

# WebbConnect User Guide for Employees

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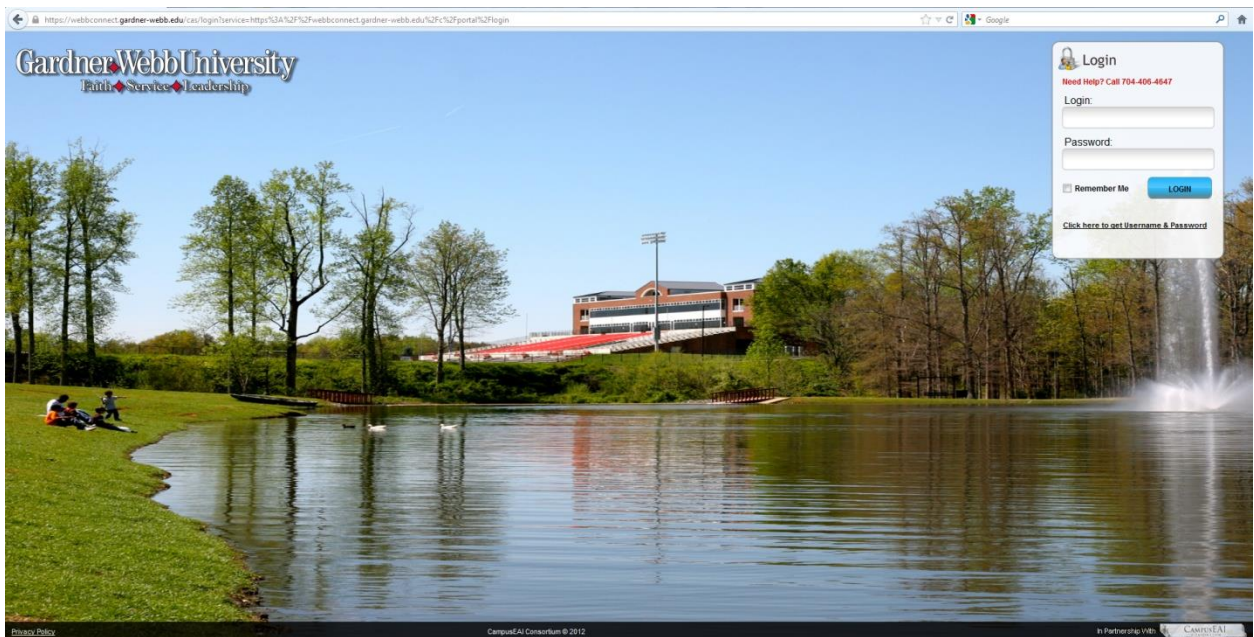
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## Important Notes Concerning WebbConnect:

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.

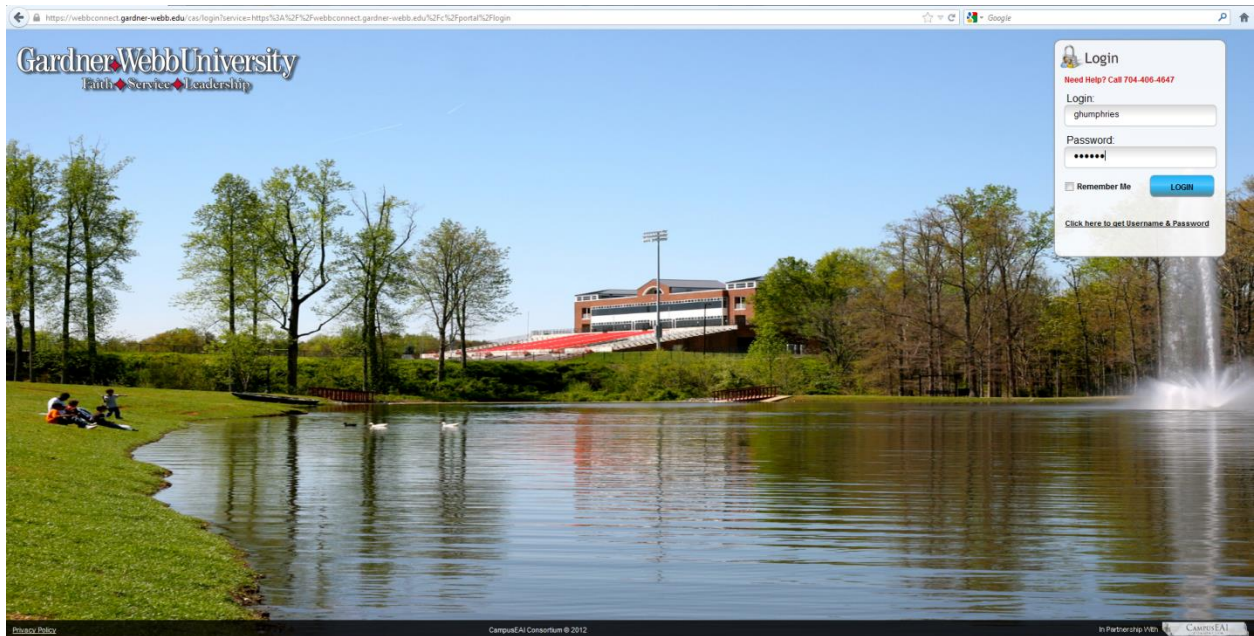
## How to log into WebbConnect:

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  link on the Gardner-Webb homepage.

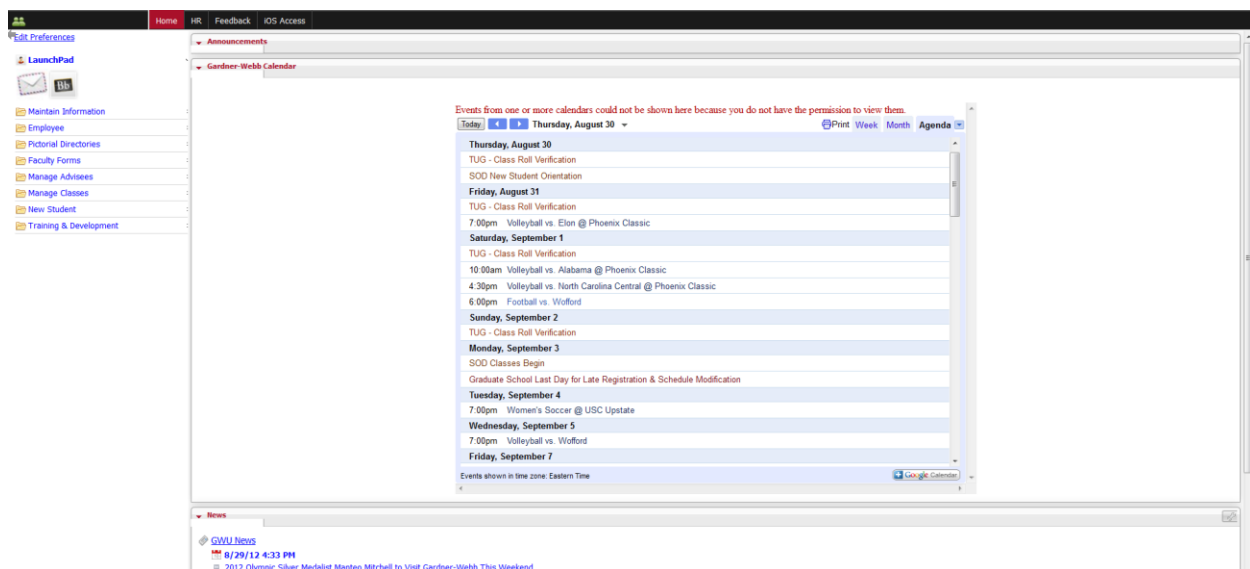


3. Enter your Gardner-Webb Username in the Login field and your Gardner-Webb Password in the Password field.

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4. Click the LOGIN button.

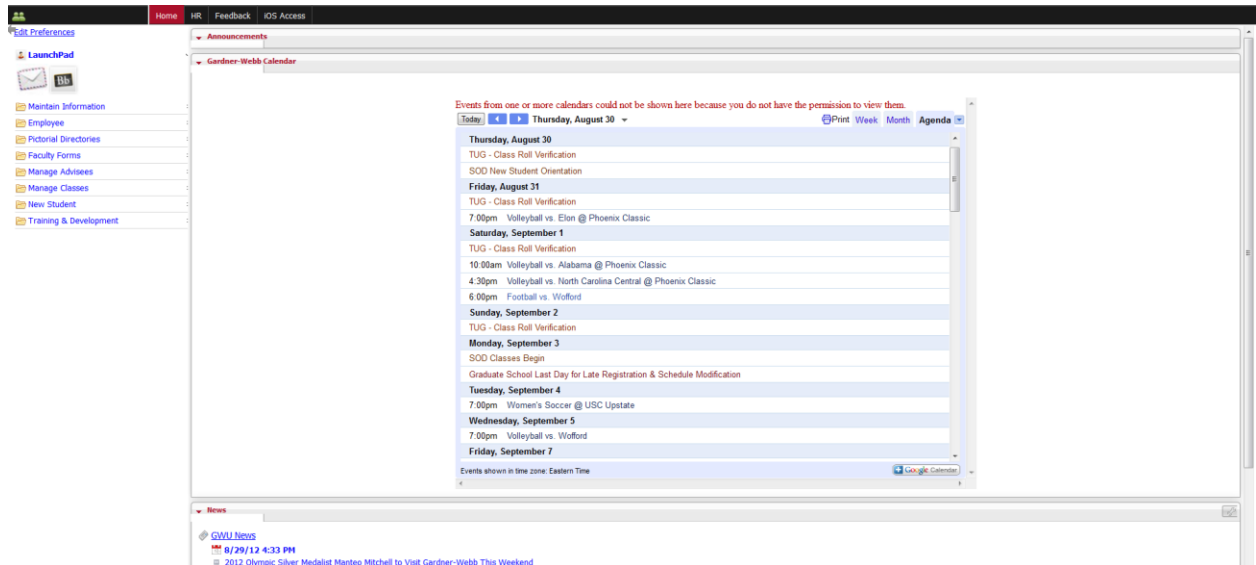


5. You will now see two areas of navigation within WebbConnect. The left side is called the QuickLaunch Navigation area and the black bar is the top menu navigation area.
6. You will also see the Announcements Portlet, Gardner-Webb University Main Calendar Portlet, and an RSS News Feed Portlet for Gardner-Webb News.

