-based system, you can perform these functions from any location, both on and off campus.

1. In order to access WWAM, enter Wagner College's website: www.wagner.edu.



2. Move the cursor to the far right and click on “Resources.” The first item which appears in the drop-down box is WWAM.
3. Click onto WWAM.

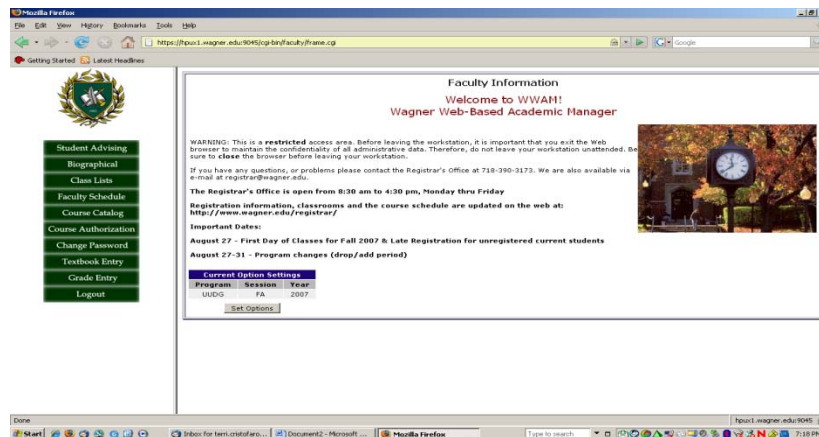
The following log-in screen will appear:



- Click on the button “for Faculty. You will be asked to type in a username and password.

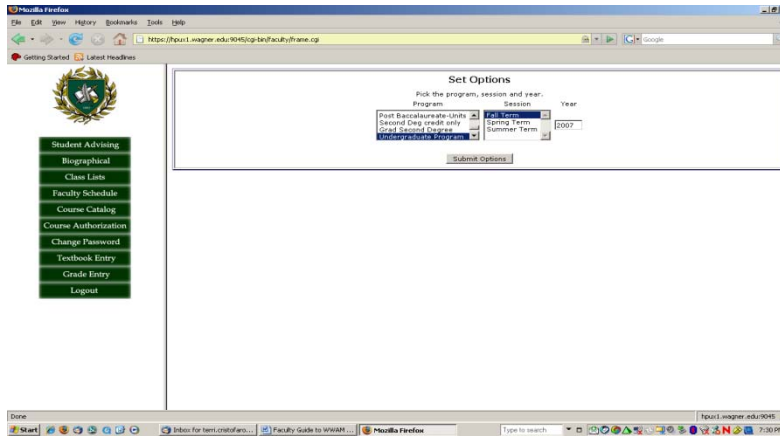
(NOTE: The WWAM password is not the same as the password for the Jenzabar/CARS system. You will need to obtain it from the Registrar’s Office.)

You will then be taken to the Faculty Information area.



Please note some very important items on this screen. First, all of the functions by which to perform the various tasks are accessible on the left of the screen. Secondly, the small table labeled “Current Option Settings” shows the session, year and program being accessed. The example above shows the settings for the Fall 2007 semester for the undergraduate program. Please make sure that the settings are set for the current semester.

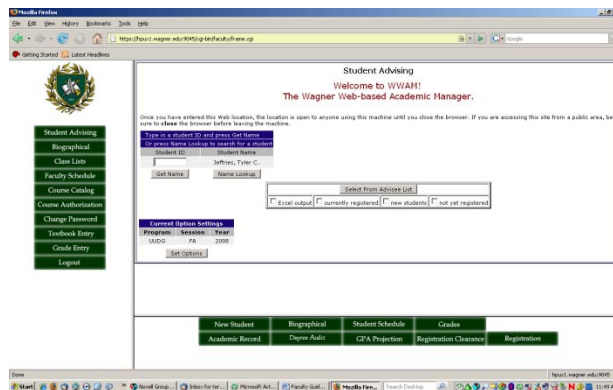
- To change this setting, press the “Set Options” button and the following window appears. You will then have the opportunity to select the program of interest, session (semester) and year.



6. Once you have selected the new values, press the “submit options” button and your changes will be recorded. You will then be returned to the Faculty Information area.

