#### **Contents (Click a title below to move to that section)**

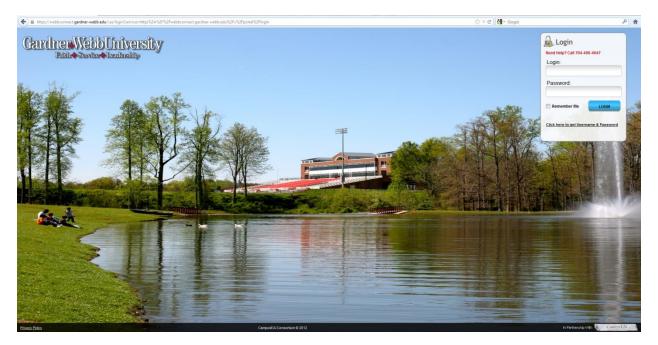
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#### **Important Notes Concerning WebbConnect:**

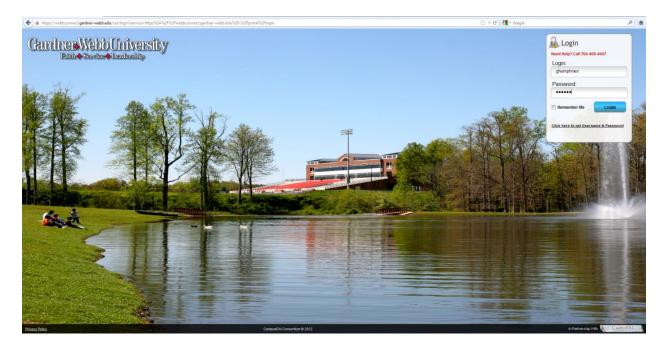
- WebbConnect will not perform correctly in Internet Explorer 7. The approved browsers for WebbConnect are: Internet Explorer 8 & 9; Google Chrome 11,12,13,14,15; Mozilla Firefox 6 or above; and Safari 5 or above
- 2. Most of the links on the left side navigation do not work on an iPad/Mac. We launched the portal anyway and are waiting on the support team to resolve this. Please use the menu at the top titled iOS Access for iPad/Mac.
- 3. The mobile version for iPhones, etc. does work for the master calendar and for Gardner-Webb news, however we have not completed the full mobile version which provides true apps. This is planned for a later phase of implementation.
- Our current recommendation is to use the portal with a desktop or laptop. <h2>Technology Services is open Monday - Friday from 8 am until 5 pm. Please call 704-406-4647 if you are having any trouble with WebbConnect.

#### How to log into WebbConnect:

- 1. Open the internet browser of your choice (Internet Explorer, Mozilla Firefox, Safari).
- Type the following into the address: <u>http://webbconnect.gardner-webb.edu</u> to get the WebbConnect login page or click this webbConnect myWebb link on the Gardner-Webb homepage.



3. Enter your Gardner-Webb Username in the Login field and your Gardner-Webb Password in the Password field.



4. Click the LOGIN button.

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		Graduate School Last Day for Late Registration & Schedule Modification	
		Tuesday, September 4	
		7:00pm Women's Soccer @ USC Upstate	
		Wednesday, September 5	
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- 5. You will now see two areas of navigation within WebbConnect. The left side is called the QuickLaunch Navigation area and the black bar is the top menu navigation area.
- 6. You will also see the Announcements Portlet, Gardner-Webb University Main Calendar Portlet, and an RSS News Feed Portlet for Gardner-Webb News.

#### How to find Human Resources Forms:

1. Click the HR tab in the top menu navigation.

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2. You are now on the home page of the HR community. There are two navigation areas: site map on the left and the top menu navigation in the black bar at the top.

#	Home Holiday Schedule Policies and Forms Benefits	Return to Main Page
		web Content Display
Home     Home     Holdby Schedule     Pokica and Form     Beneffs     Return to Main Page		Human Resources Human Resources Human Resources dedicated to making Gardies-Webb the wordpace of choics within the mileu of Onstain Hyber Education. Human Resources prevides information, programs, and consultation services that inform about the University community about choices, leanits, reprint, employee halthons, resources, and opportunities for training and professional development. Human Resources prevides information, programs, and consultation services that inform about the University environment of excellence that does not knowing/ discriminate on the basis of age, race, coler, national and ethnic orign, sex of disabity. Human Resources is located in Walthoum Hall and operates Monday through Friday, 8:00 a.m. to Learning and leadenthy for God and Humanky in a changing world.

In Partnership With CAMPOSEAI

3. Click on the Policies and Forms tab.

A Home Holiday Schedule Policies and Forms Ben	fits Return to Main Page				
▼ Site Map	Document Library Display				
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	Employment Human Resources Employment Forms	0	8		
	Health Insurance Human Resources Health Insurance Forms	0	2		
	Policy and Procedures Manuals Human Resources Policy and Procedures Manuals	0	5		
	Carl Retirement Plans Human Resources Retirement Plans	0	2		
	Supplemental Insurance Human Resources Supplemental Insurance	0	7		
	Showing 6 results.				
	Access from my desktop.				

4. You will now see on the right side the Document Library Display with the folders listed for the Human Resources Forms.

In Partnership With

EAI

5. Click on the Return to Main Page tab to return to the Main Home Page of Webbconnect.

AI Consortium © 2012

How to get to Gardner-Webb email in WebbConnect:

1. On the QuickLaunch navigation to the left click on the LaunchPad .

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Em Training & Development :	7.00pm Volleyball vs. Elon @ Phoenix Classic	
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	Wednesday, September 5	
	7:00pm Volleyball vs. Wolford	
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2. Click on the mail icon for GWU Email. (this will open your outlook email in another tab or window)

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	Award changes     Debra T. Hintz	Wed 5:38 PM	In a world where students need to understand a variety of complex environmental issues, Journey To Planet Earth is a 12-episode DVD
mis-web			in a work where students need to understand a variety of complex environmental issues, <u>sourcey to Planet Earth</u> is a 12-episode DVD series that fulfilis that challenge — perfect for educators or media libraries.
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- 3. You will now be able to switch between tabs or windows to get to WebbConnect and GWU email.
- 4. Click sign out and then click the X on the tab or window for your email to close GWU email.

#### How to use the left side QuickLaunch Navigation:

- 1. The left side QuickLaunch navigation is configured within folders that contain links to banner services.
- 2. From the WebbConnect home page click on a folder in the left side QuickLaunch to expand the folder and see the links.