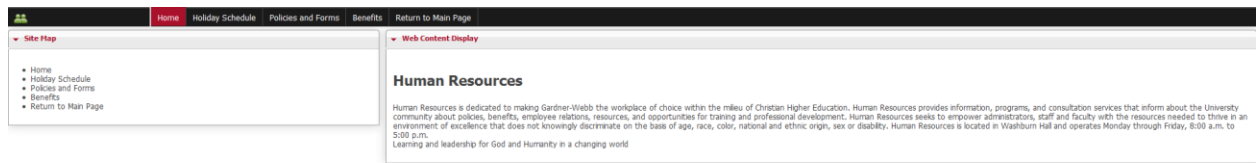
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## How to find Human Resources Forms:

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

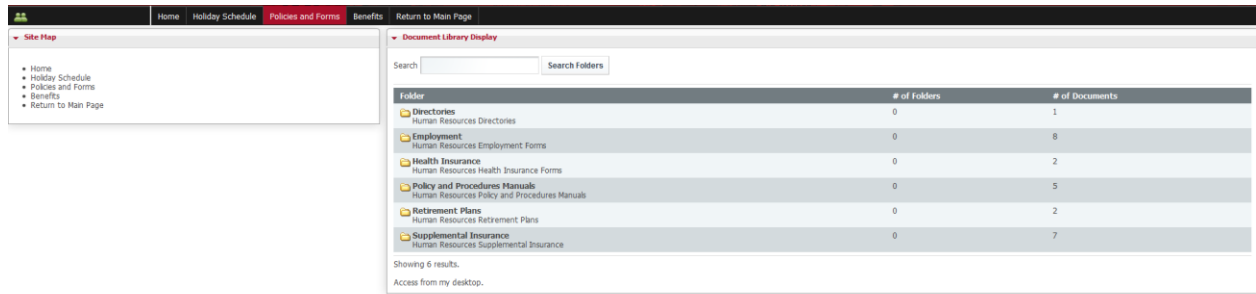


2. You are now on the home page of the HR community. There are two navigation areas: site map on the left and the top menu navigation in the black bar at the top.



3. Click on the Policies and Forms tab.

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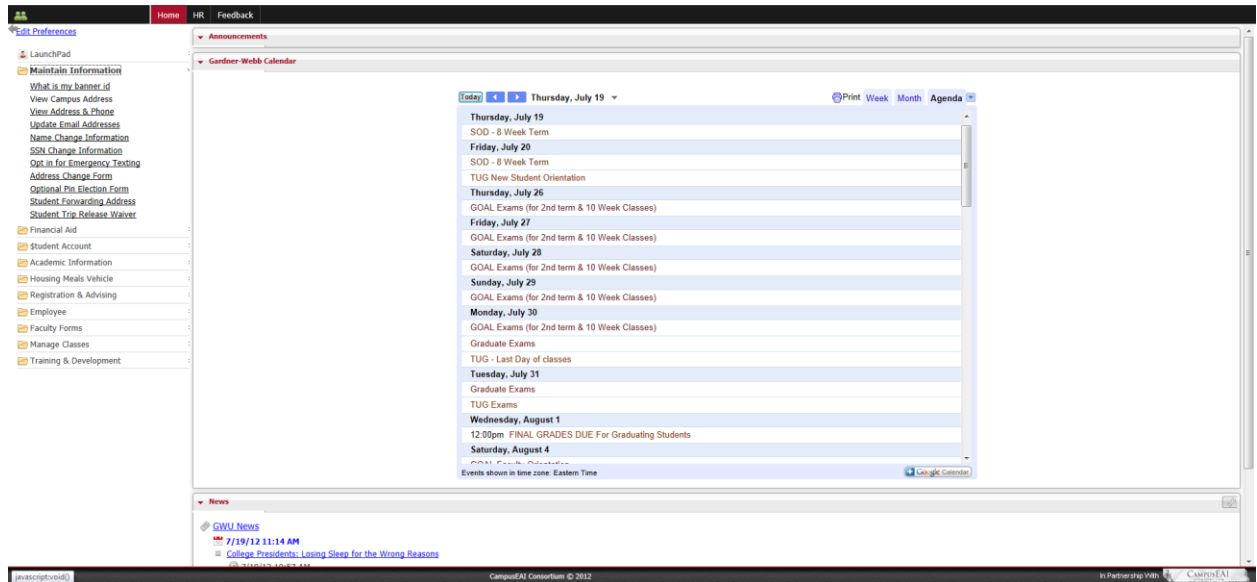
4. You will now see on the right side the Document Library Display with the folders listed for the Human Resources Forms.
5. Click on the Return to Main Page tab to return to the Main Home Page of Webbconnect.



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## How to 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.



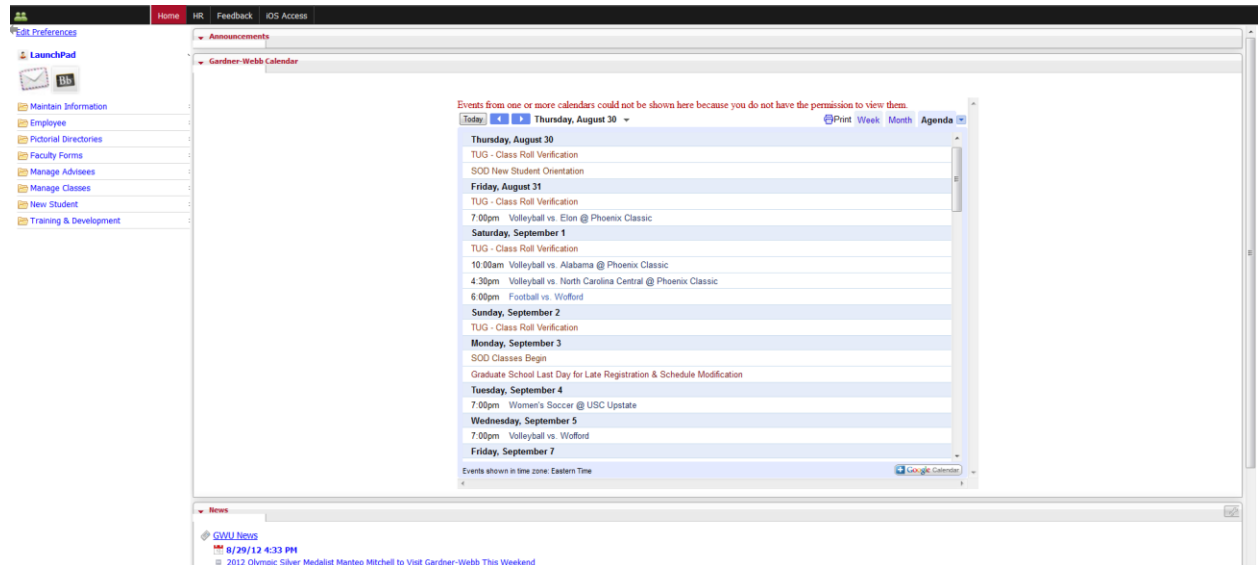
4. Click the Home tab on the top menu navigation to return to the WebbConnect home page or click another folder and link. You can find a listing of the links in alphabetical order below with their QuickLaunch folder on the right side.



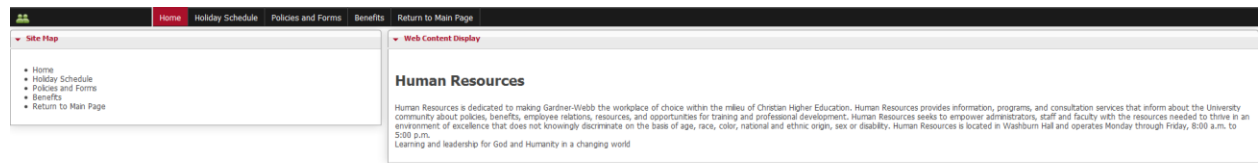
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## How to access the Faculty Handbook:

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



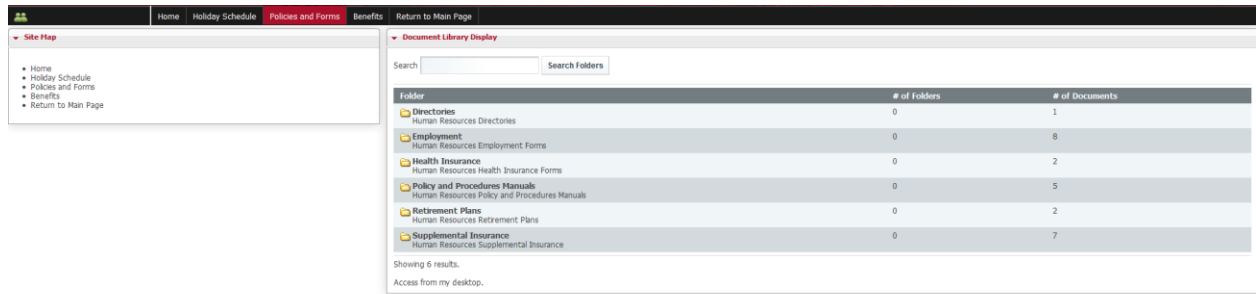
2. You are now on the home page of the HR community. There are two navigation areas: site map on the left and the top menu navigation in the black bar at the top.



