WebbConnect User Guide for Employees

Contents (Click a title below to move to that section)
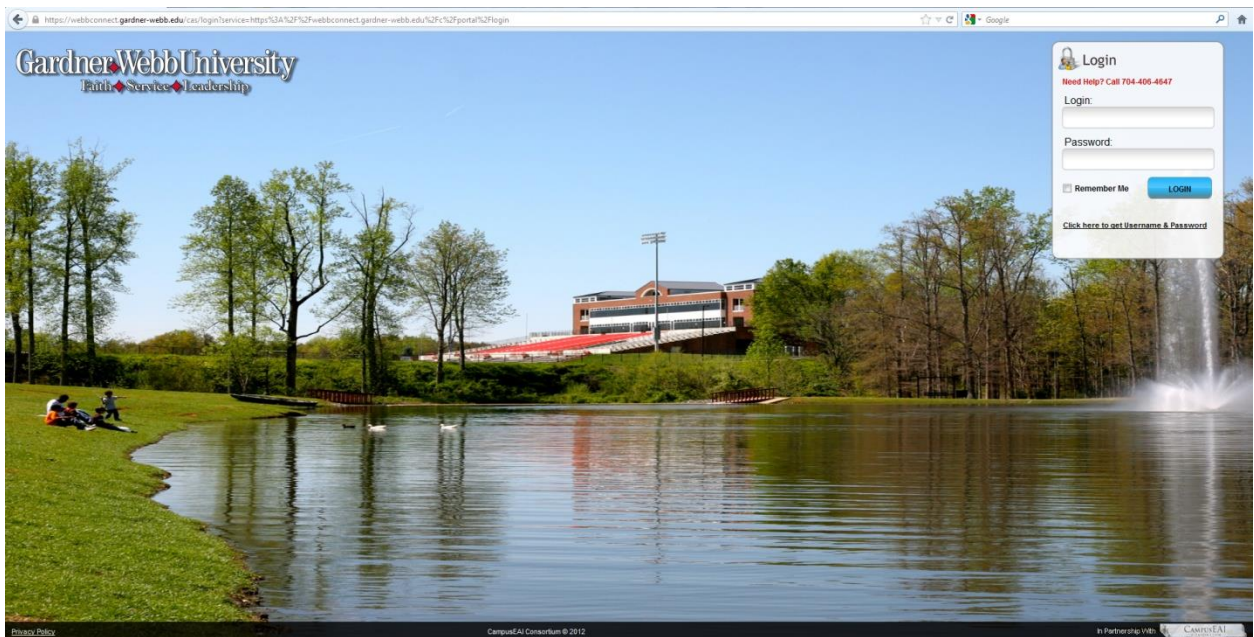
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Important Notes Concerning WebbConnect:

1. 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.
4. 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).
2. Type the following into the address: http://webbconnect.gardner-webb.edu to get the WebbConnect login page or click this [Webb Connect | myWebb] link on the Gardner-Webb homepage.
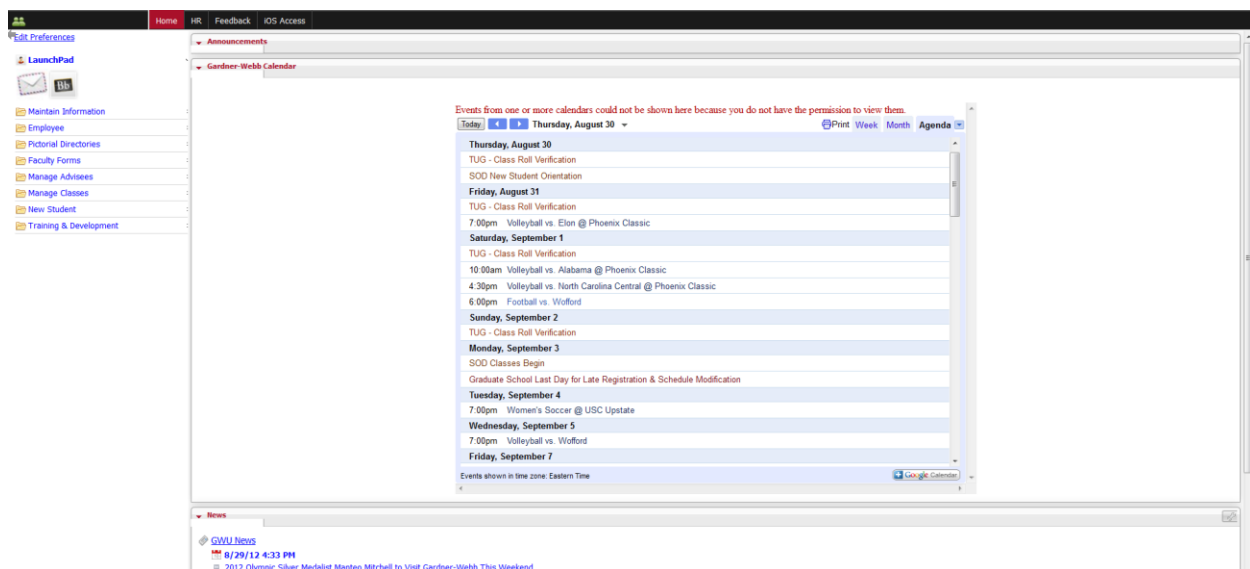

3. Enter your Gardner-Webb Username in the Login field and your Gardner-Webb Password in the Password field.

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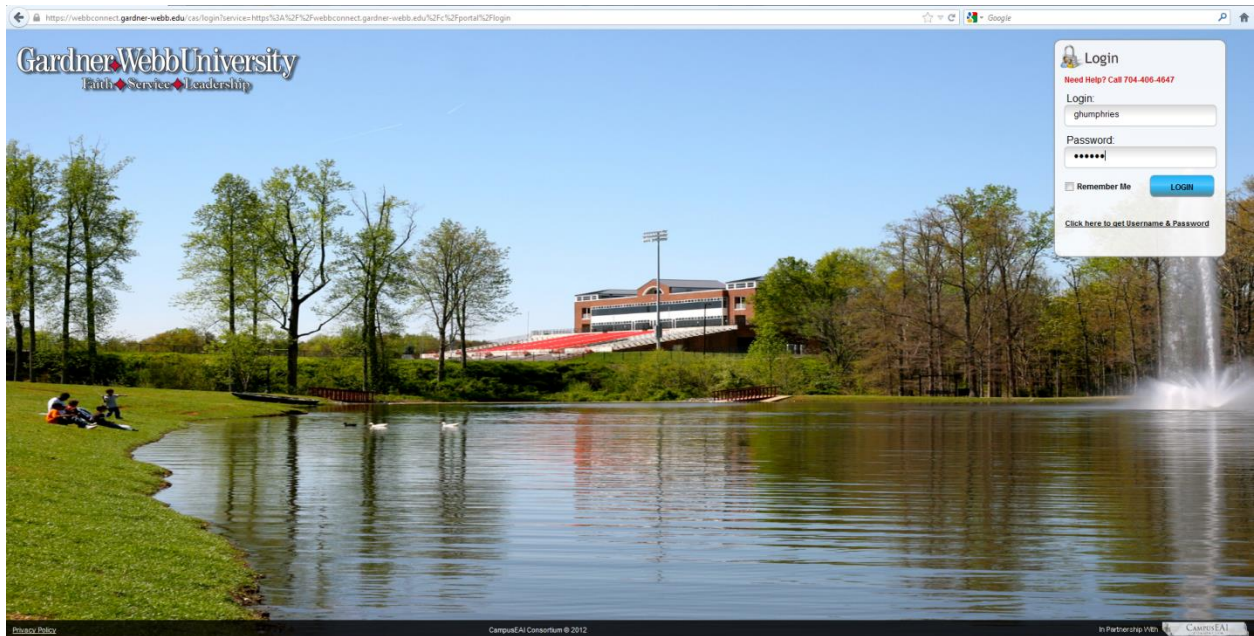

4. Click the LOGIN button.

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.
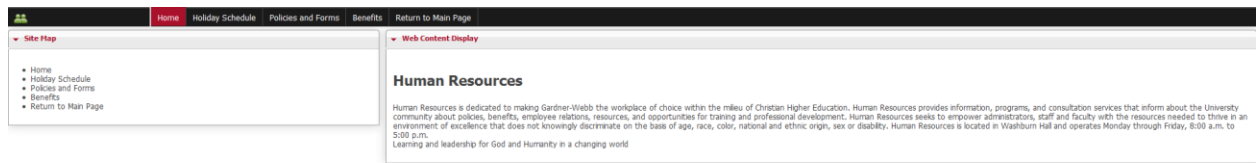
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How to find Human Resources Forms:

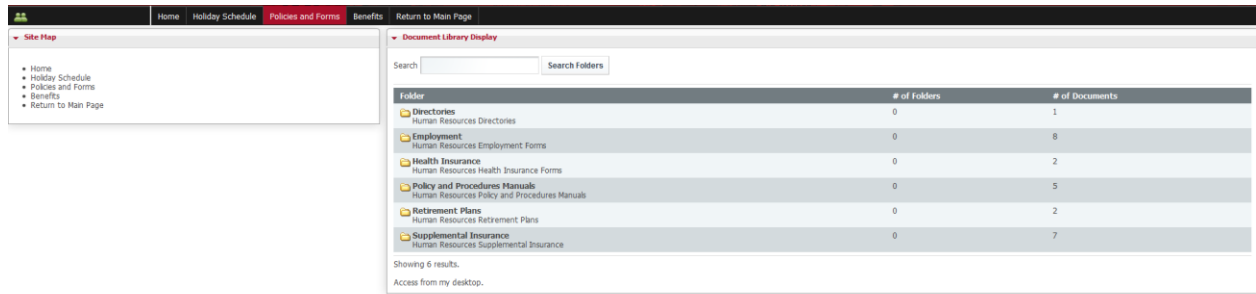1. Click the HR tab in the top menu navigation.
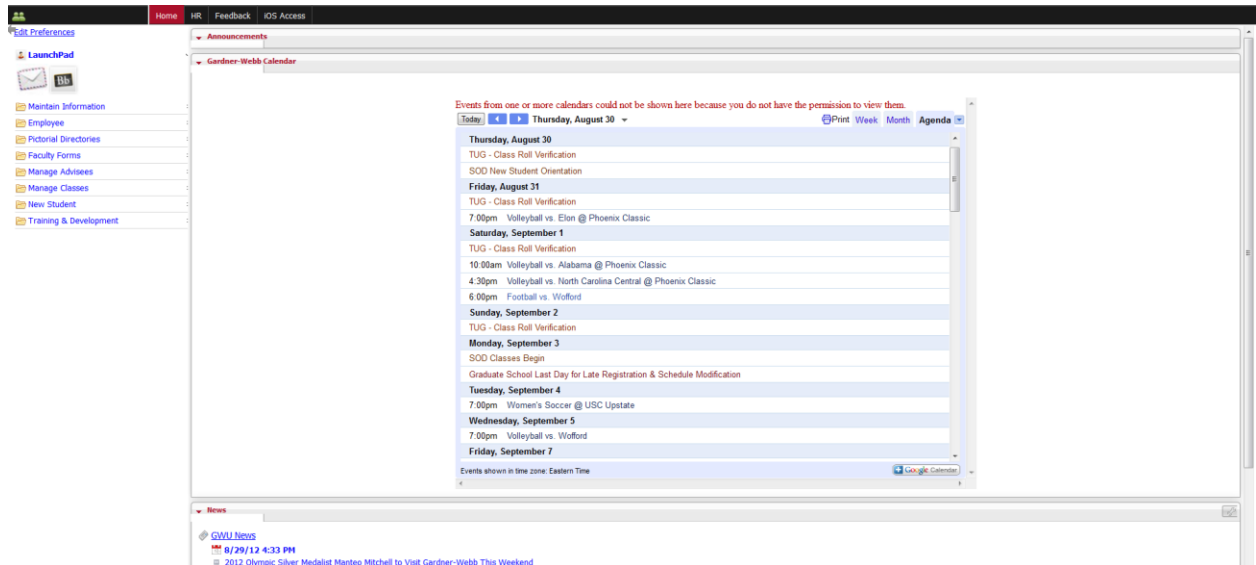
2. You are now on the home page of the HR community. There are two navigation areas: site map on the left and the top menu navigation in the black bar at the top.

3. Click on the Policies and Forms tab.

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4. You will now see on the right side the Document Library Display with the folders listed for the Human Resources Forms.
5. Click on the Return to Main Page tab to return to the Main Home Page of Webbconnect.

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How to get to Gardner-Webb email in WebbConnect:

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

2. Click on the mail icon for GWU Email. (this will open your outlook email in another tab or window)

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.

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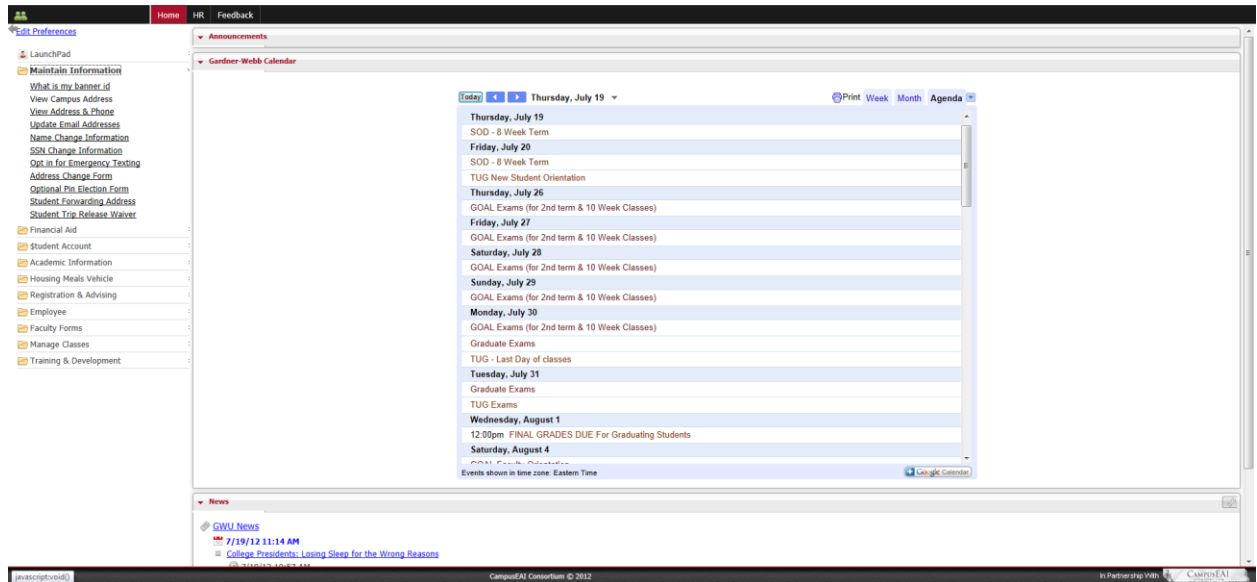
3. Now click on the desired link and you will see the banner function displayed in the window on the right side replacing the Announcements, Calendar, and News portlets.
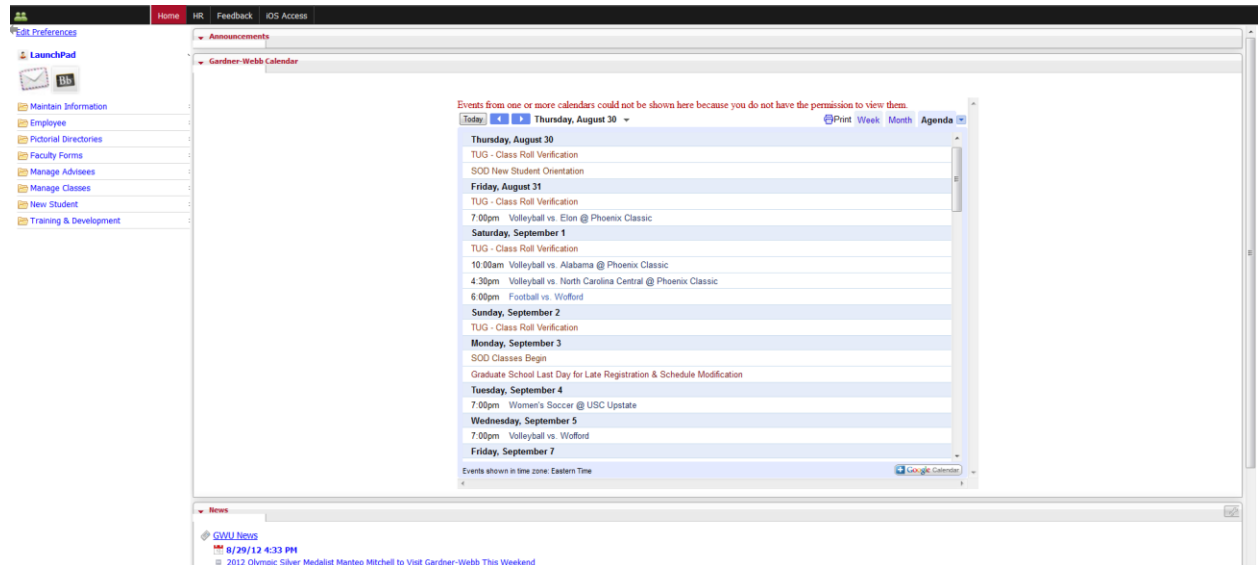

4. Click the Home tab on the top menu navigation to return to the WebbConnect home page or click another folder and link. You can find a listing of the links in alphabetical order below with their QuickLaunch folder on the right side.