-## H	Home HR Feedback			
Edit Preferences	✓ Announcements			٦.
2 LaunchPad				
Maintain Information				
What is my banner id				
View Campus Address		Taday < 🕨 Thursday, July 19 👻	Print Week Month Agenda	
View Address & Phone		Thursday, July 19		
Update Email Addresses		SOD - 8 Week Term		
Name Change Information SSN Change Information		Friday, July 20		
Opt in for Emergency Texting		SOD - 8 Week Term		
Address Change Form		TUG New Student Orientation		
Optional Pin Election Form		Thursday, July 26		
Student Forwarding Address Student Trip Release Waiver		GOAL Exams (for 2nd term & 10 Week Classes)		
Pinancial Aid		Friday, July 27		
-		GOAL Exams (for 2nd term & 10 Week Classes)		
😁 \$tudent Account		Saturday, July 28		=
Cademic Information	1	GOAL Exams (for 2nd term & 10 Week Classes)		
🔄 Housing Meals Vehicle		Sunday, July 29		
Registration & Advising	1	GOAL Exams (for 2nd term & 10 Week Classes)		
😁 Employee	-	Monday, July 30		
😁 Faculty Forms	-	GOAL Exams (for 2nd term & 10 Week Classes)		
😁 Manage Classes	1	Graduate Exams		
😁 Training & Development	:	TUG - Last Day of classes		
		Tuesday, July 31		
		Graduate Exams		
		TUG Exams		
		Wednesday, August 1		
		12:00pm FINAL GRADES DUE For Graduating Students		
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javascript:void()	(P) 7/10/12 10/57 AM	CampusEAI Consortium (D 2012	In Partnership With 😸 / CAMPUSEAL	-

3. Now click on the desired link and you will see the banner function displayed in the window on the right side replacing the Announcements, Calendar, and News portlets.



4. Click the Home tab on the top menu navigation to return to the WebbConnect home page or click another folder and link. You can find a listing of the links in alphabetical order below with their QuickLaunch folder on the right side.

#### How to access the Faculty Handbook:

1. Click the HR tab in the top menu navigation.

	HR Feedback IOS Access
Edit Preferences	Announcements
LaunchPad	Gardner-Webb Calendar
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Employee	: Today 📢 🕩 Thursday, August 30 🕶 💮 Print: Week Month Agenda 💌
E Pictorial Directories	Thursday, August 30
E Faculty Forms	: TUG - Class Roll Verification
🖮 Manage Advisees	SOD New Student Orientation
🗁 Manage Classes	Friday, August 31
E New Student	TUG - Class Roll Verification
E Training & Development	7.00pm Volleyball vs. Elon @ Phoenix Classic
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	7.00pm Volleyball vs. Wofford
	Friday, September 7
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	🛗 8/29/12 4:33 PM
	2012 Olympic Silver Medalist Manteo Mitchell to Visit Gardner-Webb This Weekend

2. You are now on the home page of the HR community. There are two navigation areas: site map on the left and the top menu navigation in the black bar at the top.

Home Holiday Schedule Policies and Forms Benefits	Return to Main Page
▼ Site Map	Web Content Display
Home     Holdy Schedule     Holdsy Schedule     Packes and Forme     Return to Main Page	Human Resources Human Resources dedicated for naking Gardina-Webb the wordparts of choics within the initia of Onitian Higher Education. Human Resources provides Information, programs, and consultation services that inform about the University community about choices, learning, and provide informatic entities and applications and professional development. Human Resources seeks to empower administrations, start and faculty with the resources needed to thinke in a monometer of excellence that does not knowing/ discrimate on the basis of age, race, coler, national and ethnic orign, sex of deabley. Human Resources is located in Washburn Hall and operates Monday through Friday, 8:00 a.m. to 200 g.m. Learning and leadenbip fire God and Humanly in a changing world

In Partnership With CAMPOSEAI

3. Click on the Policies and Forms tab.

Home Holiday Schedule Policies and Forms Benefit	ts Return to Main Page				
	Document Library Display				
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<ul> <li>Benefits</li> </ul>	Folder	# of Folders	# of Documents		
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	Employment Human Resources Employment Forms	0	8		
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	Policy and Procedures Manuals     Human Resources Policy and Procedures Manuals	0	5		
	Carley Retirement Plans	0	2		
	Supplemental Insurance Human Resources Supplemental Insurance	0	7		
	Showing 6 results.				
	Access from my desktop.				

4. You will now see on the right side the Document Library Display with the folders listed for the Human Resources Forms.

1

5. Click on the Policies and Procedures Manuals folder in the Document Library Display window.

Home Holiday Schedule Policies and Forms	Benefits Return to Main Page			
Document Library Display				<ul> <li><u>Return to Full Page</u></li> </ul>
Folders » Policy and Procedures Manuals				
Folicy and Procedures Manuals				
Folder	# of Folders	# of Documents		
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Name			Size	
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Personnel Policy Manual.pdf			<u>777.4k</u>	
Staff Authorization to Teach.pdf			285.8k	
Estandard Operating Procedures Manual.pdf			2,275.8k	
Student Trip Release Form.pdf			23.2k	
Showing 5 results.				
Access from my desktop.				

- 6. Click on the Faculty Handbook.pdf and it will open in a new window or tab.
- 7. Click on the Return to Main Page tab to return to the Main Home Page of Webbconnect.

#### How to access the Academic Catalogs:

1. On the QuickLaunch Navigation to the left click on Manage Advisees.

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LaunchPad	→ Gardner-Webb Calendar		
Bb			
Maintain Information		Events from one or more calendars could not be shown here because you do not have the permission to view	them A
Employee			Month Agenda 💌
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E Faculty Forms		TUG - Class Roll Verification	
Manage Advisees		SOD New Student Orientation	
Manage Classes		Friday, August 31	E
Mew Student		TUG - Class Roll Verification	
Training & Development		7:00pm Volleyball vs. Elon @ Phoenix Classic	
		Saturday, September 1	
		TUG - Class Roll Verification	
		10:00am Volleyball vs. Alabama @ Phoenix Classic	
		4:30pm Volleyball vs. North Carolina Central @ Phoenix Classic	
		6:00pm Football vs. Wolford	
		Sunday, September 2	
		TUG - Class Roll Verification	
		Monday, September 3	
		SOD Classes Begin	
		Graduate School Last Day for Late Registration & Schedule Modification	
		Tuesday, September 4	
		7:00pm Women's Soccer @ USC Upstate	
		Wednesday, September 5 7:00pm Volleyball vs. Wofford	
		Friday, September 7	
			*
		Events shown in time zone: Eastern Time	Coogle Calendar
	▼ News		
	A 0101000		
	© GWU News 8/29/12 4:33 PM		
	<ul> <li>8/29/12 4:33 PM</li> <li>2012 Olympic Silver Medalist Manteo Mitchell to Visit Gardner-</li> </ul>	-Webb This Weekend	

1. Click on the link Academic Catalogs

AA Home	HR Feedback IPad Access	
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Manage Advisees		
Term Selection ID Selection	Attention iPad users - Please use the tab at the top named iPad Access instead of the QuickLaunch on the left side,	
F.E.R.P.A. Student Waiver View View Student Information	Welcome to WebbConnect. Technology Services wants to make you aware of a couple of concerns that we already know about, but don't consider big enough to postpone the launch.	
View Student Address & Phone	1. Most of the links on the left side navigation do not work on an Pad. We launched the portal answay and are waiting on the support team to resolve this.	
View Student Email Addresses	2. The mobile version for Phones, etc. does work for the master calendar and for Gardner-Webb news, however we have not completed the full mobile version which provides true apps. This is planned for a later phase of implementation.	
View Student Schedule Registration Override		
Student Academic Transcript	Our current recommendation is to use the portal with a desktop or laptop.	
Advisee Grade Summary		
Degree Evaluation	🖌 Gardner-Webb Calendar	
Graduation Application Coversheet Advisee Registration Change Notification		
Advisee Registration PIN & Status		
Advisors Academic Progress Report	Events from one or more calendars could not be shown here because you do not have the permission to view them.	
Internships Supervisor Advisee List		
Portfolio Manager Advisee List Academic Catalogs	Wednesday, August 22	
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New Student	Friday, August 24 GOA:- Class Red Verification	
Training & Development	OUAL-Class Holl Vertication     400pm Women's Source @ Georgia Southern	
g maining & Development	- 4.00pm vomen's Soccer (g. Leenga Southern 7.00pm Volleschut v. Aall State (g. Active Antic Challence	
	7.00pm Volegola Vs. Dal State (g. Active Annoe Chatenge Saturday, August (25	
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	Conc Valas koli veimaaloon 1.300m - Volleykall vs. Iliinois State @ Activa Ankie Challenge	
	1. Sophi Vollegioni Ya, Imiroo Guine ge Acury Acur Chaminge 4. Sophi Vollegioni Vs. VCU (2 Acure Anke Challenge	
	Sunday, August 26	
	GOAL - Class Rol Verification	
	1:00pm Women's Soccer @ North Florida	
	Monday, August 27	
	COAL - Class Dall Valification	