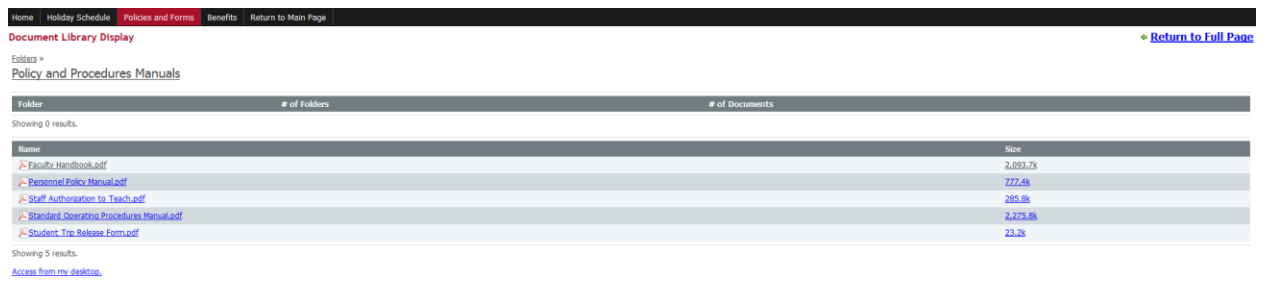
3. Click on the Policies and Forms tab.



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

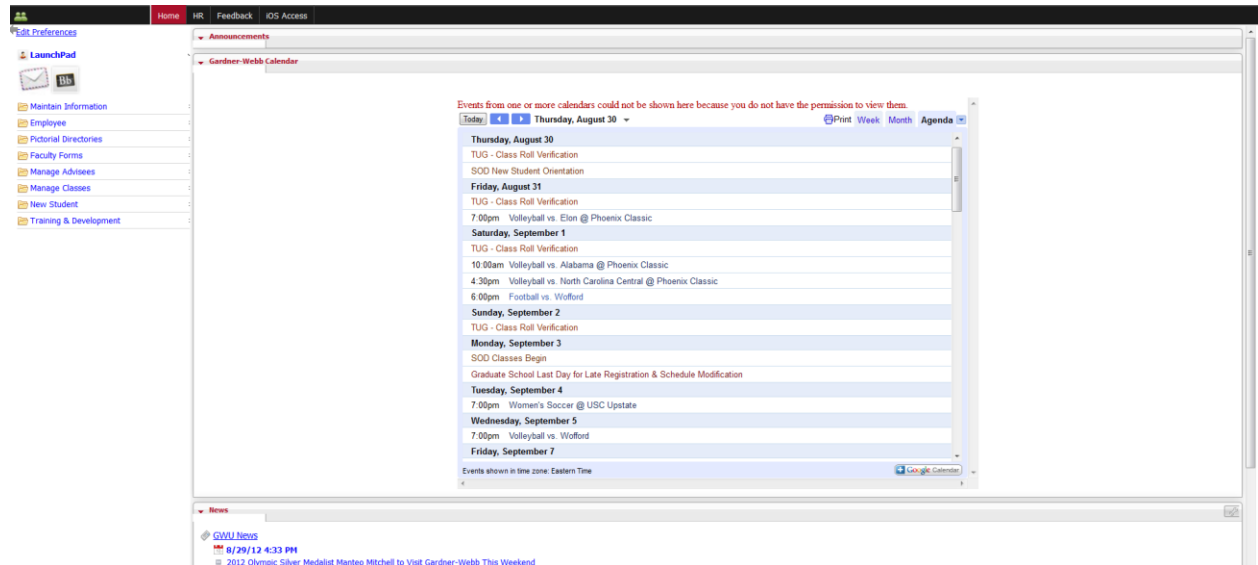


- Click on the Faculty Handbook.pdf and it will open in a new window or tab.
- Click on the Return to Main Page tab to return to the Main Home Page of Webbconnect.

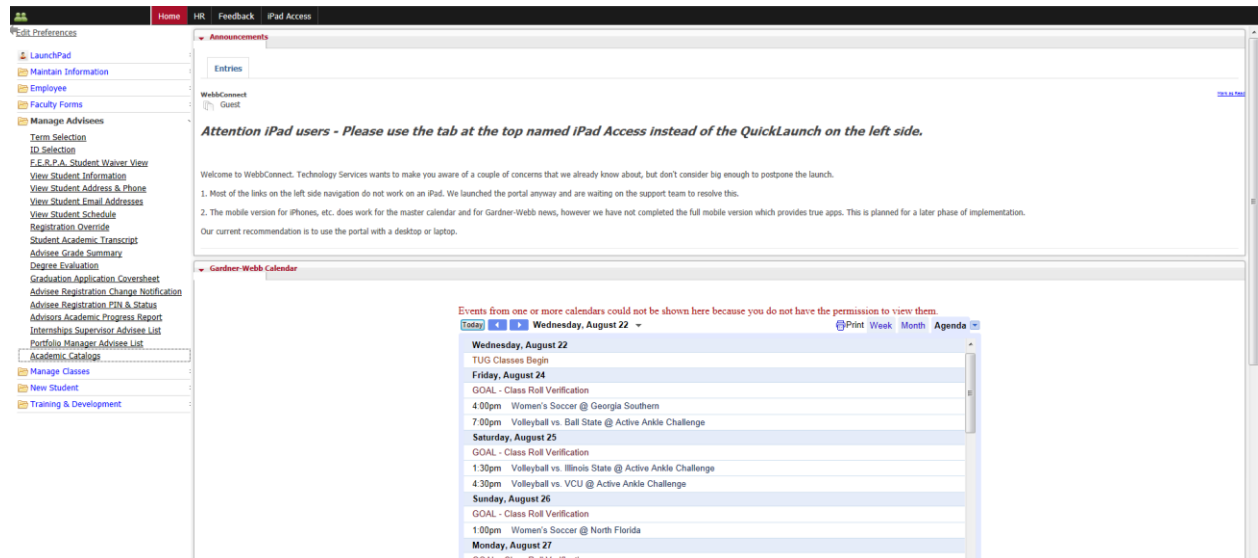
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## How to access the Academic Catalogs:

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.