Student Advising

1. In order to select the student you are currently advising,
 - First go to the “Student Advising” button on the left side.



- Then, go to the “Select from Advisee List,” and click on the box to get a list of your advisees. You may select from students who are currently registered, new students, students not yet registered, or as an excel spreadsheet.
- After you choose the type of list, press the “Select From Advisee List” button.

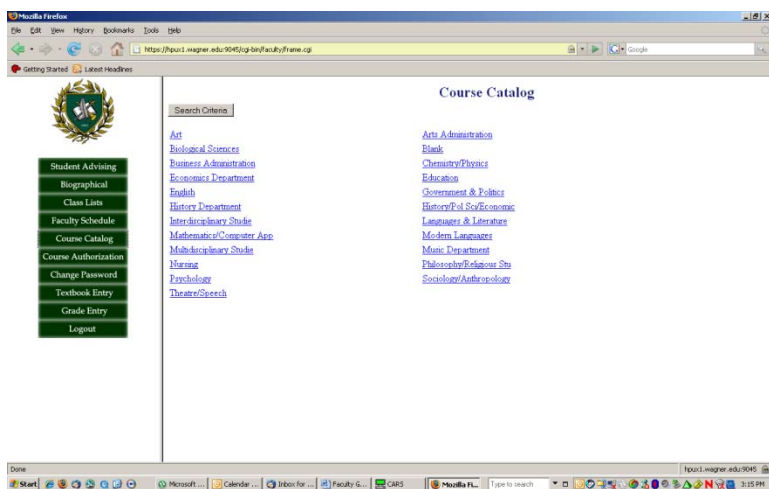
A list of your advisees will appear.

2. Click the circle to the left of the name of your advisee and click the “Select” button. You will return to the Student Advising page and the name of your advisee should appear under “Student Name.” Verify that this is the correct student. You can then select from the green

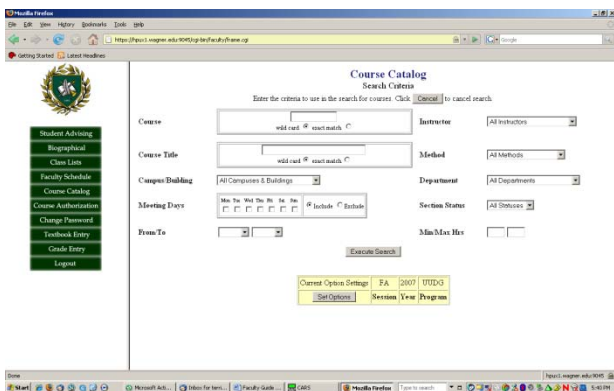
buttons on the bottom of the page, such as Student Schedule. Here you will be able to see the course(s) and days and times the student is taking classes.

3. If you and your advisee wish to change courses, you may view other courses by selecting the Registration button on the bottom of the page, or by choosing the “Course Catalog” button on the left side of the page.

(NOTE: If you use the “Course Catalog” button, the following screen will appear:



If you prefer to perform a search by certain criteria, press the “Search Criteria” button. This takes you to the screen shown below where you can search for courses that meet various criteria.)



4. Please note that you will be searching in the semester and year as listed in the Current Option Settings table, though you can change this selection as before. You may search by Course #, Course Name, class location, class date, class times, class type (lecture, lab, etc), or by departmental offerings. You can also check for Open classes by using the “Section Status.”

For example, this screen would allow you to search for a 100-level chemistry class offered Tuesday and Thursday between 11am and 2pm, by selecting CH1 as the course number, Tuesday and Thursday as the days offered and 11am to 2pm as the times.

There are several other options on the screen. For the course number or course title you can either perform a wildcard search or an exact search. A wildcard search will find a class that contains what you entered. For example, CH1 as a wildcard search would match CH100, CH111, or CH112. An exact search will only match classes that have the exact same text as that entered.

If any field is not filled (for example you do not select any days when searching for a class), this criteria will be ignored (such that any day would be acceptable).

The “Cancel” button at the top of the page takes you back to the course catalog listing.

5. When the “Execute Search” button is pressed, the results of the search are given as a listing of all classes meeting the specified criteria. From this list you can either press “Return to Search” to perform another search or “Cancel Search” to return to the Course Catalog.