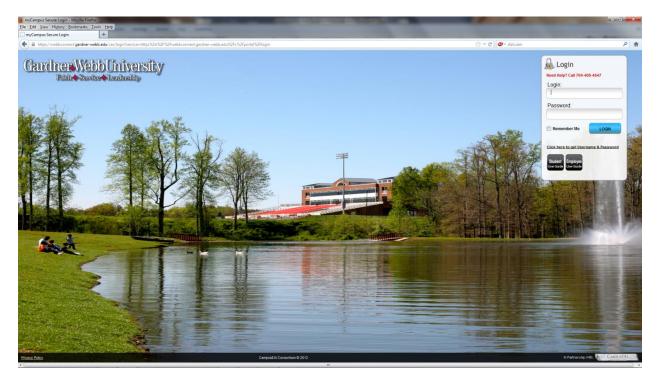
2. This link opens in a new window or tab and shows the Academic Catalogs page from the Office of the Registrar.



3. You will now see the listing of links for each of the Academic Catalogs.

#### How to Access Your Class Roll:

- 2. Go to the Gardner-Webb home page: <u>www.gardner-webb.edu</u>
- 3. Click on WebbConnect in the upper right-hand corner.
- 4. On the right Login box, enter your GWU username and password. Click Login.



5. On the QuickLaunch Navigation to the left click on Manage Classes.

Home	HR Feedback #9d Access
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😁 Employee 👘	1. Not of the links on the left side ravigation do not work on an Pad. We launched the portal anyway and are waiting on the support team to resolve this.
E Faculty Forms	2. The mole version for Phones, etc. does work for the matter calendar and for Gardner-Weeb new however we have not completed the full mobile version which provides true apps. This is planned for a later phase of implementation.
😁 Manage Advisees	
😁 Manage Classes 💦 🕓	Our current recommendation is to use the portal with a desktop or laptop.
Make a Technok Request Term Selection Term Selection Escoluto Mala Schnidde Technik Scheduk Dyna J. Time Pathol Scheduk Dyna J. Scheduk Begintenson Scheduk Dyna J. Scheduk Begintenson Dynamic Begintenson Pathol Scheduk Begintenson Report Facility BRE Report Facility BRE Seport Facility BRE Se	Cardwar Webb Clendar  Wednesday, August 8  Wednesday, August 8  Wednesday, August 8  Wednesday, August 8  O D P Interves Class  D D P I I I I I I I I I I I I I I I I I

6. Click on the link Summary Class List.

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7. Select the appropriate term and click Submit button.

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🛅 Manage Classes	
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CampusEAI Consortium @ 2012

8. Select the appropriate course and click Submit button.

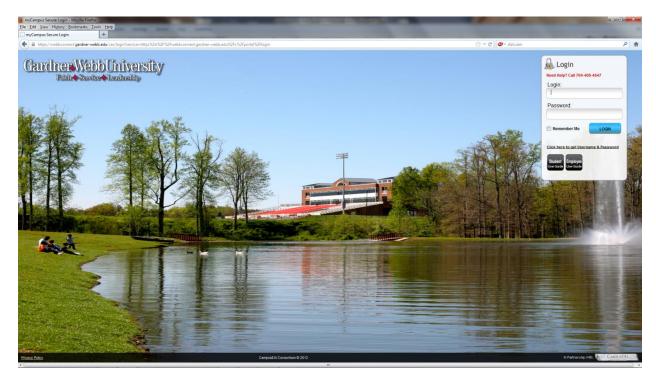
Privacy Policy

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Grade Change Form Make a Textbook Request Term Selection CRN Selection Faculty Detail Schedule	An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) If the student has more than one major or department in his/her primary or secondary curriculum. 2) If the student college, or degree in his/her secondary curriculum that is different from that in his/her primary curriculum.
Faculty Schedule by Day & Time Detail Class List Summary Class List Final Grades Entry	If the word "Confidential" appears next to a student's name, his/her personal information is to be kept confidential.
Class Final Grade Summary Incomplete Grade Contact/Policy Graduating Student List Class Problems (email Registrar)	You may click on the student's name to view his/her address and phone information.
Course Schedule Registration Override	Course Information

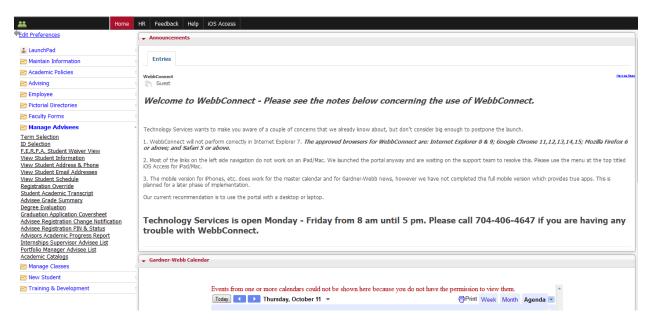
9. You should now see your Class Roll listed below the verbiage seen in the screenshot above.

#### How to View F.E.R.P.A. Student Waiver:

- 1. Go to the Gardner-Webb home page: www.gardner-webb.edu
- 2. Click on WebbConnect in the upper right-hand corner.
- 3. On the right Login box, enter your GWU username and password. Click Login.



4. On the QuickLaunch Navigation to the left click on Manage Advisees.



5. Click on the link F.E.R.P.A. Student Waiver View.

Hom	e HR Feedback Help iOS Access
Edit Preferences	
LaunchPad	4
😁 Maintain Information	Enter All or part of the student's last name and first name
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🗃 Employee	First Name:
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Faculty Forms	
😁 Manage Advisees	×
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Manage Classes	
New Student	
🗁 Training & Development	

6. Enter All or part of the student's last name and first name.

Home	HR Feedba	ack Help iOS Access
Edit Preferences		
2 LaunchPad		
🔤 Maintain Information	Enter All or	part of the student's last name and first r
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🖻 Faculty Forms		
😁 Manage Advisees	× .	
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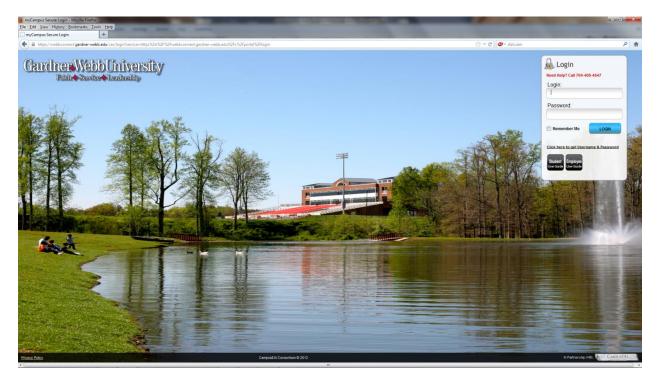
7. Click Submit button.