# WebbConnect User Guide for Employees

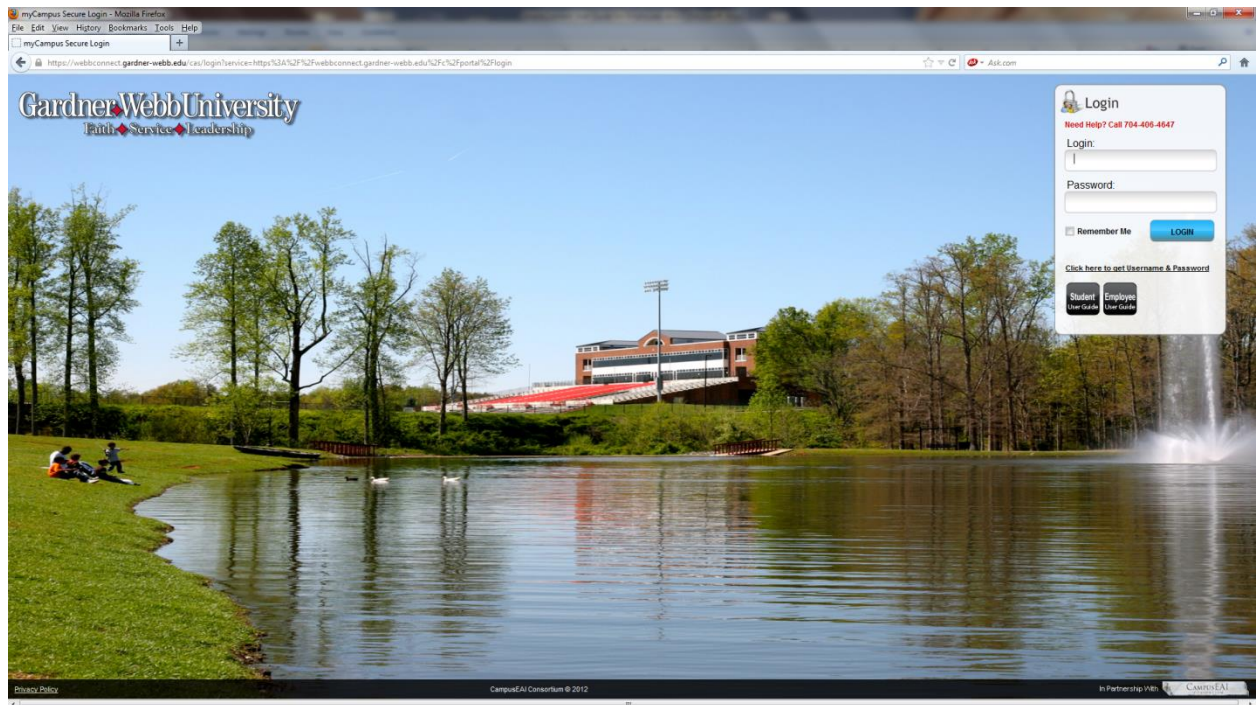


3. You will now see the listing of links for each of the Academic Catalogs.

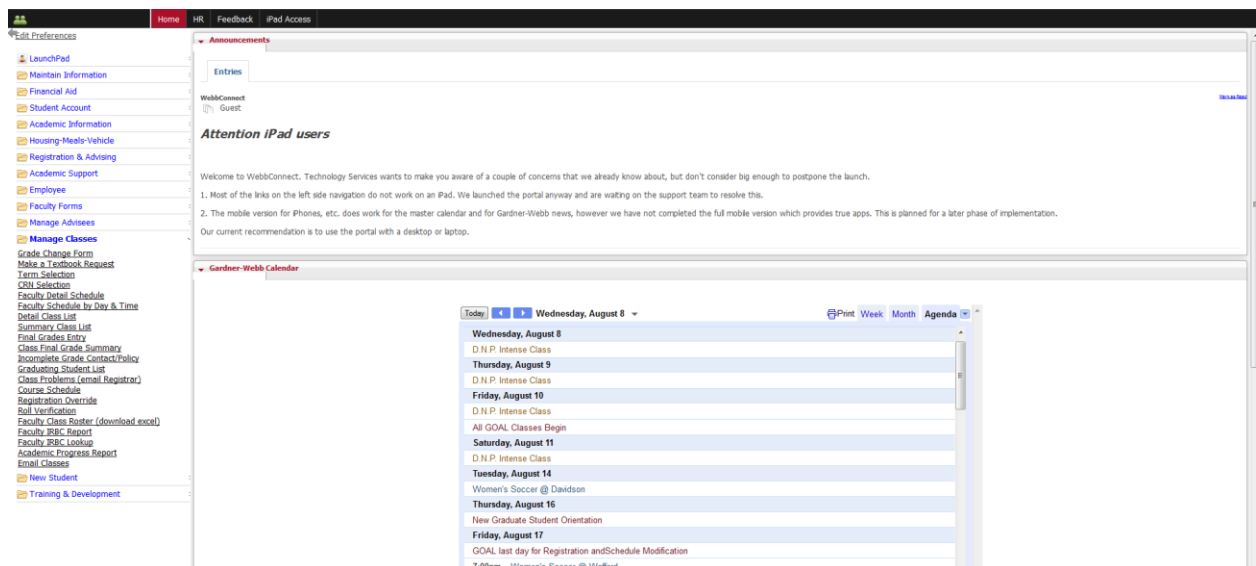
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## How to Access Your Class Roll:

2. Go to the Gardner-Webb home page: [www.gardner-webb.edu](http://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.

# WebbConnect User Guide for Employees

**Select Term**

Select the Term for processing then press the Submit Term button.

Select a Term: Spring 2013

Submit

RELEASE: 8.1

7. Select the appropriate term and click Submit button.

**Select CRN**

Please enter the CRN you wish to access, or select a different term from the menu.

CRN: Intro to Computer Concepts/Win - 11452

Submit

RELEASE: 8.1

[ Enter Section Identifier (CRN) Directly ]

8. Select the appropriate course and click Submit button.

# WebbConnect User Guide for Employees

**Summary Faculty Class List**

Welcome to the Faculty Class List by CRN Display.

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.

If the word "Confidential" appears next to a student's name, his/her personal information is to be kept confidential.

You may click on the student's name to view his/her address and phone information.

**Course Information**

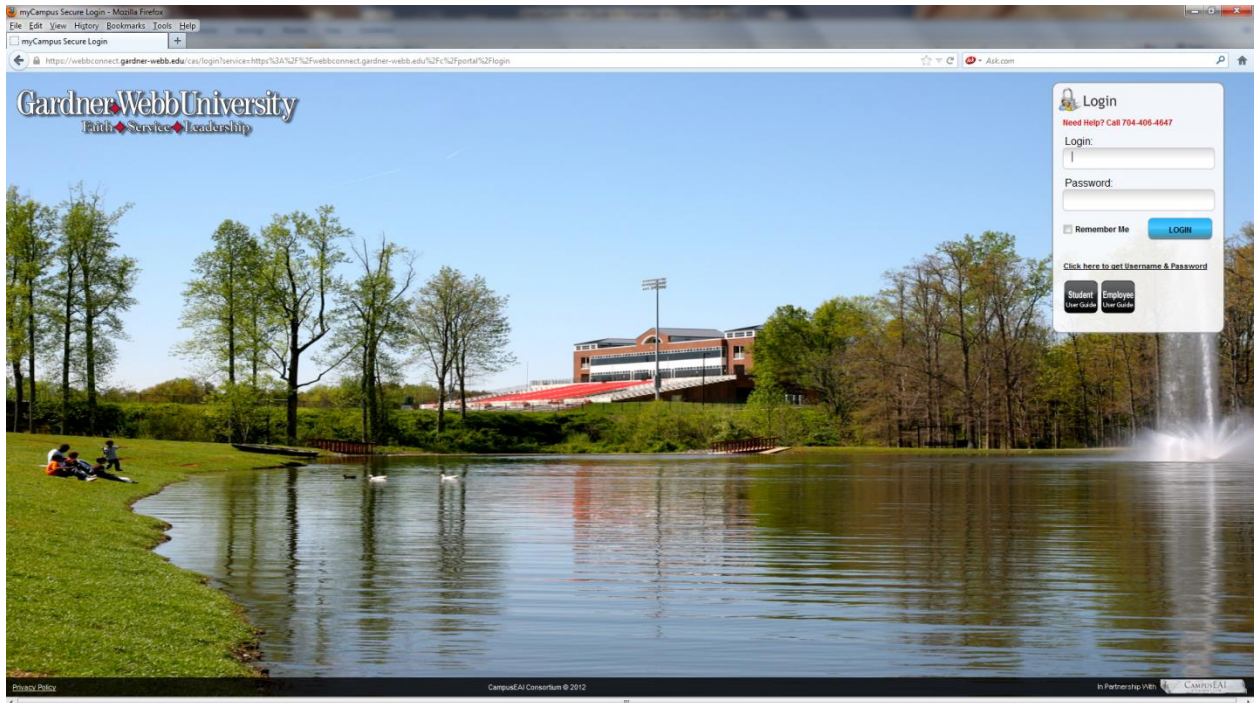
9. You should now see your Class Roll listed below the verbiage seen in the screenshot above.



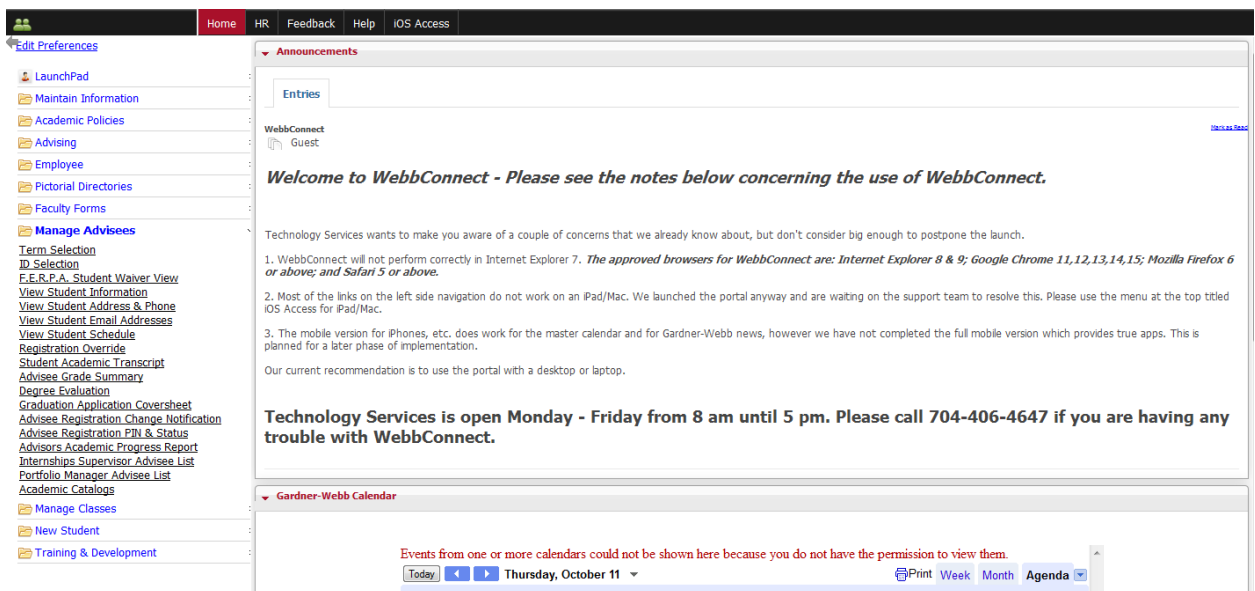
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## How to View F.E.R.P.A. Student Waiver:

1. Go to the Gardner-Webb home page: [www.gardner-webb.edu](http://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.