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How to access the Faculty Handbook:

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

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.
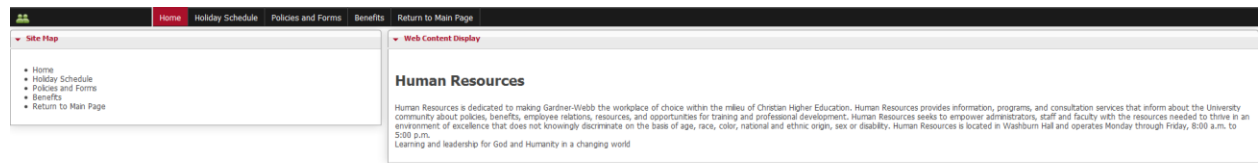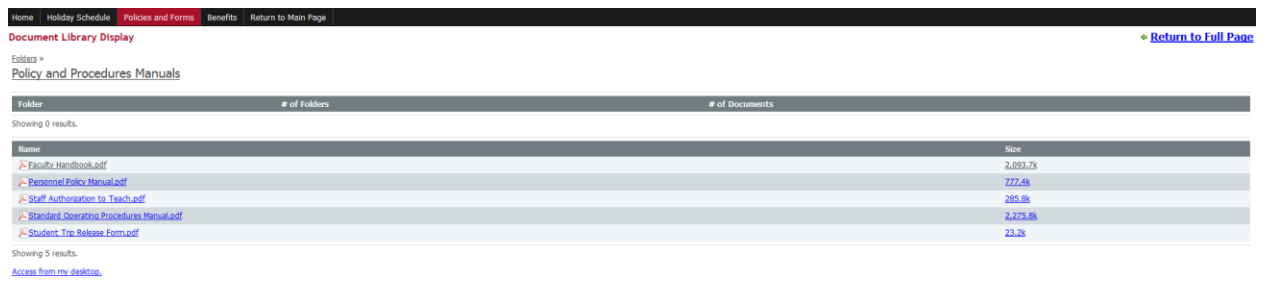

3. Click on the Policies and Forms tab.

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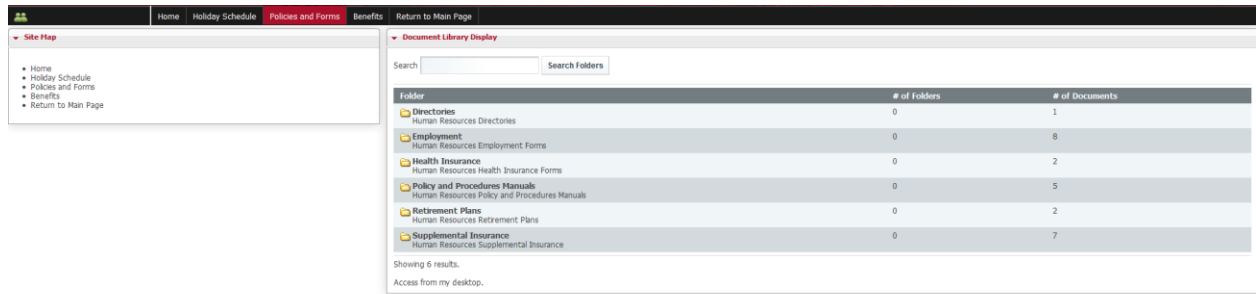
4. You will now see on the right side the Document Library Display with the folders listed for the Human Resources Forms.
5. Click on the Policies and Procedures Manuals folder in the Document Library Display window.

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.

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How to access the Academic Catalogs:

1. On the QuickLaunch Navigation to the left click on Manage Advisees.
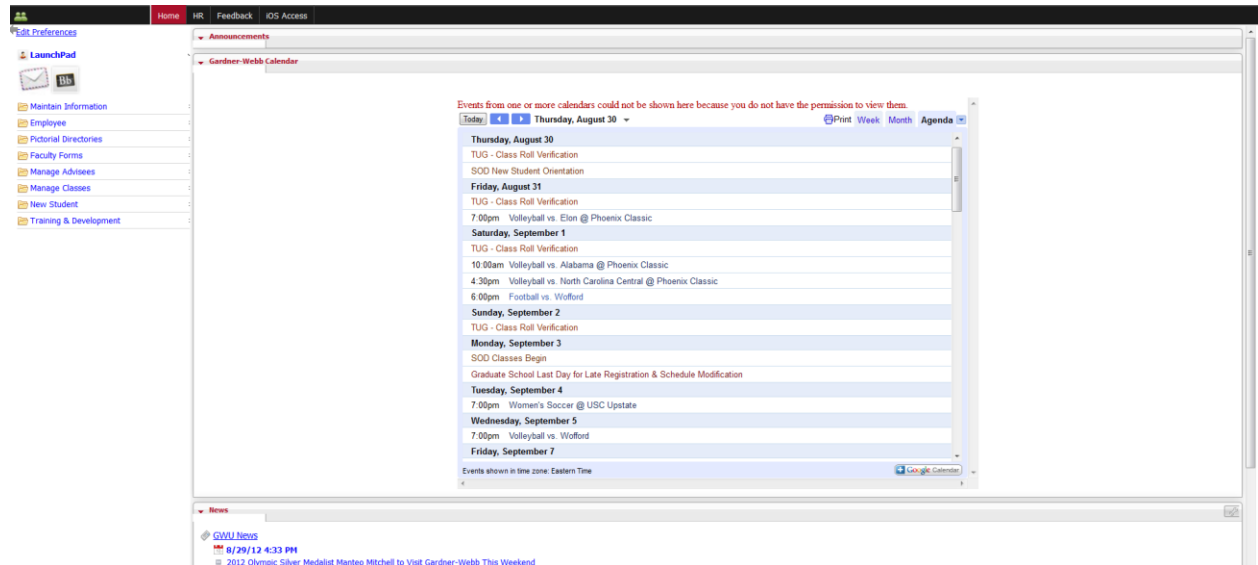
1. Click on the link Academic Catalogs
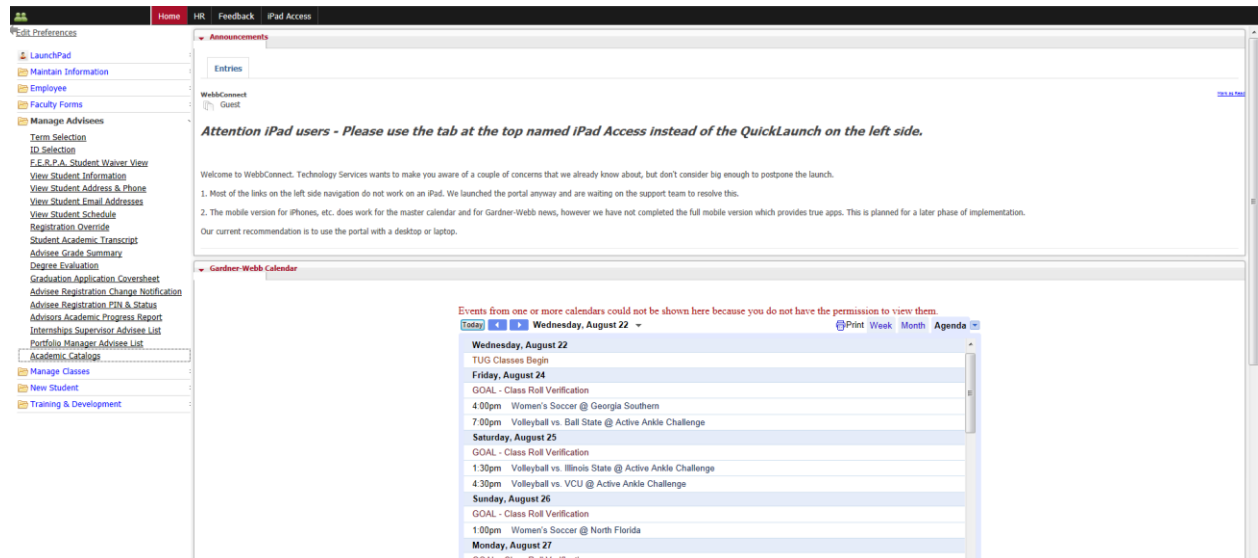
2. This link opens in a new window or tab and shows the Academic Catalogs page from the Office of the Registrar.