Home	HR Feedback Help iOS Access
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😁 Manage Classes	
Training & Development	

8. You should now see potential matches for the student. Click the button "Select Student Id:000000000" to view the form.

#### How to Email members of your class:

- 1. Go to the Gardner-Webb home page: <u>www.gardner-webb.edu</u>
- 2. Click on WebbConnect in the upper right-hand corner.
- 3. On the right Login box, enter your GWU username and password. Click Login.



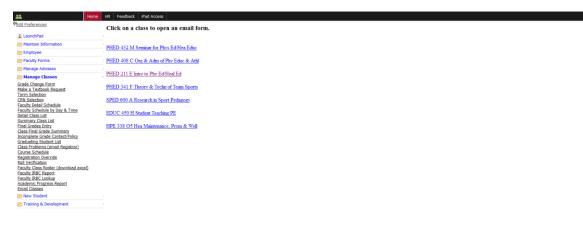
4. On the QuickLaunch Navigation to the left click on Manage Classes.

Home	HR Feedback iPad Access			
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Manage Advisees			full mobile version which provides true apps. This is planned for a later phase of implementation.	
Manage Classes	Our current recommendation is to use the portal with a	desktop or laptop.		
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5. Click on the link Email Classes.



6. Select the appropriate term and click Select Term button.



7. Click on the appropriate course.

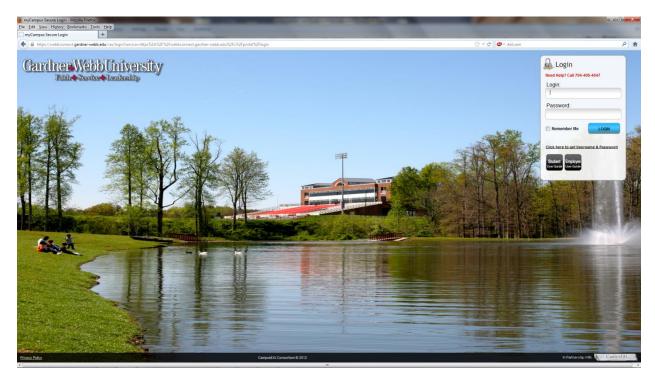
Send email to all students for course: Intro to Phy Ed/Heal Ed PHED 211 E for term: 201210. You should also receive a copy of this email at your Gardner-Webb email address. All Students are sent as BCC.

@gardner-webb.edu
@gardner-webb.edu
Browse_
Send Email
* (Required Entries)

8. Student email addresses are included in the BCC section that is not visible. You will also receive a copy of the message to your email address. Complete the Subject and Message sections. Add any Attachments and then click Send Email button.

#### **How to Find Pictorial Directories:**

- 1. Go to the Gardner-Webb home page: <u>www.gardner-webb.edu</u>
- 2. Click on WebbConnect in the upper right-hand corner.
- 3. On the right Login box, enter your GWU username and password. Click Login.



4. On the QuickLaunch Navigation to the left click on Pictorial Directories.

## H	R Feedback IOS Access	
Edit Preferences	Announcements	14
LaunchPad		
😁 Maintain Information	Entries	
🗁 Employee	· WebConset	
🗁 Pictorial Directories	Guest	
Pictorial Directories	Attention IPad/Mac users - Please use the tab at the top named IOS Access instead of the QuickLaunch on the left side,	
Manage Advisees		
Manage Classes		
New Student	Welcome to WebbConnect. Technology Services wants to make you aware of a couple of concerns that we already know about, but don't consider big enough to postpone the aunch.	
Training & Development	1. Most of the links on the left side navigation do not work on an Pad/Mac. We launched the portal anyway and are waiting on the support team to resolve this.	1
	2. The mobile version for Phones, etc. does work for the master calendar and for Gardner-Webb news, however we have not completed the full mobile version which provides true apps. This is planned for a later phase of implementation.	
	Our current recommendation is to use the portal with a desktop or laptop.	
	Treade with WithConnect?  Gents:  Technology Services is open Monday - Friday from 8 am until 5 pm. Please call 704-406-4647 if you are having any trouble with WebbConnect.  Center Webb Catendar  Events from one or more calendars could not be shown here because you do not have the permission to view them.	-
	loday ≤ D Thursday, August 30 - CPrint Week Month Agenda ⊠	
	Thursday, August 30 ^	
	SOD New Studen Christiation	
	Friday, August 31	
	TUG - Class Roll Verification	
	7.00pm Velleyball vs. Elon @ Phoenix Classic	
	Saturday, September 1	
	TUG - Class Roll Verification	
	10.00am Volloyball vs. Alabama @ Phoenix Classic	
	4.30pm Volleyball vs. North Carolina Central @ Phoenix Classic	

5. Click on the Pictorial Directories link.

<b>44</b>	Home H	Feedback I/05 Access
Edit Preferences		
2 LaunchPad		Online Pictorial Directory
😬 Maintain Information		Online Pictorial Directory
😁 Employee		
🗠 Pictorial Directories		Click here to view the Student Pictorial Directory
Pictorial Directories		
Faculty Forms		Click here to view the Faculty / Staff Pictorial Directory
😁 Manage Advisees		Girck hare to view the Pacifity / Stall Protonial Directory
🗁 Manage Classes		Opt out of Student Online Directory
😁 New Student		
Craining & Development		

6. Click on the link View the Student Pictorial Directory or Employee Pictorial Directory in the right side window. This will open in a new tab or window.

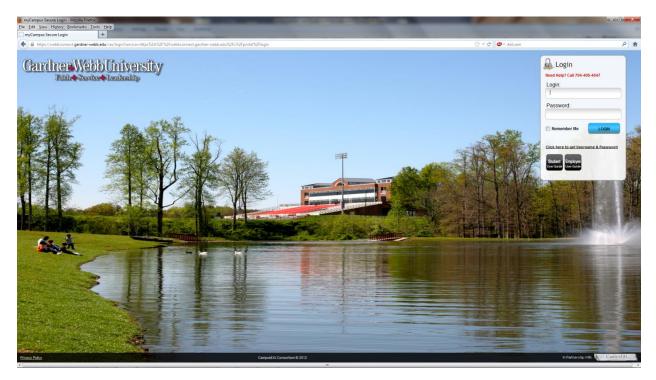
Enter Partial Last Name Enter Partial First Name Search Group or leave black © Residential Students © Commuter Students @ Both Search

7. Enter search criteria in the Last Name and/or first Name. Click the Search button.

#### How to Do Class Roll Verification:

Role verification is a critical process. This determines student billing and impacts issues related to financial aid. Please accurately complete Roll Verification. If you are unsure of how to handle an attendance issue, please contact the graduate school immediately. Student billing is time sensitive and dependent upon the accuracy of this report. Thanks for your cooperation.