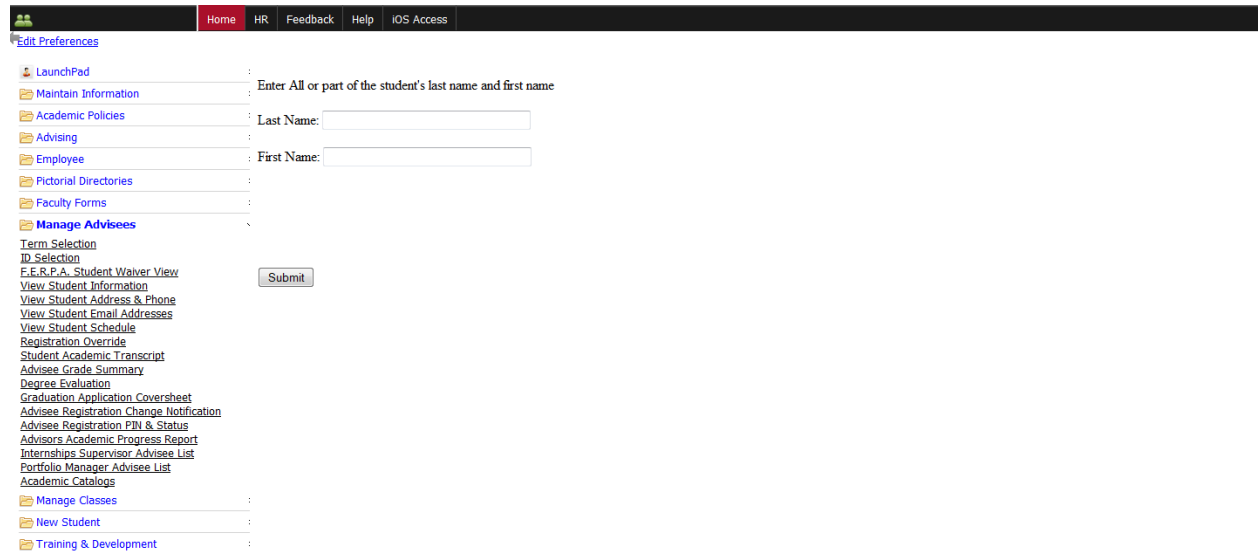
4. On the QuickLaunch Navigation to the left click on Manage Advisees.



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



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[Edit Preferences](#)

**LaunchPad** : Enter All or part of the student's last name and first name

**Maintain Information** :

**Academic Policies** : Last Name:

**Advising** :

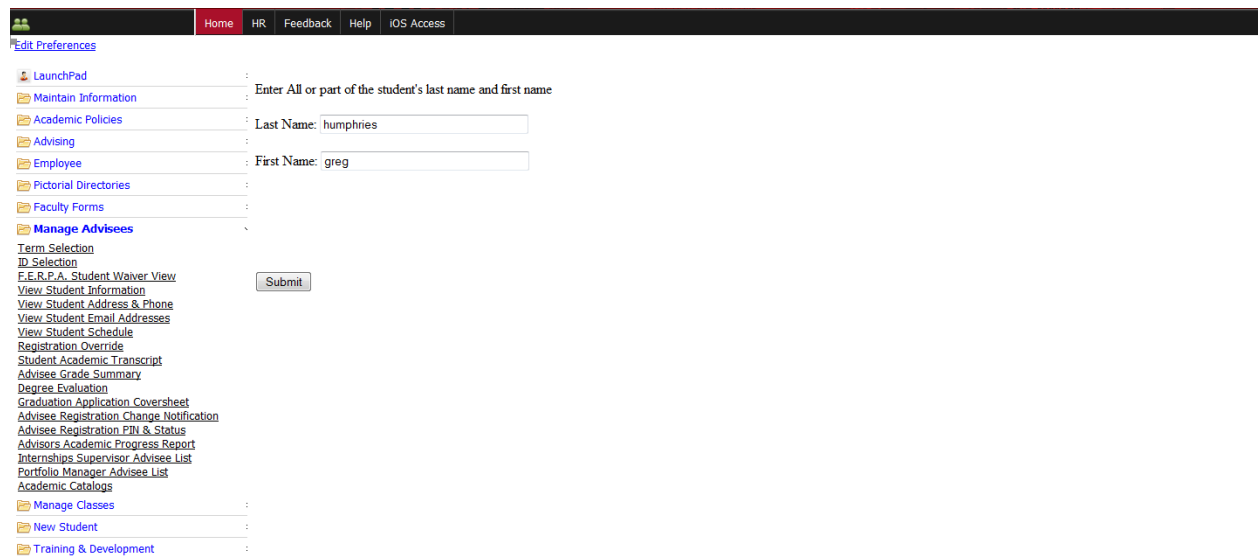
**Employee** : First Name:

**Pictorial Directories** :

**Faculty Forms** :

**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 P/N & Status  
Advisors Academic Progress Report  
Internships Supervisor Advisee List  
Portfolio Manager Advisee List  
Academic Catalogs  
Manage Classes :  
New Student :  
Training & Development :

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



[Edit Preferences](#)

**LaunchPad** : Enter All or part of the student's last name and first name

**Maintain Information** :

**Academic Policies** : Last Name:

**Advising** :

**Employee** : First Name:

**Pictorial Directories** :

**Faculty Forms** :

**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 P/N & Status  
Advisors Academic Progress Report  
Internships Supervisor Advisee List  
Portfolio Manager Advisee List  
Academic Catalogs  
Manage Classes :  
New Student :  
Training & Development :

7. Click Submit button.

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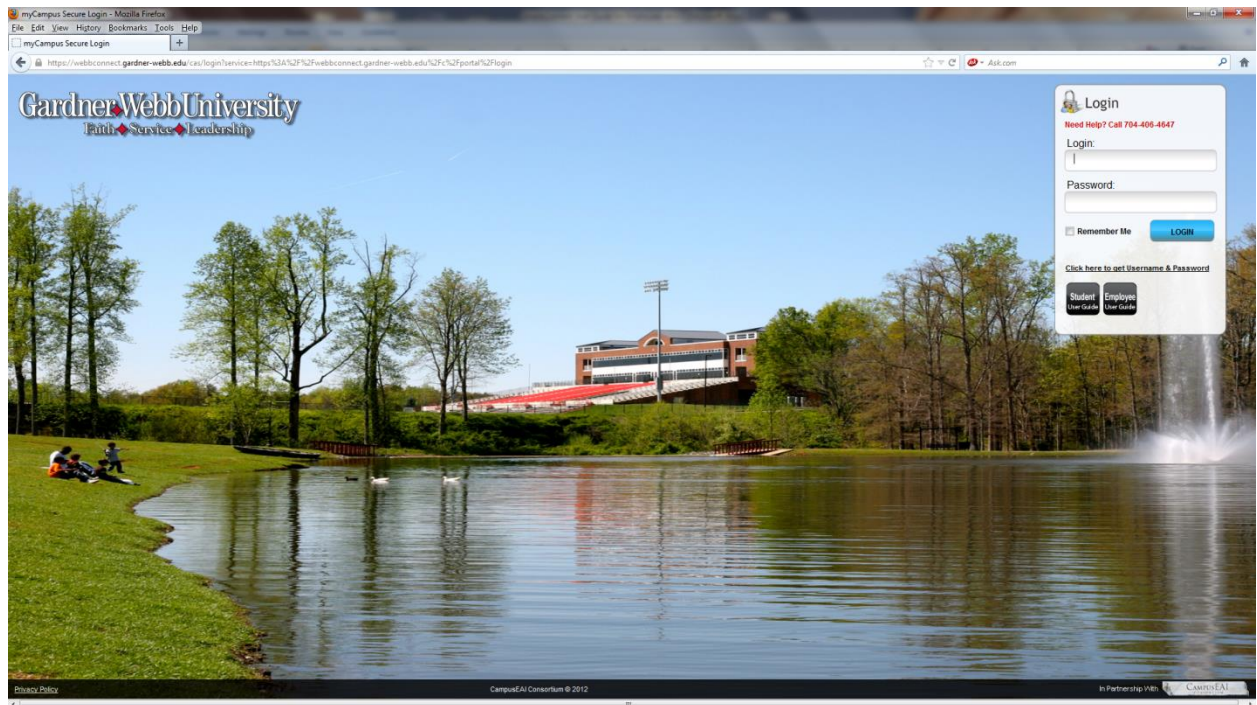
The screenshot displays the WebbConnect interface for employees. The top navigation bar includes links for Home, HR, Feedback, Help, and iOS Access. The left sidebar contains a list of menu items: Edit Preferences, LaunchPad, Maintain Information, Academic Policies, Advising, Employee, Pictorial Directories, Faculty Forms, 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 Pmt & Status, Advisors Academic Progress Report, Internships Supervisor Advisee List, Portfolio Manager Advisee List, Academic Catalogs, Manage Classes, New Student, and Training & Development. The main content area shows a form with a 'Select Student Id. 00' dropdown menu, a 'Humphries, [redacted]' text field, and a 'Return to Student Lookup' button.