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

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How to Access Your Class Roll:

2. Go to the Gardner-Webb home page: www.gardner-webb.edu
3. Click on WebbConnect in the upper right-hand corner.
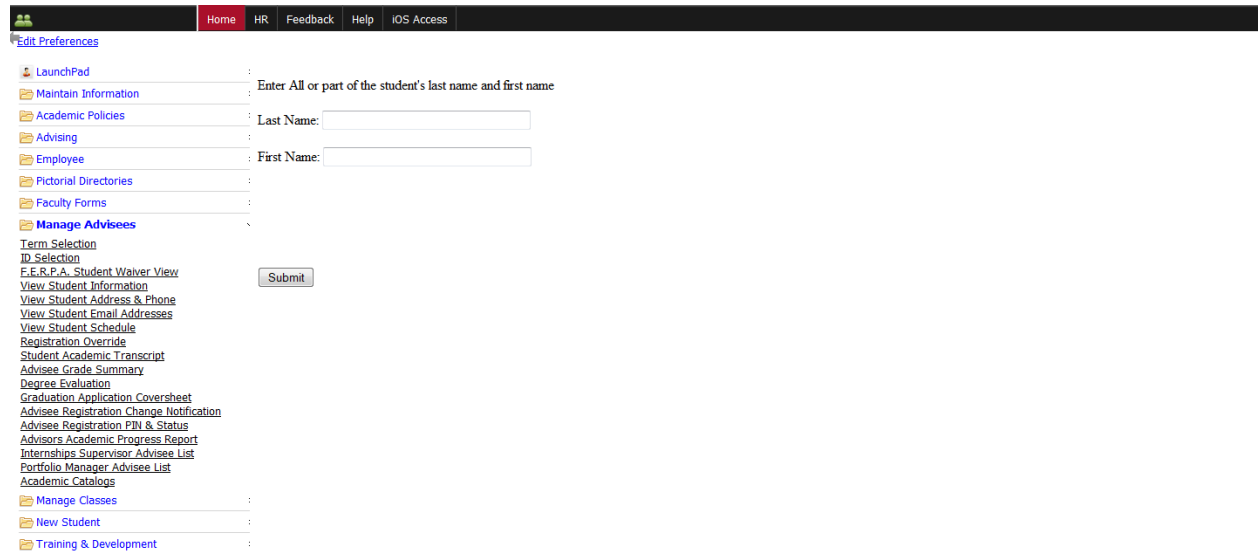4. On the right Login box, enter your GWU username and password. Click Login.
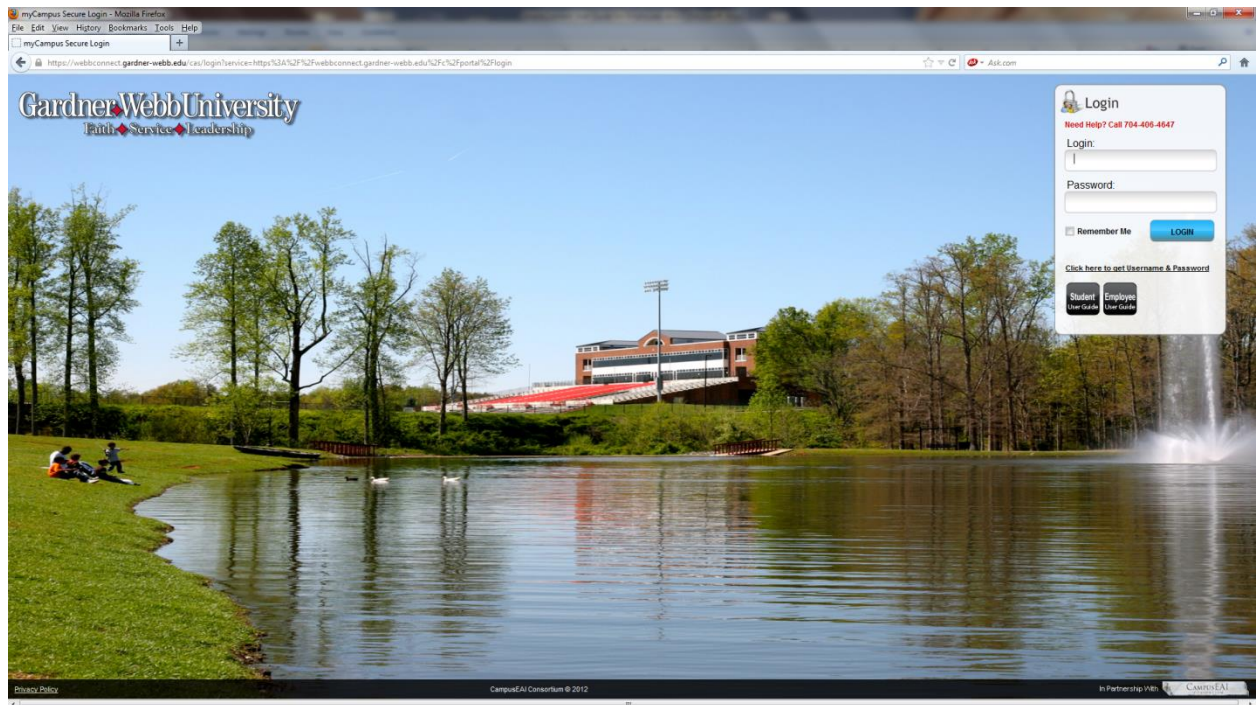
5. On the QuickLaunch Navigation to the left click on Manage Classes.
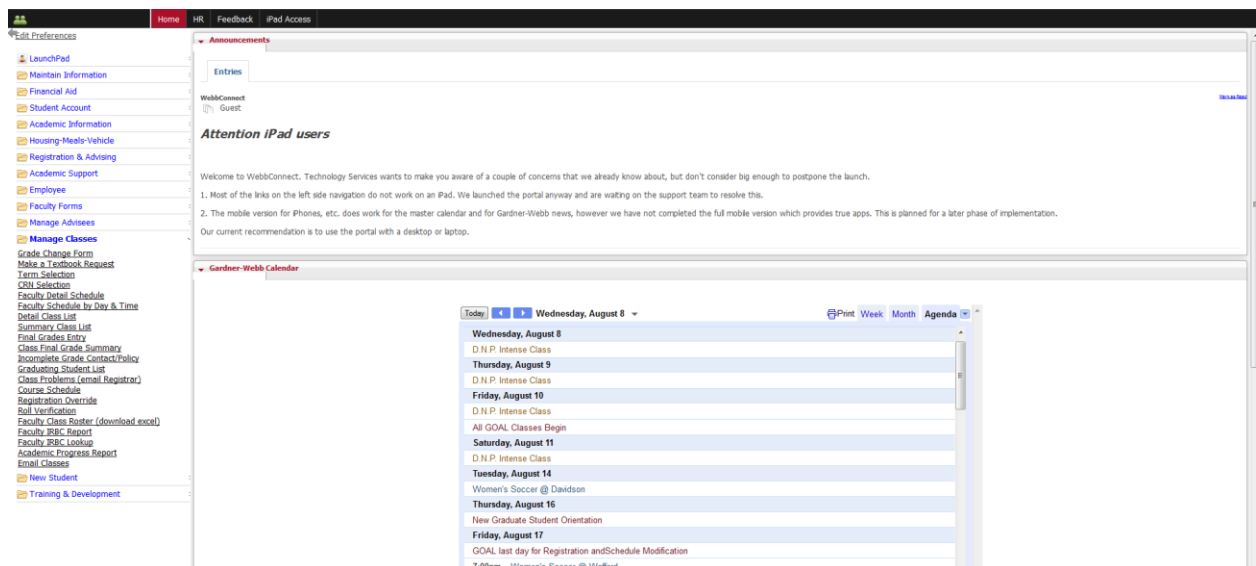
6. Click on the link Summary Class List.

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7.   Select the appropriate term and click Submit button.

8.   Select the appropriate course and click Submit button.

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

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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.