- 1. Go to the Gardner-Webb home page: <u>www.gardner-webb.edu</u>
- 2. Click on WebbConnect in the upper right-hand corner.
- 3. On the right Login box, enter your GWU username and password. Click Login.



4. On the QuickLaunch Navigation to the left click on Manage Classes.

dit Preferences	- Announcements	
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Registration & Advising		
Academic Support	* Welcome to WebbConnect. Technology Services wants to make you aware of a couple of concerns that we already know about, but don't consider big enough to postpone the launch.	
) Employee	- 1. Most of the links on the left side navigation do not work on an Pad. We launched the portal anyway and are waiting on the support team to resolve this.	
Faculty Forms	2. The mobile version for Phones, etc. does work for the master calendar and for Gardner-Webb news, however we have not completed the full mobile version which provides true apps. This is planned for a later phase of implementation.	
Manage Advisees		
Manage Classes	Our current recommendation is to use the portal with a desktop or laptop.	
Faculty Detail Schedule Faculty Schedule by Day & Time Detail Class List Summary Class List	Today Vednesday, August 8 - Print Week Month Agenda - Weinesday, August 8	
inal Grades Entry Jass Final Grade Summary	DNP Intense Class	
complete Grade Contact/Policy	Thursday, August 9	
raduating Student List Jass Problems (email Registrar)	D.N.P. Intense Class	
Course Schedule tegistration Override	Friday, August 10	
toll Verification	D.N.P. Intense Class	
aculty Class Roster (download excel) aculty IRBC Report	All GOAL Classes Begin	
aculty IRBC Lookup	Saturday, August 11	
cademic Progress Report mail Classes	D.N.P. Intense Class	
New Student	Tuesday, August 14	
Training & Development	Women's Soccer @ Davidson	
	Thursday, August 16	
	New Graduate Student Orientation	
	Friday, August 17	
	GOAL last day for Registration andSchedule Modification	

- 5. Click on the link Roll Verification.
- 6. Select Course.
  - a. If student is attending, no change needed.
  - b. If student is not attending, please indicate his/her non-attendance.
  - c. If a student is attending, but is not on your class role, please submit a "comment".
- 7. Submit after all students are verified and any problems recorded.

#### How to Enter Incomplete Grade:

Incomplete Grades is a process that involves the Professor and student coming to terms on how a student can receive a valid letter grade after completing the terms of the Incomplete Grade Contract.

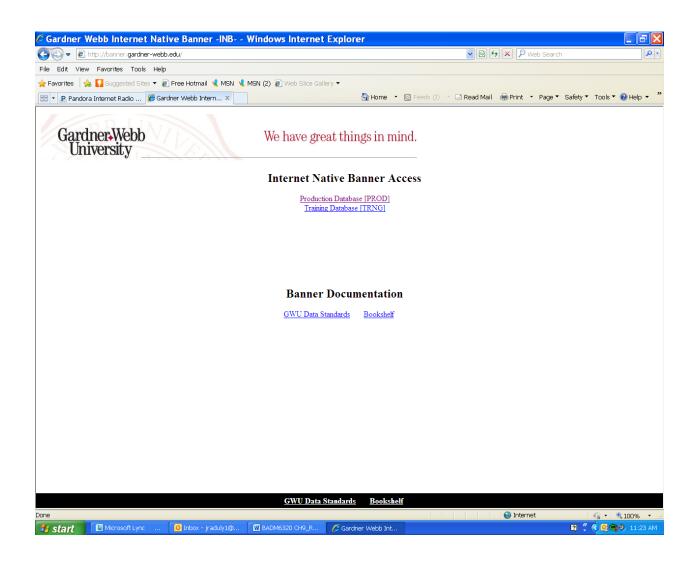
- 1. Professor will log into WebbConnect.
- 2. Click on Manage Classes folder in the QuickLaunch navigation on the left.
- 3. Click on the link Final Grades Entry.
- 4. Select the Term.
- 5. Select the CRN.
- 6. Navigate to the student and enter the grade of "I".
- 7. Submit changes.
- 8. Registrar's Office will roll grades. This is done multiple times a day during exam period. Once the grade is rolled to History, the professor is unable to process any type of change of grade from the WEBBCONNECT. Once a student's grade is rolled, Banner disables grade entry. A professor may change a grade as long as the registrar's office has not rolled the grades to history.

- Professor will receive an email concerning the "I" grade entered for each student. This e-mail is processed as the grades are rolled to history for any grades assigned an I from WEBBCONNECT or if a grade is changed from any other grade to an "I".
- 10. This email contains instructions and links to allow the Professor to complete the terms of the Incomplete Grade Contract. (a reminder email will be sent each Wednesday after the grade is rolled to remind the Professor to complete the terms of the Incomplete Grade Contract)
  - a. Professor will log into WebbConnect.
  - b. Click on Manage Classes folder in the QuickLaunch navigation on the left.
  - c. Click on the Incomplete Contract/Policy
  - d. Click dropdown to see list of students needing Incomplete Grade Contract.
  - e. Enter information into the Statement of Circumstances box.
  - f. Enter information into at least one "Requirements for Removal" box. (up to 10 are available)
  - g. Click on the calendar icon to select a Date Due for each "Requirement for Removal" .
  - h. Professor will enter their name in the Professor's Signature box.
  - i. Click on the calendar icon to select a Date.
  - j. Click on the Submit button.
  - k. You will now receive a message beside the Submit button verifying completion of the form.
- 11. Upon submission in the step above the system has sent an email to the student's Gardner-Webb email address.
- 12. The student email contains the terms of the Incomplete Grade Contract entered by the professor and buttons for the student to reply that they either Accept or Deny the terms of the Incomplete Grade Contract.
- 13. Professor and the Provost Office will receive an email with the students Acceptance or Denial.
- 14. If the student has accepted the terms of the contract then it is the responsibility of the Professor to determine that the terms of the contract have been met on time and to change the incomplete grade to a valid letter grade before a grade record of "F" is added to the student's record 90 days after end of term.
- 15. If the student has denied the terms of the contract then it is the responsibility of the Professor to inform the student that a grade record of "F" will be added to the student's record 90 days after end of term.