The other method is by selecting the “Registration” button, which appears at the bottom of the screen. This allows you to do the same type of search as in Course Catalog, with the exception of choosing from the Department listing.

6. After you and your advisee have discussed possible options, you must clear the student for registration. Select the “Registration Clearance” option at the bottom of the screen. If necessary, press the “Add Clearance” button to clear the student for registration. If the screen states that the student is “cleared to register. . .” you do not have to clear the student. The student can then register as his/her available time period.

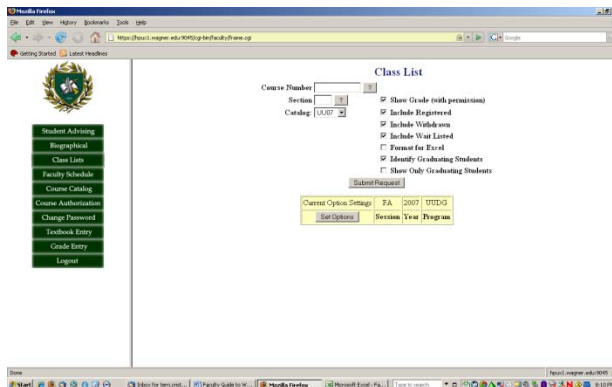
Biographical

This option allows you to view your information currently on record. This includes address, phone number, rank, department and employment dates. All of this information is “read-only” and cannot be altered. If you need to make changes, such as address or phone number, please contact the Office of Human Resources.

Class Lists

This option allows you to view your class lists for the courses you are teaching; the formats vary. The values that have to be entered are course number and section, followed by the catalog (selected from a drop-list). After the text entry boxes there are question mark buttons that can be pressed to give a list of courses that match what has been entered so far in the text box. For example, if you are teaching a chemistry course, but you do not remember the course number, you can enter “ch” in the text box and then press the “?” mark button. This will bring up a list of all courses that begin with CH. To the left of each class there is a button. Press the button for the class you want and then press the “Select” button at the top of the column, or press the “Cancel” button if you wish to go back to the previous screen. After you choose the course, you then must choose the section. Press the “?” mark button under “Section.” A list of the sections offered will be displayed. Press the button to the left of the section number and then the “Select”

button. After you have chosen the course number and section, press “Submit Request.” You will then obtain a list of the registered students in your course. Please note that you can only gain access to the courses for which you are teaching.



Faculty Schedule

This option allows you to view the courses you are teaching for a specific semester. You may examine your current course schedule, as well as past course schedules. To change the semester or year, use the current option settings. The schedule shows, for example, the class name, location, time and number of students registered.

Course Catalog

Information regarding Course Catalog is explained in the Student Advising section.

Concurrent Courses

When registering for a course with a concurrent requisite you will be prompted to add the concurrent course at the same time. You must choose a section for both courses and you will be added to both courses.

Course Authorization

Choose course authorization from the tabs on the left of your screen. Indicate the course, section and catalog of the course. Then click select course. Enter the student’s ID# and click get name. Indicate the type of authorization you are giving to the student. Course requisites are usually pre-requisites, concurrent requisites and co-requisites. Section requirements are usually specify

majors only, permission of instructor, certain class of students (freshman, sophomores, etc.). Then click add authorization. The student now has authorization.

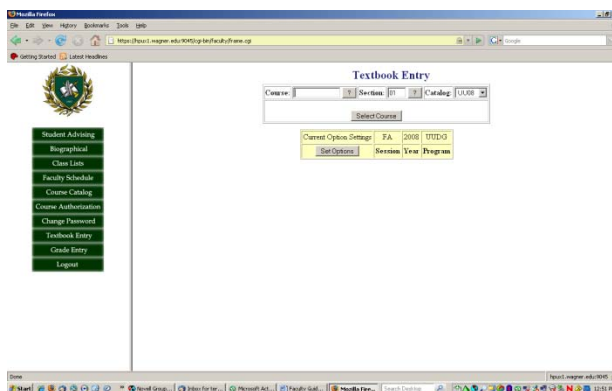
Change Password

This option allows you to change your password. You must enter the current password and then the new password, which needs to be confirmed. Please note that changes to a password take place the next day.

Textbook Entry

This option allows you to enter the textbook(s) for a course you offer. Select the course number and section as stated in the Course Authorization option. Remember to set the semester and year options using the Current Options Setting.