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

7. Click Submit button.

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

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How to Email members of your class:

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.
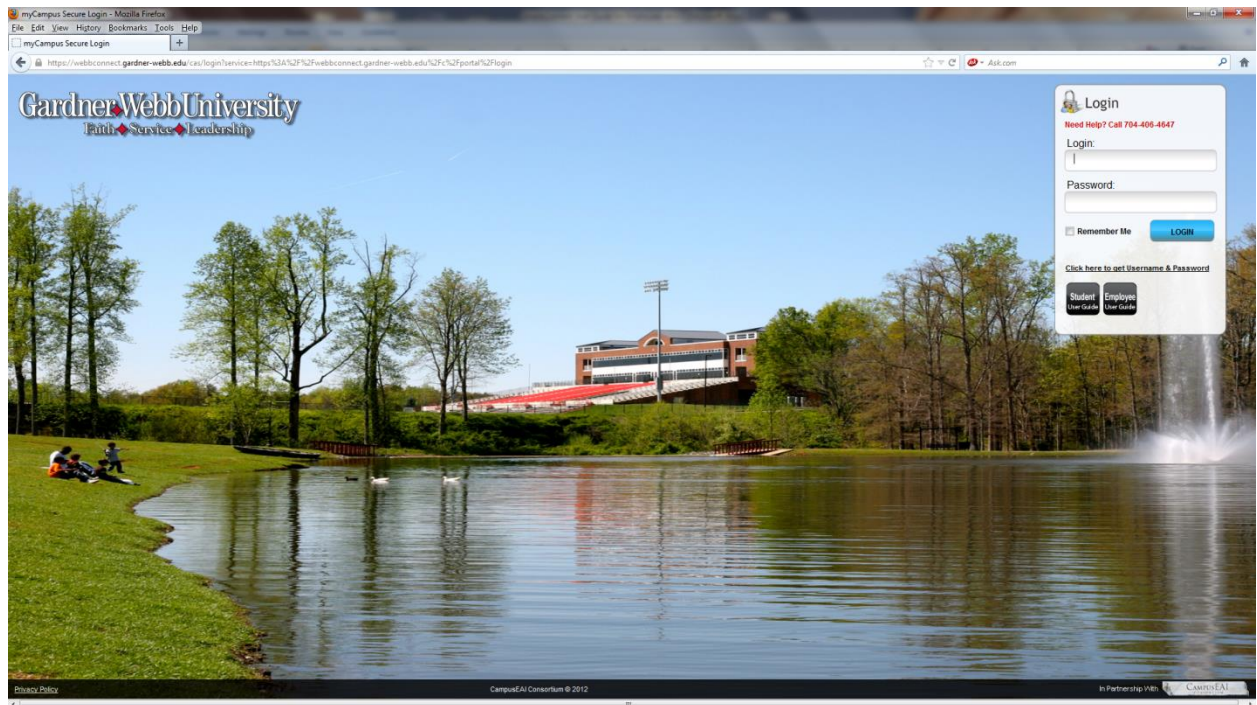
4. On the QuickLaunch Navigation to the left click on Manage Classes.
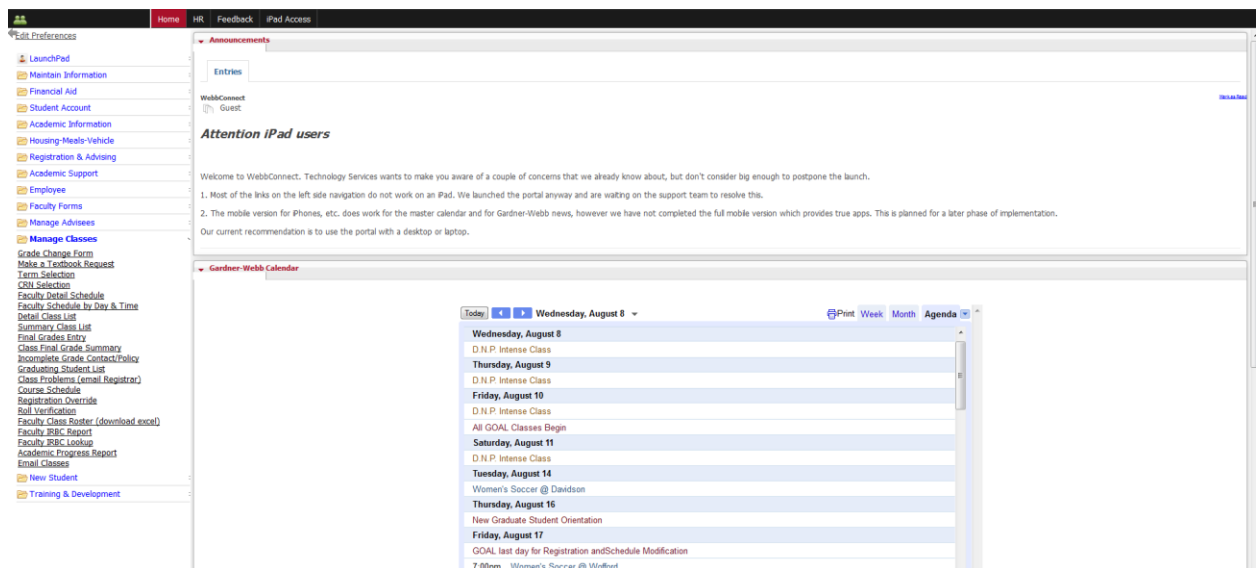
5. Click on the link Email Classes.

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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.

To	▮▮▮▮@gardner-webb.edu
From	▮▮▮▮@gardner-webb.edu
Subject *	[ ]
Message *	[ ]
Attachment	[ ] Browse...
	Send Email
Status	* (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.
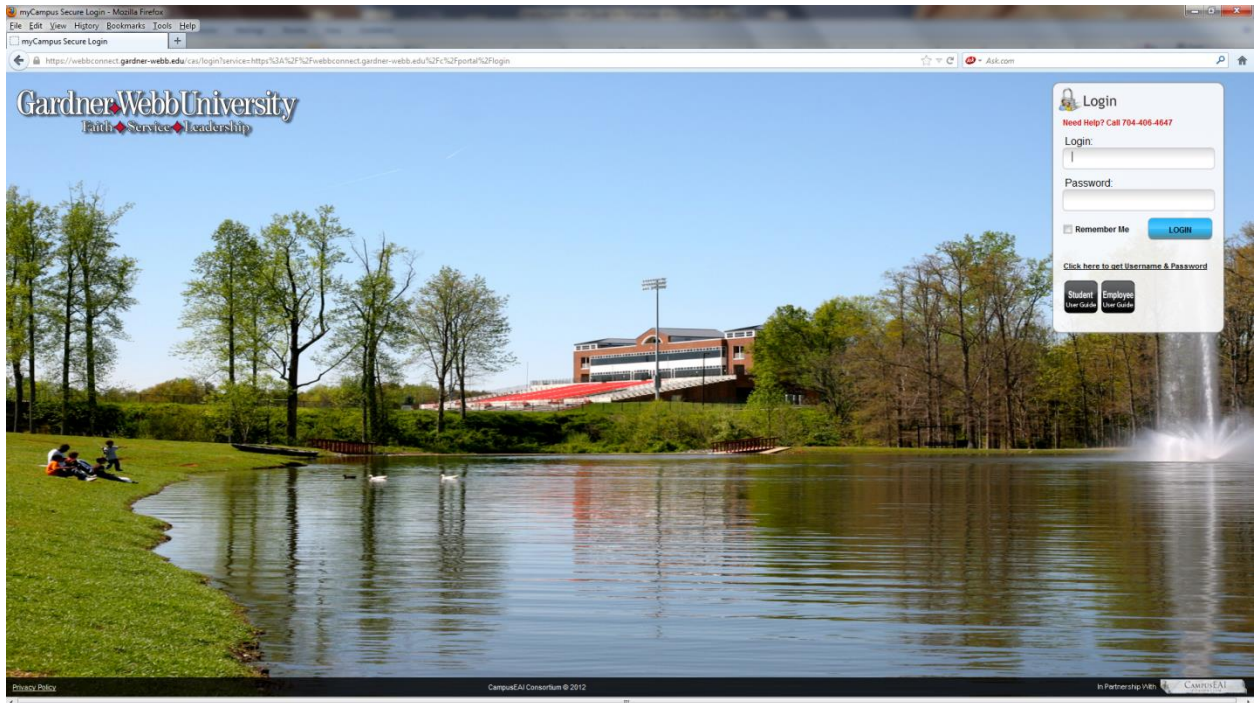
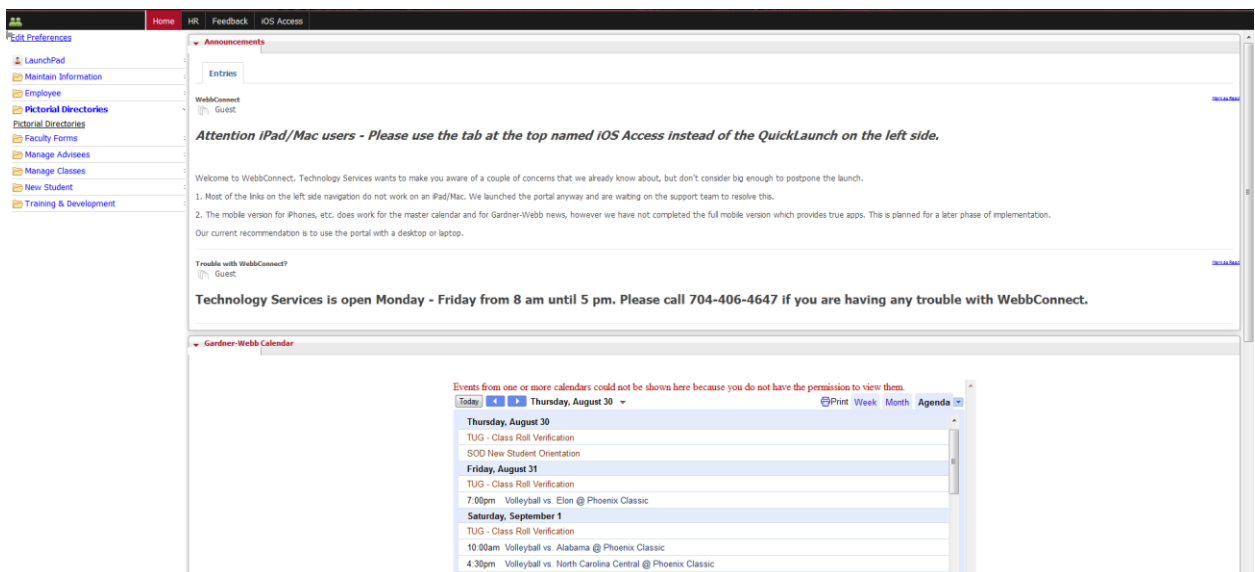# WebbConnect User Guide for Employees