#### How to Enter/Edit Courses in Banner:

http://banner.gardner-webb.edu/

Production Database [PROD] - Click



Enter Username (same as email username)

**Enter Password** 

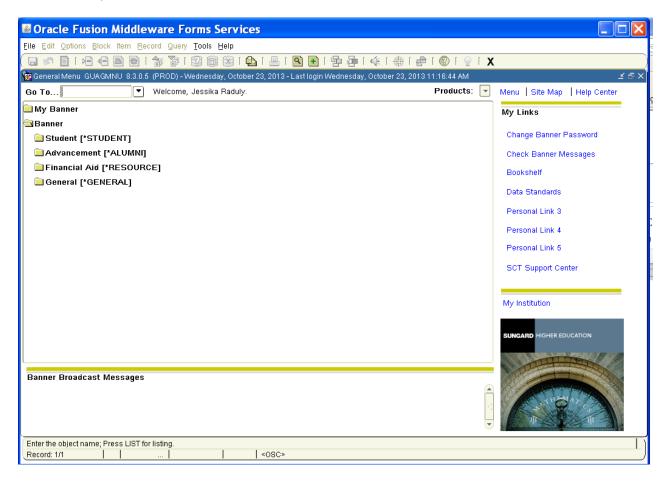
DO NOT ENTER ANYTHING FOR DATABASE

Connect - click

Oracle Fusion Middleware Forms Services	
Window	
Logon 3000000000000000000000000000000000000	
Password:	
Database:	
Connect Cancel	

Enter SSASECT in the 'Go To ...' Box

Click Enter Key



Enter Term – 2013-2014 (Your term will always be the year that the Fall semester starts. Fall-10, Spring-20, Summer-30) Fall 201310 Spring 201320 Summer 201330

FOR A NEW COURSE TYPE 'ADD' in the CRN Box Click 'Control Page Down'

FOR AN EXISTING COURSE TYPE IN 'CRN' Click 'Control Page Down'

Oracle Fusion Middleware Forms Services: Open > SSASE	ст	
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Course Section Information Section Enrollment Information Meeting Times and Instruc	tor Section Preferences	
Subject:	CEU Indicator: 🔲	
Course Number: Title:	Credit Hours:	None
Section:		
Cross List:	Billing Hours:	None OTO Or
Campus:		
Status:	Contact Hours:	None OTO Or
Schedule Type:		
Instructional Method:	Lecture:	None OTO Or
		None OTo Or
Grade Mode:	Lab:	
Special Approval:	Other:	■ None OTo Or
Duration:		
Part of Term:	Link Identifier:	
First Last	Attendance Method:	
Registration Dates:	Weekly Contact Hours:	
Start Dates:	Daily Contact Hours:	
Maximum Extensions:	🗹 Print 📃 Voi	ce Response and Self-Service Available
Prerequisite Check Method: OBasic or None OCAPP ODegreeWorks	🗹 Gradable 💦 🗌 Tui	tion and Fee Waiver
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CRN; type 'ADD' to add new section,'ADD' and NEXTITEM to default; CQH existing.  Record: 1/1 <osc></osc>		
Record: 1/1       <0SC>		

Enter:

Subject – Course prefix

**Course Number** 

**Title-**This will automatically fill in (If your course is an HONORS section add the word 'honor' to the end of the description.

**Section** (Each timeslot for a course is assigned a section number (i.e. 8:00 a.m. MWF section A)) If the course is a HYBRID course add a 'Z' to the section number. If the course is an HONORS course add an 'H' to the section number

**Cross List** – Skip (If you have courses that need to be cross listed, call Lou Ann Scates, Registrar, extension 4263)

Campus – 1GW is the main campus GWU (ONL would be used for online courses)

**Status** – A (this is always 'A' unless you are told different)

**Schedule Type** – C1 (this is always 'C1' unless you are told different)

**Instructional Method** – Skip (If there is nothing in this box it means that students will be promted to take a survey at the end of the semester. If 'NOSLO' is in the box it means the students will not have to take a survey.)

Intergration Partner – BB (this web enhances courses for professors. Blackboard)

**Grade Mode** – S (Always 'S')

Session – N (Always 'N')

Special Approval – Skip

Duration - Skip

**Part of Term** – DY (DY is for Traditional Day students. VD is for variable dates. VD is used for Scuba because there are two sections within one semester. It allows you to change the assigned dates of the semester.)

#### ТАВ

F10 (this saves your course information and gives you your CRN # for the new course. WRITE IT DOWN!)

Control Page Down

#### SEE BELOW

Oracle Fusion Middleware Forms Services: Open > SSASECT	
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Subject: HLED V Health Education	CEU Indicator:
Course Number: 221 Title: Dimension of Personal Health	Credit Hours: 3.000 ® None Or Or
Section: B 🔽	
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Campus: 1 GW 💌 Gardner-Webb Campus	
Status: A Clark	Contact Hours: 3.000  None Or Or
Schedule Type: C1 💌 Online or Traditional Class 1	
Instructional Method:	Lecture: 3.000 None OTO Or
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Grade Mode: Standard Letter	Lab:
Session: N Springs Campus	
Special Approval:	Other:
Duration:	
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First Last	Attendance Method:
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Start Dates:	Daily Contact Hours:
Maximum Extensions: 0	Print Voice Response and Self-Service Available
Prerequisite Check Method:   Basic or None  CAPP  DegreeWorks	Gradable Tuition and Fee Waiver
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Enter Maximum Enrollment for the course

F10

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Enrollment Details		
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Remaining: _2 Waitlis	t Remaining: 0 Reserved	
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	rollment Count: 26	
	eeze Date: 15-0CT-2013	
Maximum enrollment for section; press Count Query Hits to e	nter reserved seats.	
Record: 1/1	<0SC>	

Meeting Times and Instructor

TAB until you get to Monday. You have to click the dates for the course TAB

Start Time – 0900 (have to have 4 digits, Military time) \*\*it will automatically jump to End Time End Time – 0950

SECOND HALF OF SCREEN NEXT SCREENSHOT

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TAB Building – Enter abbreviated building code (handout) TAB Room – Enter room number If you know that there will be a conflict due to lab space etc. you can click 'Override' . F10 Control Page Down

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If you do not have a classroom and need to find one you can go to 'OPTIONS' 'Query Available Class Room SLQMEET (highlighted in blue) NEXT SCREENSHOT

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#### Call Lou Ann Scates, Registrar, for help Extension 4263

Click on the boxes below 'Description' and all the available spaces for that time will show. Double click on the one you want and it will automatically be entered into your course.

F10

**Control Page Down** 

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Attribute	Building Room	Description	Campus Site Capacity
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TAB – Enter Professor ID number. This number has to be nine digits long so enter as many zeros needed at the beginning to make it nine digits.

F10

If you do not know the ID number you can click on the 'ID dropdown arrow'

#### NEXT SCREENSHOT

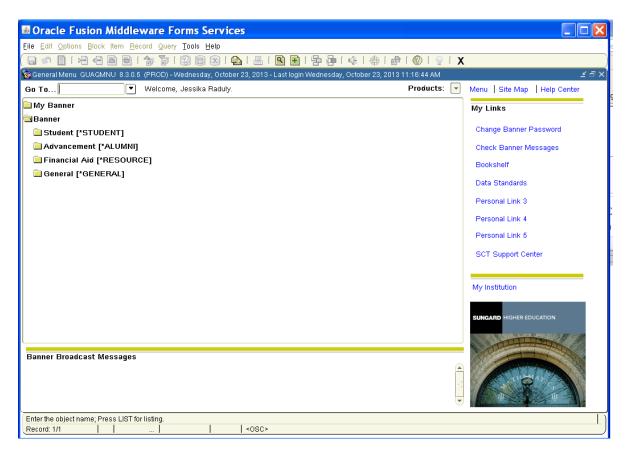
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Click on the bottom half of the screen to highlight the first line TAB – to Last Name (case sensitive) Last Name – Tab First Name F8-this searches for your information Double click on the ID number of the correct professor. This will automatically enter it into your course. F10

This completes the building of this course. Under 'Edit' in the tool bar you will see an 'Arrow'. This means rollback or leave this course.