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

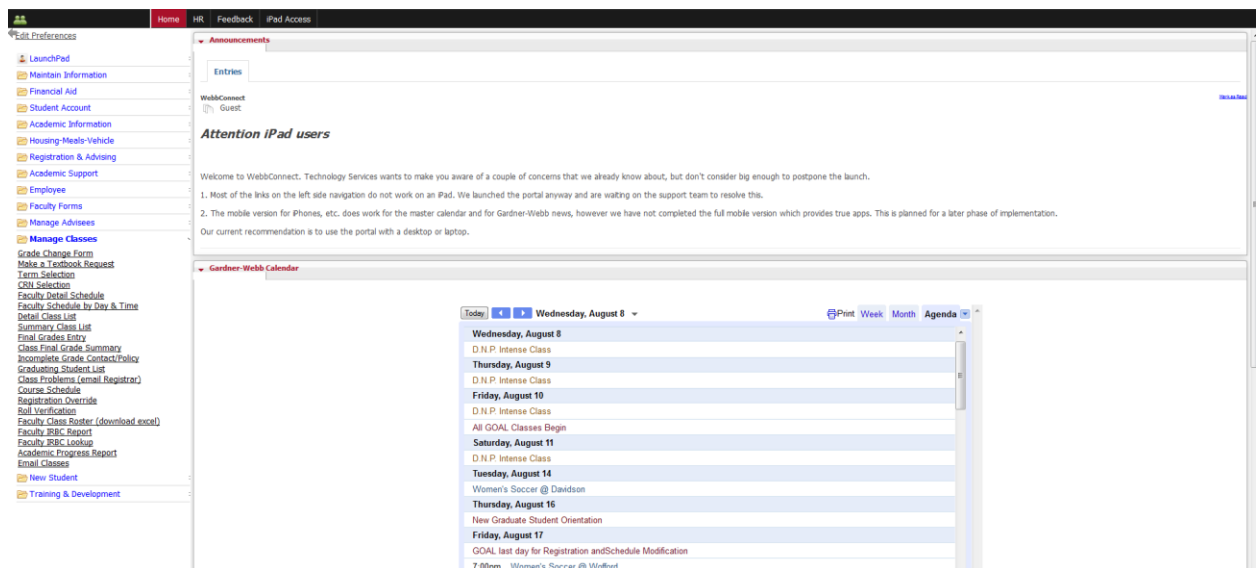
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## How to Email members of your class:

1. Go to the Gardner-Webb home page: [www.gardner-webb.edu](http://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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WebbConnect interface showing the "Email members of your class" screen. The left sidebar contains a navigation menu with options like LaunchPad, Maintain Information, Employee, Faculty Forms, Manage Advisees, and Manage Classes. The main content area has a header "Email members of your class" and a dropdown menu for "Term: Spring 2012" with a "Select Term" button below it.

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

WebbConnect interface showing the "Click on a class to open an email form." screen. The left sidebar is the same as the previous screenshot. The main content area has a header "Click on a class to open an email form." and a list of course links including PHED 432 M Seminar for Phys Ed/Hea Educ, PHED 408 C Org & Adm of Phy Educ & Athl, PHED 211 E Intro to Phy Ed/Hea Ed, PHED 241 F Theory & Techn of Team Sports, SPED 600 A Research in Sport Pedagogy, EDUC 450 H Student Teaching PE, and HPE 338 O5 Hea Maintenance, Prom & Well.

7. Click on the appropriate course.

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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.

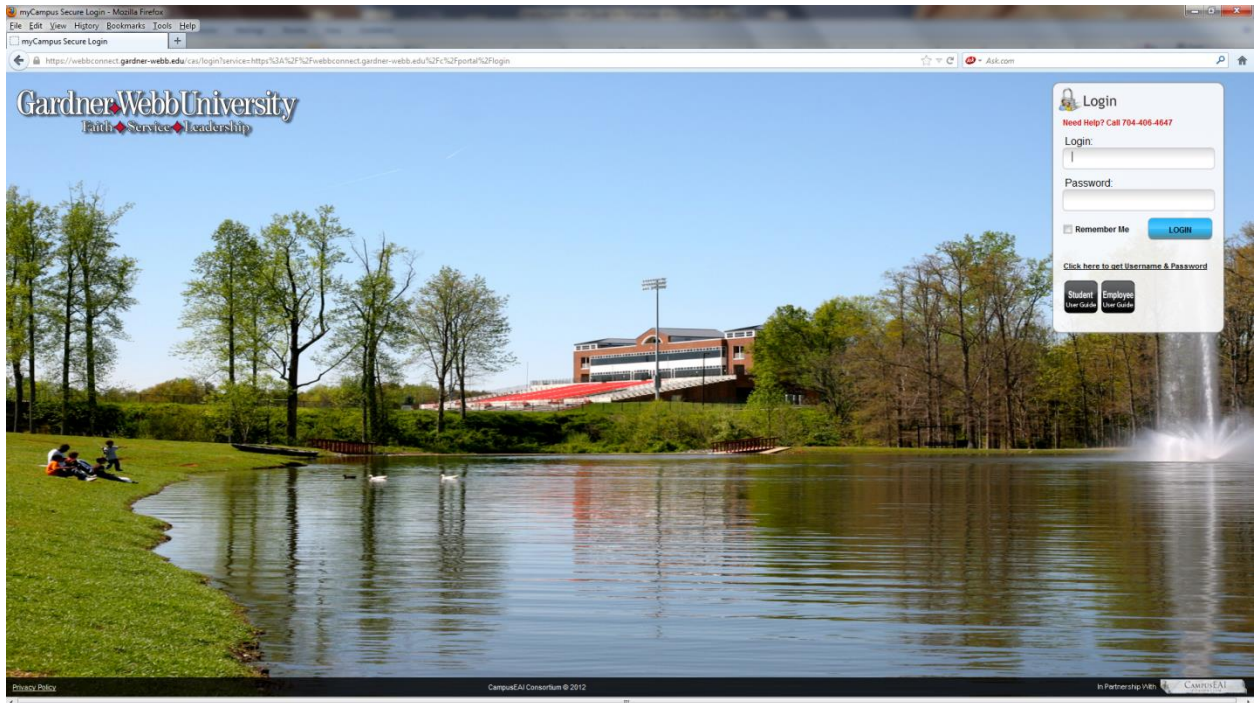
To	<input type="text" value=""/>
From	<input type="text" value=""/>
Subject *	<input type="text" value=""/>
Message *	<div><div></div></div>
Attachment	<input type="button" value="Browse..."/>
	<input type="button" value="Send Email"/>
Status *	(Required Entries)

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.

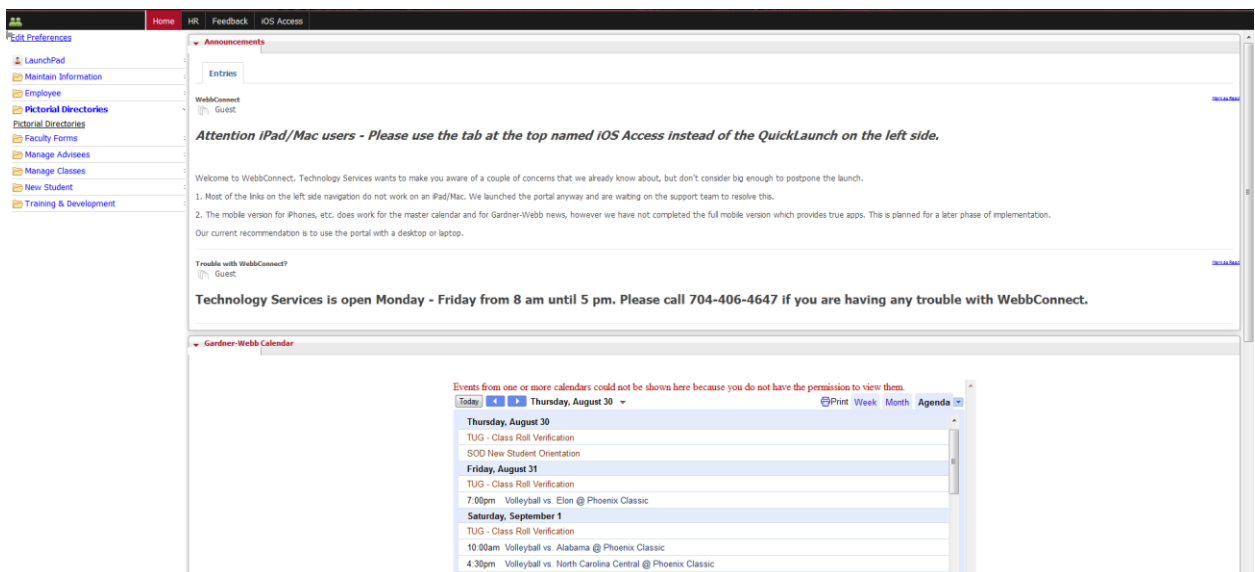
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## How to Find Pictorial Directories:

1. Go to the Gardner-Webb home page: [www.gardner-webb.edu](http://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.