How to Find Pictorial Directories:

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 Pictorial Directories.

5. Click on the Pictorial Directories link.

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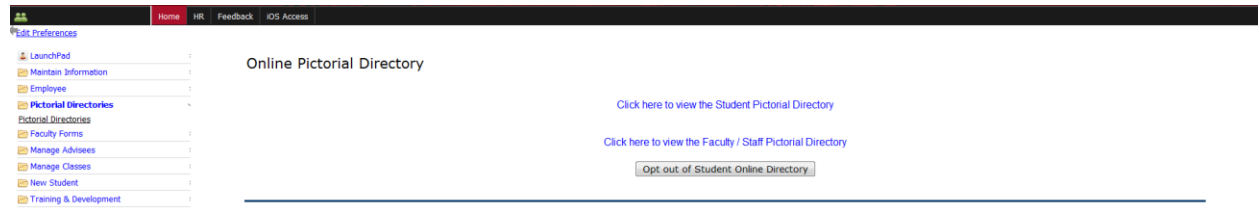
6. Click on the link View the Student Pictorial Directory or Employee Pictorial Directory in the right side window. This will open in a new tab or window.

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

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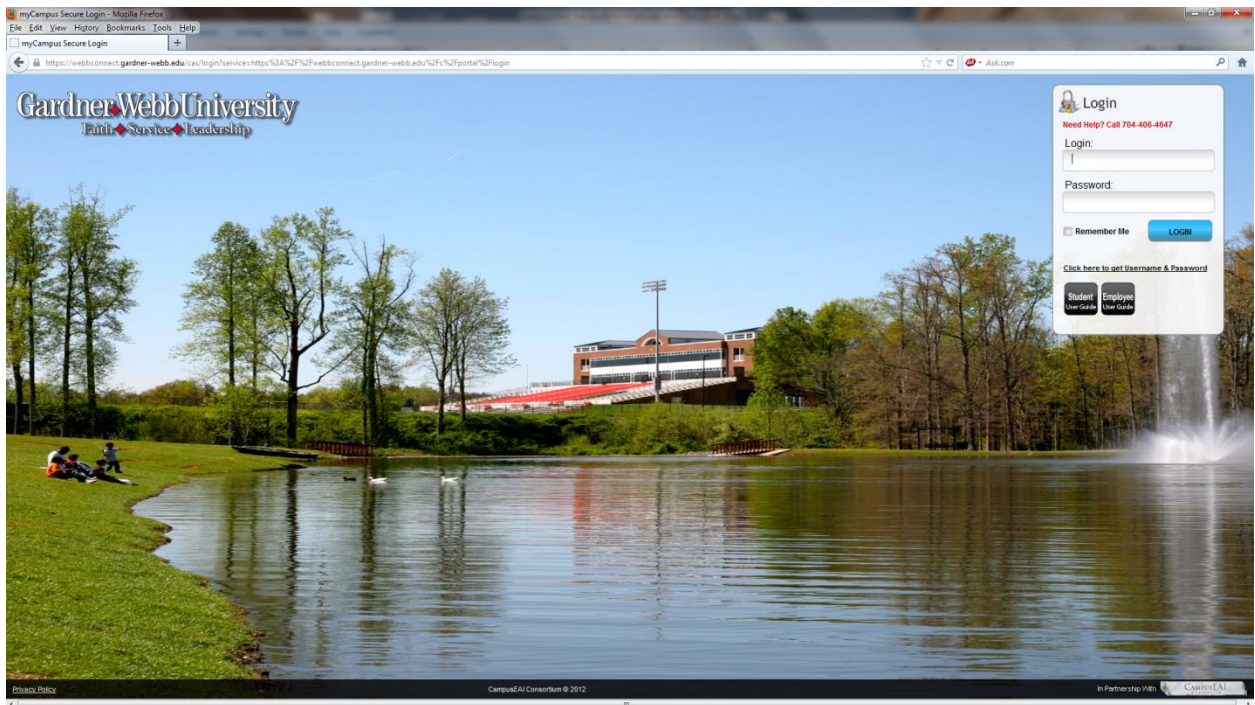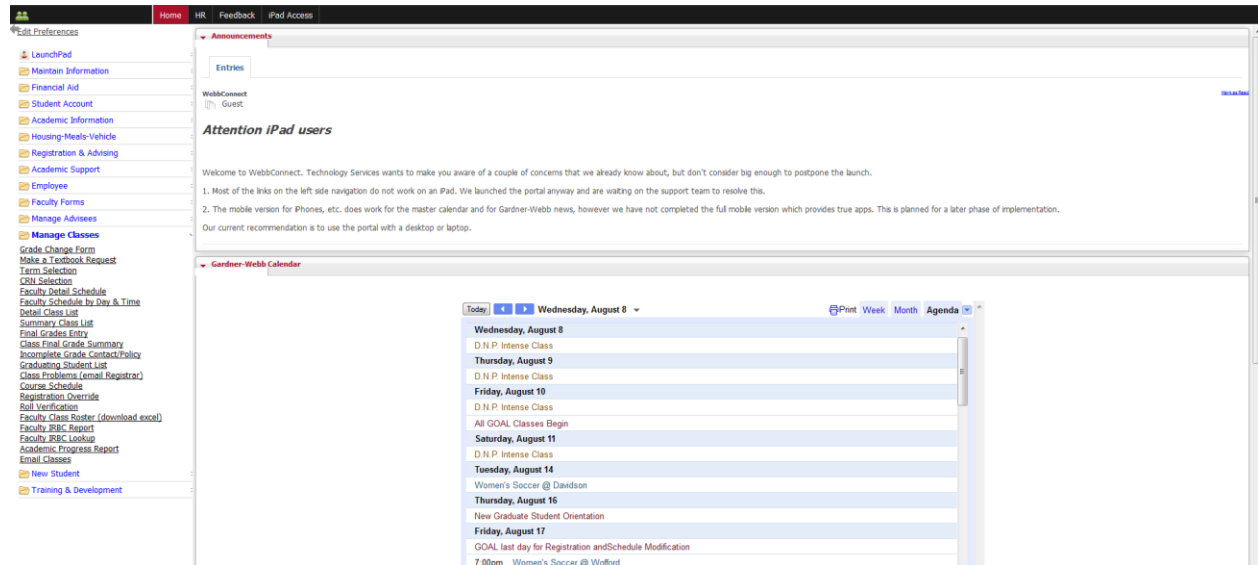3. On the right Login box, enter your GWU username and password. Click Login.