Click the arrow to leave the course and start on another one.

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SGAADVR-This is for changing/updating assigned advisors, deans, department chairs MAJR-advisor

DEPT-dean or department chair

\*\*You must click Primary Indicator for primary advisor

SFAREGQ-This is for viewing a specific student's schedule by semester

SPAIDEN-This is for viewing student contact information

SFASLST-This is for viewing a specific course roster

### **Registrar's Office**

Building, Site, & Course Abbreviations

**Building & Site Abbreviations:** 

Main Campus Buildings

BST - Bost Gym

CHP - Dover Chapel

CRG - Craig Hall

CSH - Communication Studies Hall

DCC - Dover Campus Center

HAM - Hamrick Hall

ELL - Elliot Hall

GAR - Gardner Hall

HSP - Crawley Memorial Hospital

LIB - Dover Library

LND - Lindsay Hall

LYC Lutz-Yelton Convocation Center

FNH-Frank Nanny Hall

OBS - Observatory

POT - Pottery Building

GOAL / Graduate Sites

ANS - Anson Center - "N"

BRK - Burke Center - "B"

BRN - Brunswick Center - "U"

CBR - Cabarrus Center - "D"

CLT - Charlotte Center - "C"

CRH - Cleveland Regional Hospital - "CR"

CTB - Catawba Center - "E"

DVD - Davidson Center - "D"

FSY - Forsyth Center - "F"

GST - Gaston Center - "G"

1GW - Gardner-Webb Campus - "A"

ICC - Isothermal Comm College - "J"

IRD - Iredell Center - "I"

LKN - Lake Norman - "LN"

MAY - Mayland Center - "K"

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PPA - Paul Porter Arena	MDW - McDowell Center - "L"
THE - Kathleen Dover Theater	MGM - Montgomery Center - "M"
WEB - Webb Hall	ONL - Designates On-line courses - "O"
WTH - Withrow Hall	RMD - Richmond Center - "R"
GWC-Gardner-Webb Charlotte	SPG - Spartanburg Center - "P"
GWS-Gardner-Webb UnivStatesville	SRY - Surry Center - "S"
	TSC – Tucker Student Center
	TST - Tri-State Center - "T"
	WGS - Gaston Weekend Center - "G"
	WLK - Wilkes Center - "W"
Course Abbreviations	

### Go to Graduate Programs' abbreviations

Day / GOAL programs

ACCT / ACC - Accounting	MATH / MTH - Mathematics
ARTS / ART - Art	MGMT / MGT - Management
ATTR - Athletic Training	MRKT /MKT - Marketing
BADM / BAD - Business Administration	MSCI - Military Science
BARI - Baritone	MUSC / MUS - Music
BIOL / SCI - Biology	NURS / NUR - Nursing
BSSN - Bassoon	OBOE - Oboe

CELL - Cello	ORGN - Organ
CHEM / SCI - Chemistry	PERC - Percussion
CISS / CIS - Computer Information Sys	PHED / HPE - Physical Education
CLAR - Clarinet	PHIL / PHI - Philosophy
COMM / COM - Communication Studies	PHYS / SCI - Physics
CJC - Criminal Justice (GOAL only)	PIAN - Piano
DIMS - Dimensions	POLS / PSC - Political Science
ECON / ECO - Economics	PSYC / PSY - Psychology
EDUC - Education	READ - Reading
ENGL / ENG - English	RELI / REL - Religion
ESOL - English as a Second Language	RGED / RED - Religious Education
EXSI – Exercise Science FINC / FIN - Finance	SAXO - Saxophone
FLUT - Flute	SBSS - String Bass
FREN / FRN - French	SCED - Science Education Methods
GEOG - Geography	SGLG - Sign Language
GEOL / SCI - Geology	SLIN - Sign Language Interpreting
GERM / GER - German	SOCI / SOC - Sociology
GREK - Greek	SPAN / SPN- Spanish
GUIT - Guitar	SPMG - Sports Management

HEBR - Hebrew	SSCI / SSC - Social Science
HEWE - Health and Wellness	THEA - Theatre
HIST / HIS - History	TROM - Trombone
HLED / HPE - Health Education	TRPT - Trumpet
HMG - Health Management (GOAL only)	TUBA - Tuba
HONR - Honors Program	UNIV - University
HORN - Horn	VILA - Viola
HUS - Human Services (GOAL only)	VILN - Violin
JOUR - Journalism	VOIC - Voice
MAED - Math Education	YMCA - YMCA

Graduate, MBA, and Divinity Programs' Course Abbreviations:

- ACCT Graduate School of Business Accounting (500+ level)
- BADM Graduate School of Business MBA Courses (500+ level)
- CEDU Graduate Counselor Education
- DSDM Doctorate of Ministry Courses
- DSED Divinity, Christian Education
- DSET Divinity, Christian Ethics
- DSGK Divinity, Greek
- DSHB Divinity, Hebrew
- DSHS Divinity, Christian History

- DSLG Divinity, Languages
- DSMN Divinity, Christian Ministry
- DSMS Divinity, Missions, Evangelization, and World Religions
- DSMU Divinity, Applied Music
- DSNT Divinity, New Testament
- DSOT Divinity, Old Testament
- DSPC Divinity, Pastoral Care and Counseling
- **DSSF Spiritual Formation**
- DSTH Christian Theology
- **DSTT** Biblical Backgrounds
- EDUC Graduate Education (500+ level)
- EDLS Doctor of Education
- ENGL Graduate English (500+ level)
- INTL Graduate School of Business International MBA Courses
- NURS Masters of Nursing Program (500+ level)
- PSYC Psychology (500+ level)
- SADM School Administration
- SPED Sports Science and Pedagogy
- STAT Masters of Nursing Program Statistics

### Time Key to Section Letters

### Master Key for Section Letters for Day Program classes

(see <u>abbreviations</u> for GOAL/Graduate Section letters)

\*\*Some classes may have meeting times other than those listed here and will have different section letters.\*\*

Section	Meeting times	Section	Meeting times	Section	Meeting times
А	MWF 8:00- 8:50am or TBA	G	MW 2:00- 2:50pm	Ν	TR 2:40- 3:55pm
В	MWF 9:00- 9:50am	Н	MW 2:00- 3:15pm	Ρ	Begins betwn 3 & 6 Mon - Fri
С	MWF 10:00- 10:50am	J	TR 8:00- 9:15am	Q	Begins 6 or later on Mon
D	MWF 11:00- 11:50am	K	TR 10:25- 11:40am	R	Begins 6 or later on Tues
Е	MWF 12:00- 12:50pm	L	TR 11:50- 1:05pm	S	Begins 6 or later on Wed
F	MWF 1:00- 1:50pm	Μ	TR 1:15- 2:30pm	Т	Begins 6 or later on Thur
0	Online courses only		Statesville classes		

Section letters may be combined to indicate additional meeting times. (i.e. section QS indicates a class that meets 6 or later on Monday and Wednesday)

