



For Faculty

WyoWeb is the University of Wyoming portal system. It is designed to put several functions at your finger tips. The functions available for faculty include course tools, online grade submission, downloading of class lists, and advising tools. This worksheet will provide information on accessing these features.

Course Tools

Course tools include access to a course shell to assist with communication with students in your class, allow for loading of files, notes and links; sending announcements to class members and conducting live chats.

To access the course tools:

- Find the **My Courses** channel
- Select the term from the drop down box
- Click on your course
- Access the Management Tools on the left-hand side of the screen

For specific training on using UW online course tools, contact the Ellbogen Center for Teaching and Learning. Robin Hill has regular training sessions on these tools.

Faculty Dashboard

The Faculty Dashboard is used to quickly access information about courses you are teaching in any given semester. Courses appear in this channel when you are assigned as the instructor for the course. Information about dates and times is available by clicking on the title of the course. A class list can be accessed by clicking on the people icon directly to the right of the title. The class lists available for downloading into Excel for gradebook.

To Download class lists:

- Access the class list from the **Faculty Dashboard**
- Click on the download button at the bottom of the list
- Click on Open to view the data or Save to save it
- Add or remove columns at your convenience

Note: If you have a class size over 100, you may not be able to access your class lists from the Faculty Dashboard.

- **Click on Banner Self-Services link in the Banner Self-Service channel**
- **Click on Faculty and Advisor**
- **Click on Summary Class List**
- **If you need to change courses, click on CRN Selection**

Adviser Tools

Transcript information for advising is available through the Adviser Dashboard or through the Banner Self-Service channel. Most advisers find the Banner Self-Service channel easier to use.

To access advisee list:

- Click on Banner Self-Service link in the Banner-Self Service channel
- Click on Faculty and Advisor
- Click on Student Information
- Click on Advisee List
- Access PERC/Alternate PIN, Transcript, Degree Evaluation and other information for your advisees

Note: If the student is not assigned to you as an advisee

- **Click on ID selection**
- **Enter W number for student or search by name**
- **Access student information from the menu options**

Online Grade Submission

Grades for courses are submitted through WyoWeb. Midterm grades are due by noon on the third working day after midterm. Midterm grades are required for all courses below the 5000 level, but can be submitted for all courses. Final grades are due by noon on the fourth working day after the end of the final examination period. Grades are posted to the students' records normally by the next day after they are submitted. When grade submission is open, the courses will appear in your Faculty Grade Assignment channel. You may have to click on the drop-down box to highlight either midterm or final grades.

To submit grades:

- Click on the icon to the right of the course
- Enter the grades for the students listed
- Submit all or part of the grades for the course

If there are more than 25 students registered for the course, click on the additional 'record sets' at the top or bottom of the form to enter additional grades

Note: You may change the grade as long as it has not been rolled to history. Once the grade has been rolled to history, the drop-down box will disappear. After grades have been rolled to history, all grade changes require a change of grade form available through the Registrar's office.