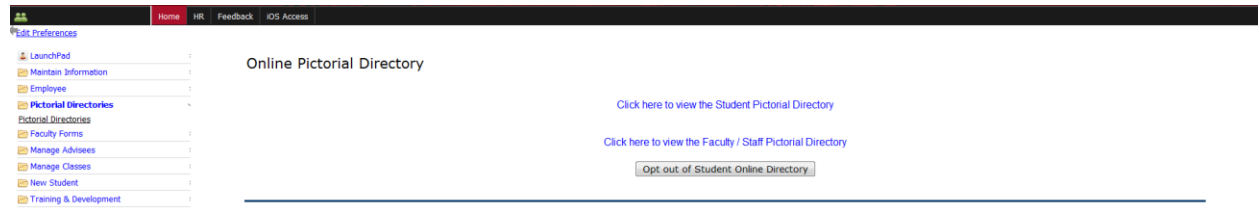


4. On the QuickLaunch Navigation to the left click on Pictorial Directories.



5. Click on the Pictorial Directories link.

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- 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 or leave blank    Search Group  
        ☐ Residential Students    ☐ Commuter Students    ☒ Both   

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

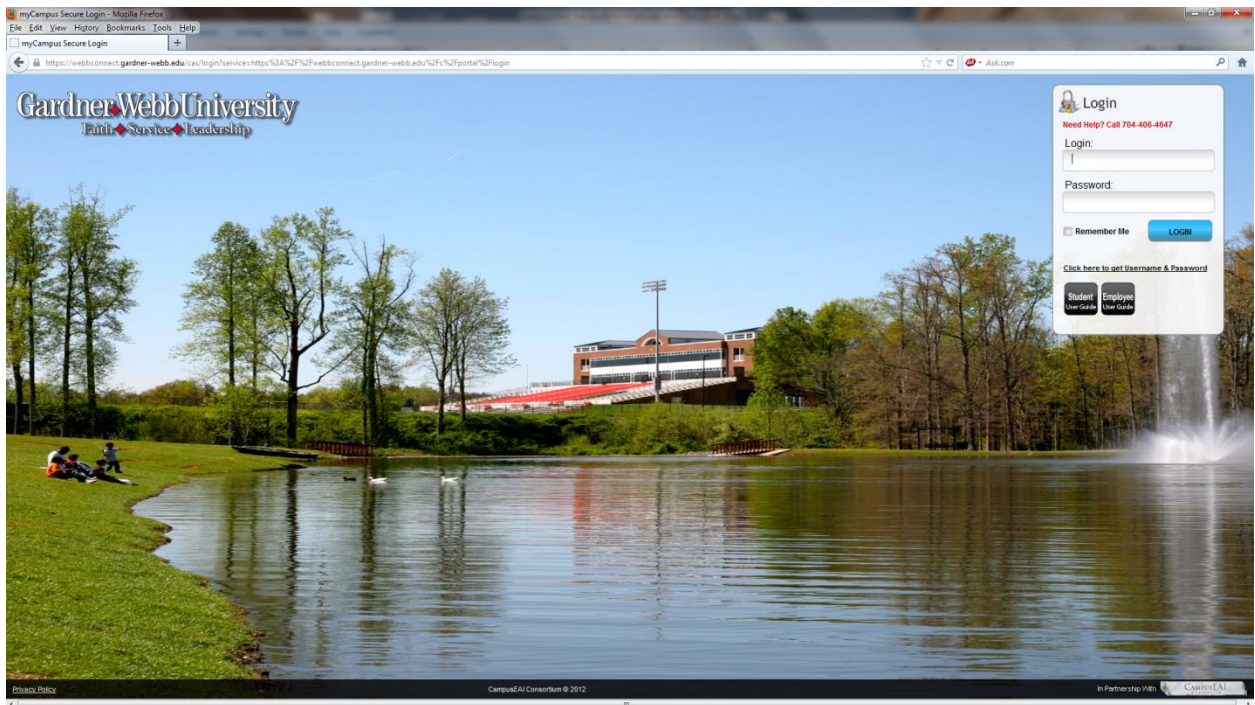


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## How to Do Class Roll Verification:

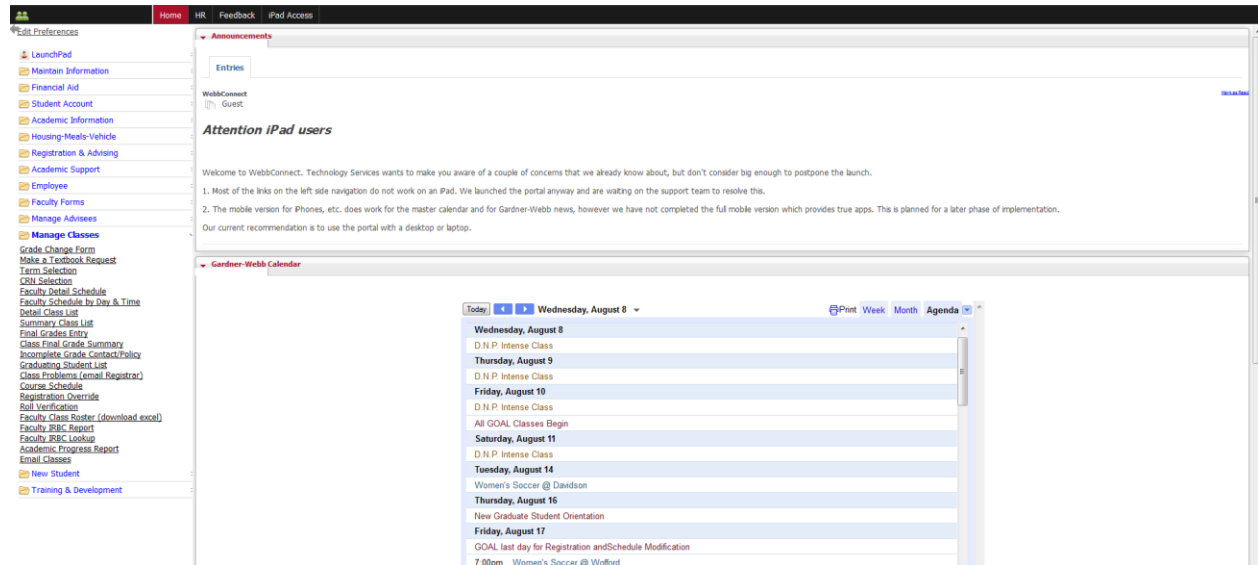
Role verification is a critical process. This determines student billing and impacts issues related to financial aid. Please accurately complete Roll Verification. If you are unsure of how to handle an attendance issue, please contact the graduate school immediately. Student billing is time sensitive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

1. Go to the Gardner-Webb home page: [www.gardner-webb.edu](http://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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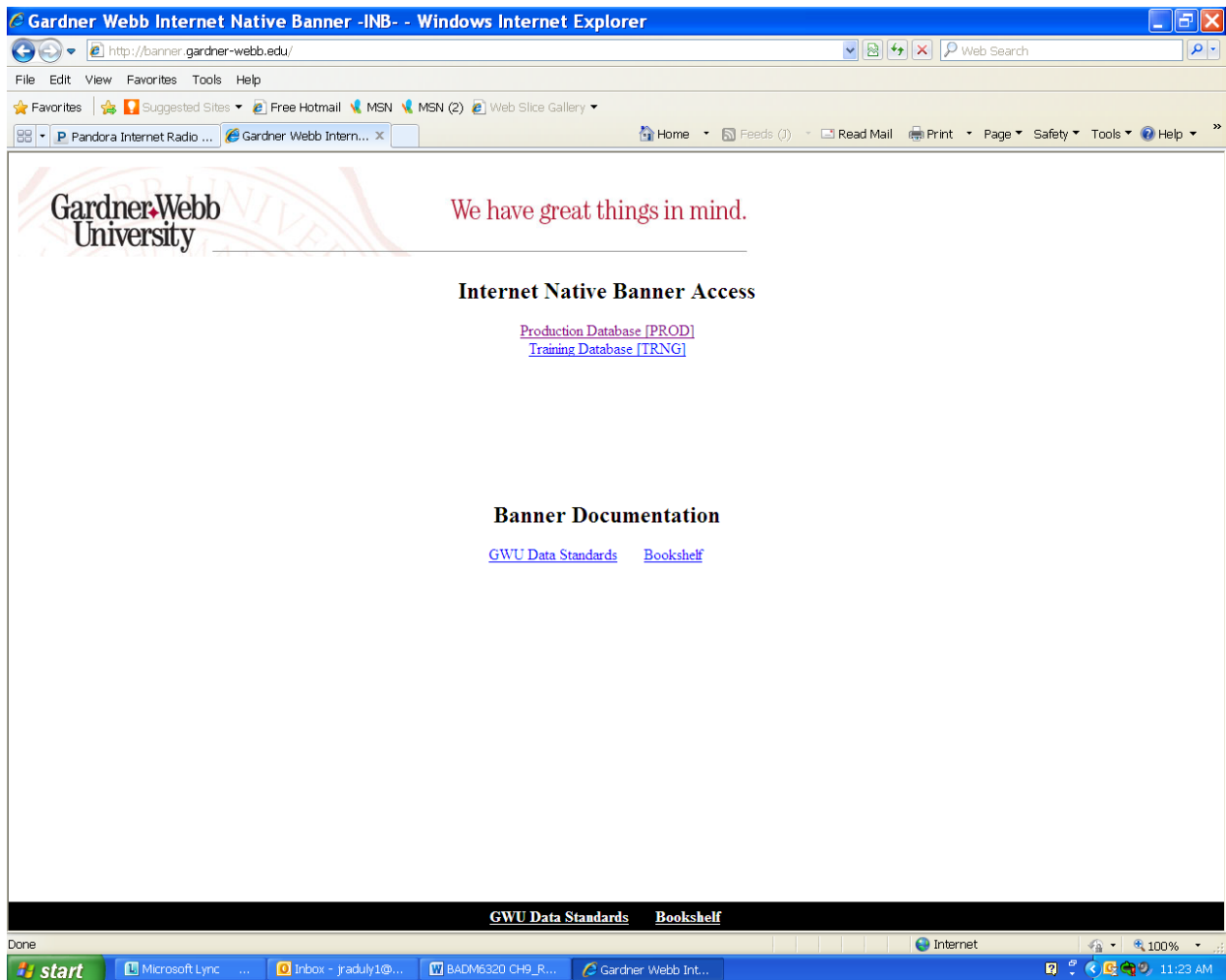
9. Professor will receive an email concerning the “I” grade entered for each student. This e-mail is processed as the grades are rolled to history for any grades assigned an I from WEBBCONNECT or if a grade is changed from any other grade to an “I”.
10. This email contains instructions and links to allow 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