\*\*\*Add 'Z' to the section letter for all HYBRID courses Example: AZ

### Military Time Table

Time	Military
12:00 AM	12:00 AM
1:00 AM	1:00 AM
2:00 AM	2:00 AM
3:00 AM	3:00 AM
4:00 AM	4:00 AM
5:00 AM	5:00 AM
6:00 AM	6:00 AM
7:00 AM	7:00 AM
8:00 AM	8:00 AM
9:00 AM	9:00 AM
10:00 AM	10:00 AM
11:00 AM	11:00 AM
12:00 PM	12:00 PM
1:00 PM	1300
2:00 PM	1400
3:00 PM	1500
4:00 PM	1600
5:00 PM	1700
6:00 PM	1800
7:00 PM	1900
8:00 PM	2000
9:00 PM	2100
10:00 PM	2200
11:00 PM	2300

### Where is it???????

Links to click:	In this folder on QuickLaunch
Academic Progress Report	Manage Classes
Address Change Form	Maintain Information
Advisee Grade Summary	Manage Advisees
Advisee Registration Change Notification	Manage Advisees
Advisee Registration PIN & Status	Manage Advisees
Advisors Academic Progress Report	Manage Advisees
Asset Account Query	Finance
Banner Employee Menu	Employee
Blackboard - Training Server (BBTEST)	Training & Development
Challenge Exam Completion Form	Faculty Forms
Class Final Grade Summary	Manage Classes
Class Problems (email Registrar)	Manage Classes
Confidential Data Form	Faculty Forms
Course Schedule	Manage Classes
Create, Reprint or Void a Purchase Order	Employee then click Banner Employee Menu
CRN Selection	Manage Classes
Curriculum Committee Request for Action	Faculty Forms
Degree Evaluation	Manage Advisees
Department Expense Budget Query	Finance
Detail Class List	Manage Classes
Early Arrival Check-in	Employee
Employee Pictorial Directory	Pictorial Directories
F.E.R.P.A. Student Waiver View	Manage Advisees
Faculty/Staff Directory	HR tab-Policies and Forms tab -Directories Folder
Faculty Class Roster (download excel)	Manage Classes
Faculty Detail Schedule	Manage Classes
Faculty IRBC Lookup	Manage Classes
Faculty IRBC Report	Manage Classes
Faculty Load Form	Faculty Forms
Faculty Schedule by Day & Time	Manage Classes
Final Grades Entry	Manage Classes
Grade Change Form	Manage Classes
Graduating Student List	Manage Classes
Graduation Application Coversheet	Manage Advisees

GWU Vendor Lookup	Employee then click Banner Employee Menu
ID Selection	Manage Advisees
Incomplete Grade Contact/Policy	Manage Classes
Information Literacy Course Proposal Form	Faculty Forms
Internships Supervisor Advisee List	Manage Advisees
Liability Account Query	Finance
Make a Textbook Request	Manage Classes
Monthly Accounting Tasks	Employee then click Banner Employee Menu
Name Change Information	Maintain Information
New Course Proposal for Graduate	Faculty Forms
New Course Proposal for Undergrad	Faculty Forms
Opt in for Emergency Texting	Employee
Opt in for Emergency Texting	Maintain Information
Optional Pin Election Form	Maintain Information
Peer Tutoring View/Delete Appointments	Employee
Portfolio Manager Advisee List,	Manage Advisees
Register a Vehicle	Employee
Registration Override	Manage Classes
Registration Override	Manage Advisees
Residence Life Check-in	Employee
Revenue Account Query	Finance
Roll Verification	Manage Classes
Schedule a Writing Center Student Appointment	Employee
Show Vacation & Sick Leave	Employee
SSN Change Information	Maintain Information
Student Academic Transcript	Manage Advisees
Student Activity Liability Waiver	Employee
Student Forwarding Address	Maintain Information
Student Pictorial Directory	Pictorial Directories
Summary Class List	Manage Classes
Supervisor Training Enrollment	Training & Development
Technology Training Schedule	Training & Development
Term Selection	Manage Advisees
Term Selection	Manage Classes
University Police Parking Violations	Employee
Update Email Addresses	Maintain Information

View Address & Phone	Maintain Information
View Campus Address	Maintain Information
View Student Address & Phone	Manage Advisees
View Student Email Addresses	Manage Advisees
View Student Information	Manage Advisees
View Student Schedule	Manage Advisees
What is my Gardner-Webb ID	Maintain Information
Writing Center View/Delete Appointments	Employee
Yearly Mandatory Safety Training	Employee then click Banner Employee Menu

#### 🖻 Maintain Information

What is my student id View Campus Address View Address & Phone Update Email Addresses Name Change Information SSN Change Information Opt in for Emergency Texting Address Change Form Optional Pin Election Form Student Forwarding Address Student Trip Release Waiver

### 📄 Employee

Early Arrival Check-in Register a Vehicle Show Vacation & Sick Leave Schedule a Writing Center Student Appointment Writing Center View/Delete Appointments Peer Tutoring View/Delete Appointments Opt in for Emergency Texting Banner Employee Menu Residence Life Check-in University Police Parking Violations Peer Tutoring Appointment Scheduler Make a Textbook Request Meeting Room Manager

### 📄 Finance

Department Expense Budget Query Liability Account Query Revenue Account Query Asset Account Query

### 🗁 Pictorial Directories

Pictorial Directories

#### 🛅 Faculty Forms

New Course Proposal for Undergrad New Course Proposal for Graduate Information Literacy Course Proposal Form Curriculum Committee Request for Action Confidential Data Form Challenge Exam Completion Form Faculty Load Form

#### 🖻 Manage Advisees

Term Selection ID Selection F.E.R.P.A. Student Waiver View View Student Information View Student Address & Phone View Student Email Addresses View Student Schedule Registration Override Student Academic Transcript Advisee Grade Summary Degree Evaluation Graduation Application Coversheet Advisee Registration Change Notification Advisee Registration PIN & Status Advisors Academic Progress Report Internships Supervisor Advisee List Portfolio Manager Advisee List

#### 🗁 Manage Classes

Grade Change Form Make a Textbook Request Term Selection CRN Selection Faculty Detail Schedule Faculty Schedule by Day & Time Detail Class List Summary Class List Final Grades Entry Class Final Grade Summary Incomplete Grade Contact/Policy Graduating Student List Class Problems( email registrar) Course Schedule Registration Override Roll Verification Faculty Class Roster (download excel) Faculty IRBC Report Faculty IRBC Lookup Academic Progress Report

🖻 Training & Development		
Supervisor Training Enrollment BlackBoard - Training Server ( Technology Training Schedule	BBTEST)	
**	Home HR	Feedback iOS Access
Edit Preferences		
LaunchPad	:	Employee Menu
Maintain Information		
Employee Early Arrival Check-in Register a Vehicle	× ×	Yearly Mandatory Safety Training
Show Vacation & Sick Leave Schedule a Writing Center Student		Create, Reprint or Void a Purchase Order
<u>Appointment</u> <u>Opt in for Emergency Texting</u> Banner Employee Menu		GWU Vendor Lookup
Department Expense Budget Query Liability Account Query		
<u>Revenue Account Query</u> Asset Account Query		
Peer Tutoring Appointment Schedule Make a Textbook Request	<u>r</u>	
Meeting Room Manager		
😁 Pictorial Directories	:	
🖻 Faculty Forms	:	
🗁 Manage Advisees	:	
🗁 Manage Classes	:	
🗁 New Student	:	
🗁 Training & Development	:	