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

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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.
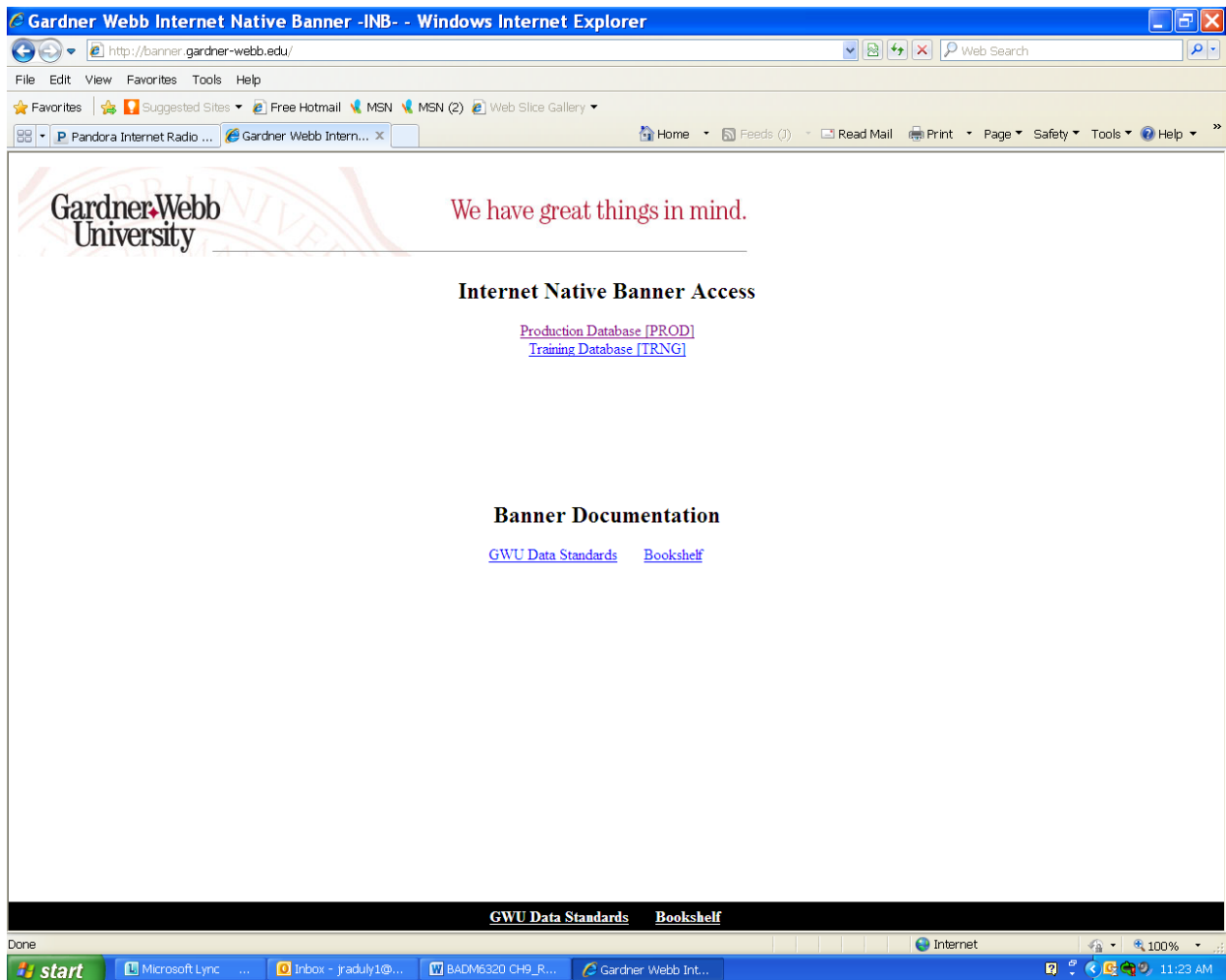
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9. Professor will receive an email concerning the "I" grade entered for each student. ==This e-mail is processed as the grades are rolled to history for any grades assigned an I from WEBBCONNECT or if a grade is changed from any other grade to an "I".==
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.

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How to Enter/Edit Courses in Banner:

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

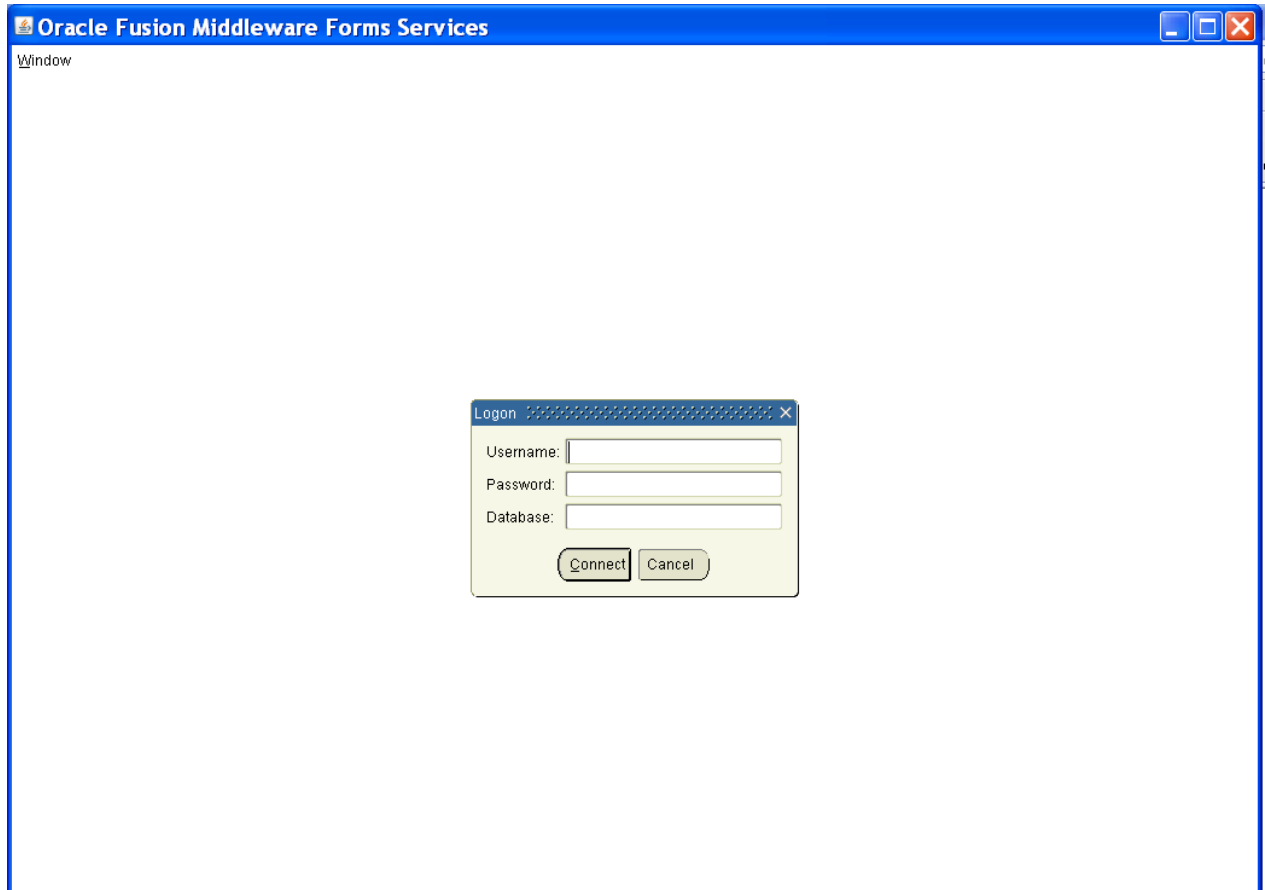Production Database [PROD] - Click

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Enter Username (same as email username)