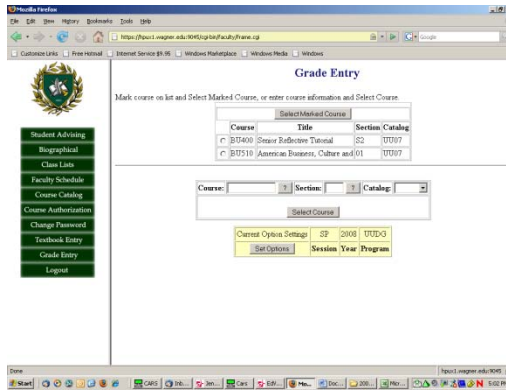
After you have selected the course, enter the details of the textbook you will be using. When you have finished entering the information, press the “Add Textbook” button. Repeat this process for additional textbooks and courses.



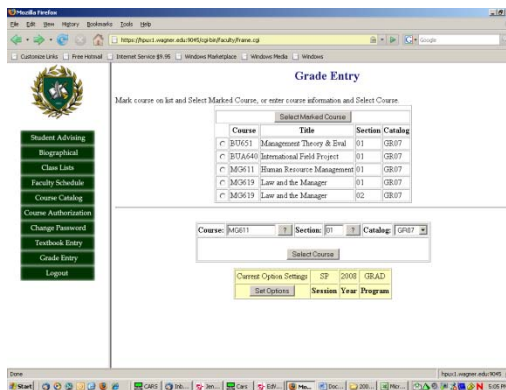
Grade Entry

Please note that when grades are submitted, an email is automatically generated from the Jenzabar CX system informing the Registrar’s Office that the grades for a particular course and section have been submitted. The email informs us of the day, time and lists the name of each student registered for the course and the grade entered by the faculty member. In addition, each time you enter the grading option and enter “Submit,” an email is submitted to the Registrar’s Office. The email is generated regardless of changes or no changes made.

When you are ready to submit grades, choose the tab on the left hand side of the screen that says “Grade Entry.” The following screen will appear:



Select the course you wish to grade.



a.) Midterm Grades

When entering midterm grades, please select Midterm and then press the continue button.

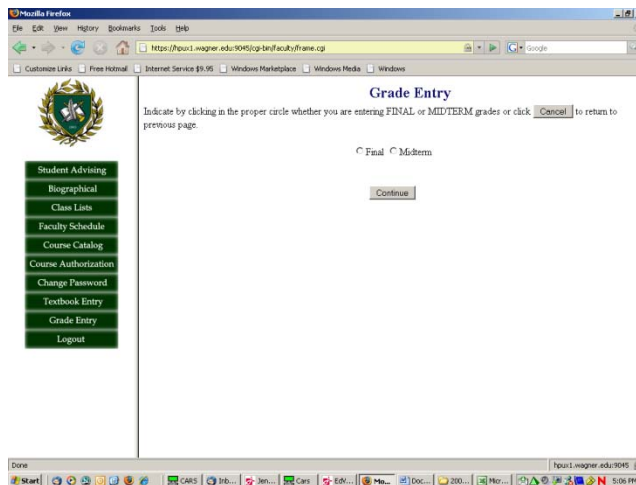


Use the drop-down box to enter grades. Please note that for Mid-Term grades, you need only to submit grades for those students who are in jeopardy of earning a “D” or “F” grade.

When finished, choose submit grades. Repeat these steps to submit grades for the courses you are teaching.

b) Final Semester Grades

When entering end of semester grades, please select Final and then press the continue button.



Use the drop-down box to enter grades. Please note that, in the event that you submit a grade of “I,” for Incomplete, you must complete a “Record of the Grade of Incomplete.” This form can be obtained by contacting the Registrar’s Office at 718-390-3173. The form can be faxed to you and you may fax the completed form to the Registrar’s Office. Our fax number is 718-390-3344.

When finished, choose “Submit Grades.” Repeat these steps to submit grades for the courses you are teaching.

When you are finished, select “Logout” from the left side of the screen.

Logout

This option directs you to Wagner’s main webpage. At this point you must close the browser to end the session, otherwise it will be possible for another user to press the back button in the browser and they will be logged in as you.