Enter Password
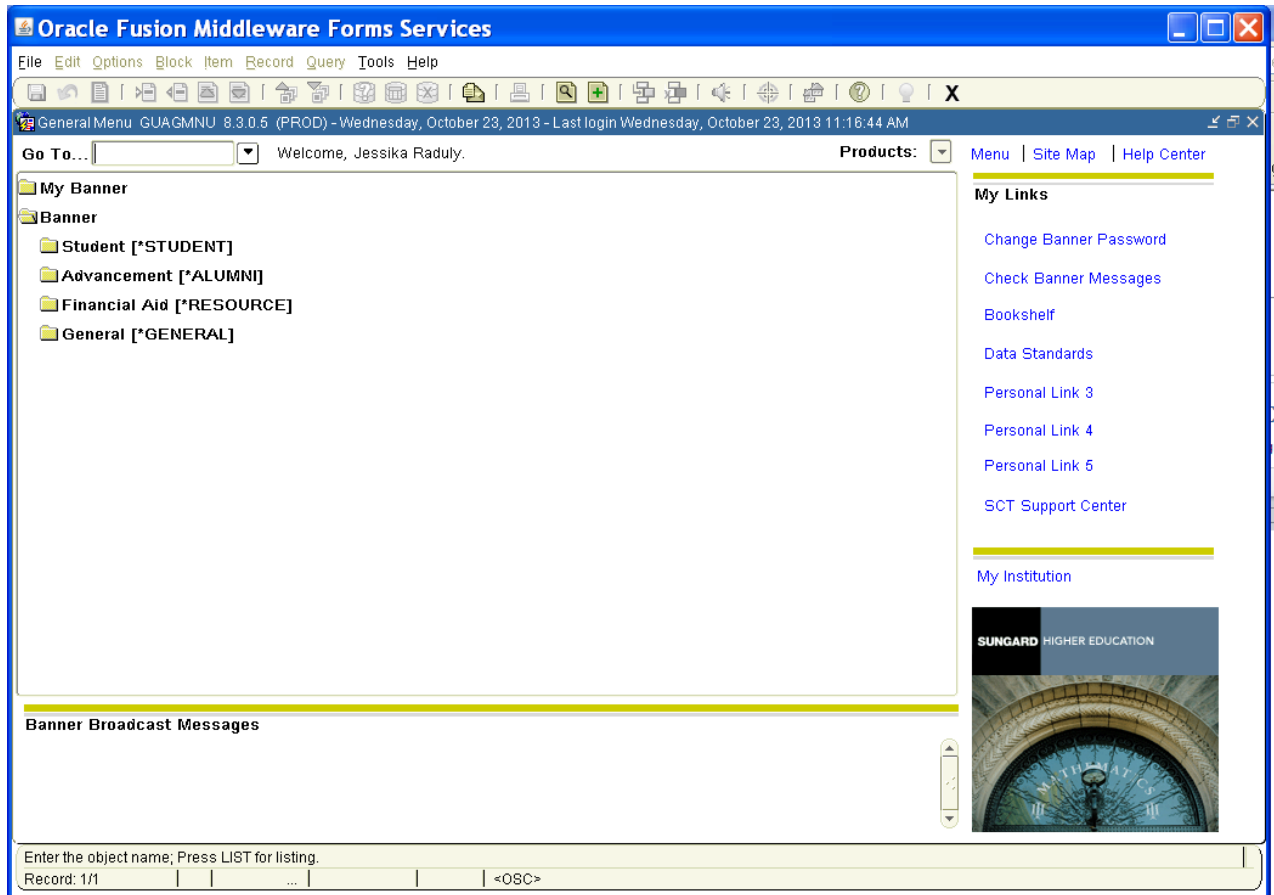
DO NOT ENTER ANYTHING FOR DATABASE

Connect - click

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

Click Enter Key

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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'

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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.)

TAB

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

Control Page Down

SEE BELOW

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Enter Maximum Enrollment for the course

F10

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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

Call Lou Ann Scates, Registrar, for help Extension 4263

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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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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

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Registrar's Office

Building, Site, & Course Abbreviations

Building & Site Abbreviations:

Main Campus Buildings	GOAL / Graduate Sites
BST - Bost Gym	ANS - Anson Center - "N"
CHP - Dover Chapel	BRK - Burke Center - "B"
CRG - Craig Hall	BRN - Brunswick Center - "U"
CSH - Communication Studies Hall	CBR - Cabarrus Center - "D"
DCC - Dover Campus Center	CLT - Charlotte Center - "C"
HAM - Hamrick Hall	CRH - Cleveland Regional Hospital - "CR"
ELL - Elliot Hall	CTB - Catawba Center - "E"
GAR - Gardner Hall	DVD - Davidson Center - "D"
HSP - Crawley Memorial Hospital	FSY - Forsyth Center - "F"
LIB - Dover Library	GST - Gaston Center - "G"
LND - Lindsay Hall	1GW - Gardner-Webb Campus - "A"
LYC Lutz-Yelton Convocation Center	ICC - Isothermal Comm College - "J"
FNH-Frank Nanny Hall	IRD - Iredell Center - "I"
OBS - Observatory	LKN - Lake Norman - "LN"
POT - Pottery Building	MAY - Mayland Center - "K"

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PPA - Paul Porter Arena

THE - Kathleen Dover Theater

WEB - Webb Hall

WTH - Withrow Hall

GWC-Gardner-Webb Charlotte

GWS-Gardner-Webb Univ.-Statesville

MDW - McDowell Center - "L"

MGM - Montgomery Center - "M"

ONL - Designates On-line courses - "O"

RMD - Richmond Center - "R"

SPG - Spartanburg Center - "P"

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

ARTS / ART - Art

ATTR - Athletic Training

BADM / BAD - Business Administration

BARI - Baritone

BIOL / SCI - Biology

BSSN - Bassoon

MATH / MTH - Mathematics

MGMT / MGT - Management

MRKT /MKT - Marketing

MSCI - Military Science

MUSC / MUS - Music

NURS / NUR - Nursing

OBOE - Oboe

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CELL - Cello

CHEM / SCI - Chemistry

CISS / CIS - Computer Information Sys

CLAR - Clarinet

COMM / COM - Communication Studies

CJC - Criminal Justice (GOAL only)

DIMS - Dimensions

ECON / ECO - Economics

EDUC - Education

ENGL / ENG - English

ESOL - English as a Second Language

EXSI – Exercise Science

FINC / FIN - Finance

FLUT - Flute

FREN / FRN - French

GEOG - Geography

GEOL / SCI - Geology

GERM / GER - German

GREK - Greek

GUIT - Guitar

ORGN - Organ

PERC - Percussion

PHED / HPE - Physical Education

PHIL / PHI - Philosophy

PHYS / SCI - Physics

PIAN - Piano

POLS / PSC - Political Science

PSYC / PSY - Psychology

READ - Reading

RELI / REL - Religion

RGED / RED - Religious Education

SAXO - Saxophone

SBSS - String Bass

SCED - Science Education Methods

SGLG - Sign Language

SLIN - Sign Language Interpreting

SOCI / SOC - Sociology

SPAN / SPN- Spanish

SPMG - Sports Management

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HEBR - Hebrew

HEWE - Health and Wellness

HIST / HIS - History

HLED / HPE - Health Education

HMG - Health Management (GOAL only)

HONR - Honors Program

HORN - Horn

HUS - Human Services (GOAL only)

JOUR - Journalism

MAED - Math Education

SSCI / SSC - Social Science

THEA - Theatre

TROM - Trombone

TRPT - Trumpet

TUBA - Tuba

UNIV - University

VILA - Viola

VILN - Violin

VOIC - Voice

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

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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

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Master Key for Section Letters for Day Program classes

(see abbreviations 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
A	MWF 8:00-8:50am or TBA	G	MW 2:00-2:50pm	N	TR 2:40-3:55pm
B	MWF 9:00-9:50am	H	MW 2:00-3:15pm	P	Begins betwn 3 & 6 Mon - Fri
C	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
E	MWF 12:00-12:50pm	L	TR 11:50-1:05pm	S	Begins 6 or later on Wed
F	MWF 1:00-1:50pm	M	TR 1:15-2:30pm	T	Begins 6 or later on Thur
O	**Online courses only**	**I**	**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

WebbConnect User Guide for Employees

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

WebbConnect User Guide for Employees

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

WebbConnect User Guide for Employees

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

WebbConnect User Guide for Employees

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

WebbConnect User Guide for Employees

📂 **Finance**   ˅

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

📂 **Pictorial Directories**   ˋ

Pictorial Directories

📂 **Faculty Forms**   ˋ

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

WebbConnect User Guide for Employees

📁 **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)
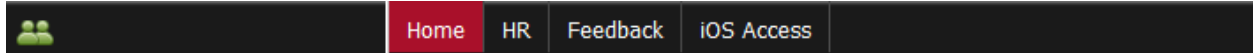Faculty IRBC Report
Faculty IRBC Lookup
Academic Progress Report

WebbConnect User Guide for Employees

📂 **Training & Development**

   Supervisor Training Enrollment
   BlackBoard - Training Server (BBTEST)
   Technology Training Schedule

👥		Home	HR	Feedback	iOS Access	

Edit Preferences

👤 LaunchPad   :

📂 Maintain Information   :

📂 **Employee**   `

Early Arrival Check-in
Register a Vehicle
Show Vacation & Sick Leave
Schedule a Writing Center Student
Appointment
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Meeting Room Manager

📂 Pictorial Directories   :

📂 Faculty Forms   :

📂 Manage Advisees   :

📂 Manage Classes   :

📂 New Student   :

📂 Training & Development   :

Employee Menu

Yearly Mandatory Safety Training

Create, Reprint or Void a Purchase Order

GWU Vendor Lookup