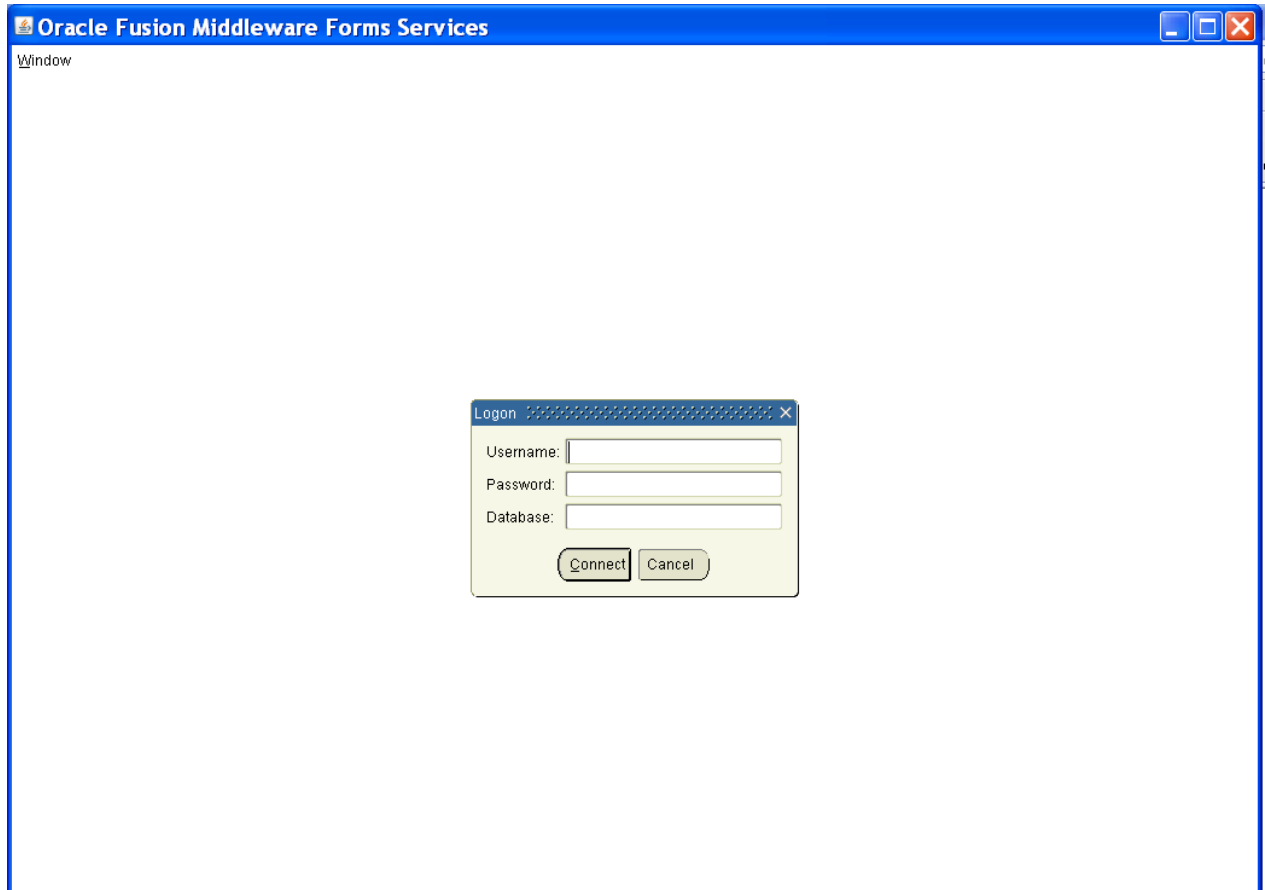
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Enter Username (same as email username)

Enter Password

DO NOT ENTER ANYTHING FOR DATABASE

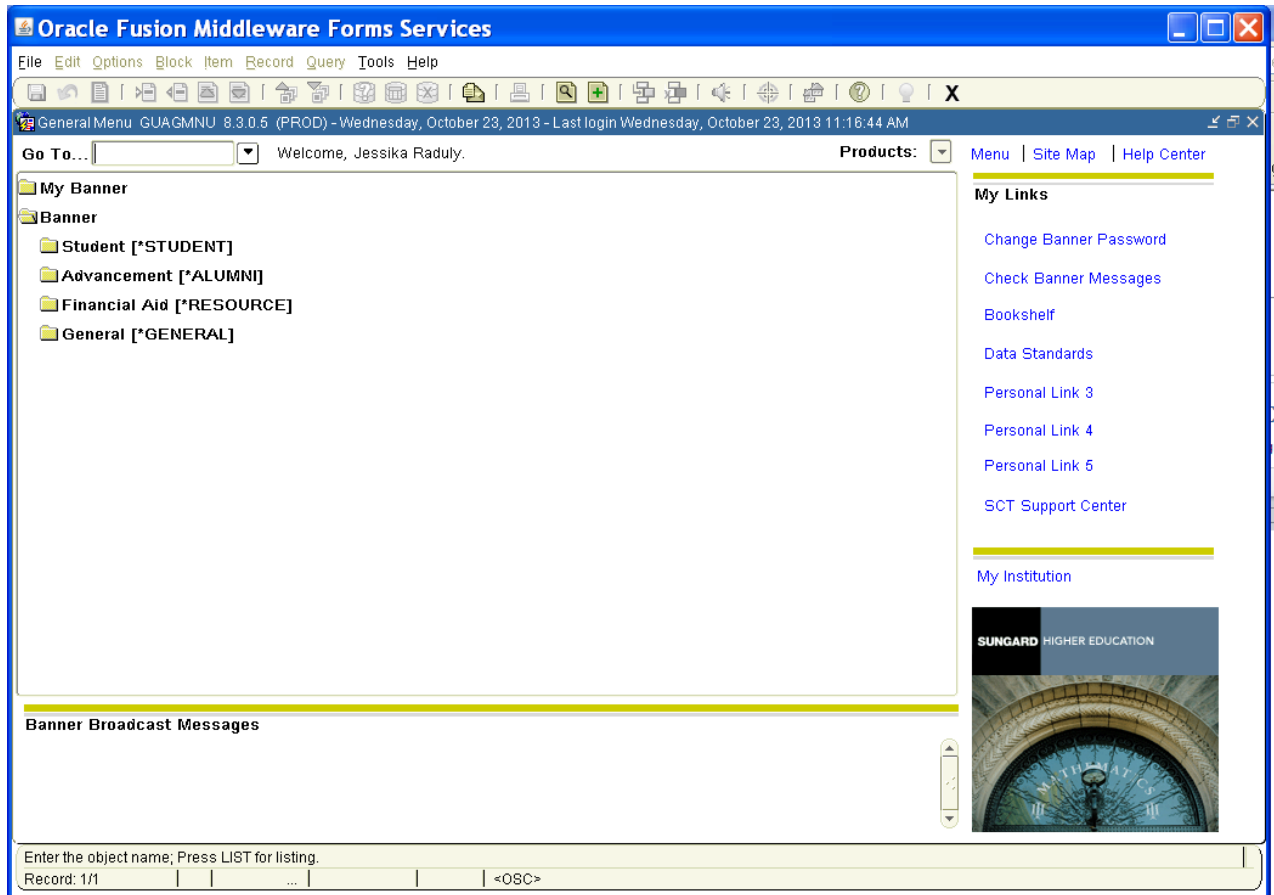
Connect - click



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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'

Oracle Fusion Middleware Forms Services: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.4.1 (PROD)

Term: 201320 CRN: ADD Create CRN: Copy CRN: Subject: Course: Title:

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Subject: Course Number: Section: Cross List: Campus: Status: Schedule Type: Instructional Method: Integration Partner: Grade Mode: Session: Special Approval: Duration: Part of Term: Registration Dates: Start Dates: Maximum Extensions: Prerequisite Check Method: Basic or None CAPP DegreeWorks

CEU Indicator: Credit Hours: Billing Hours: Contact Hours: Lecture: Lab: Other: Link Identifier: Attendance Method: Weekly Contact Hours: Daily Contact Hours: Print Gradable Long Title Voice Response and Self-Service Available Tuition and Fee Waiver Comments Syllabus

Record: 1/1 <OSC>



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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 prompted 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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Oracle Fusion Middleware Forms Services: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.4.1 (PROD)

Term: 201310 CRN: 10436 Create CRN: Copy CRN: Subject: HLED Course: 221 Title: Dimension of Personal Health

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Subject: HLED Health Education CEU Indicator: ☐

Course Number: 221 Title: Dimension of Personal Health Credit Hours: 3.000 ☒ None ☐ To ☐ Or

Section: B Billing Hours: 3.000 ☒ None ☐ To ☐ Or

Cross List: Cross List: Contact Hours: 3.000 ☒ None ☐ To ☐ Or

Campus: 1 GW Gardner-Webb Campus Lecture: 3.000 ☒ None ☐ To ☐ Or

Status: A Active Lab: ☒ None ☐ To ☐ Or

Schedule Type: C1 Online or Traditional Class 1 Other: ☒ None ☐ To ☐ Or

Instructional Method: Instructional Method: Link Identifier: ☐

Integration Partner: BB Sch Type for Enhanced Content Attendance Method: ☐

Grade Mode: S Standard Letter Weekly Contact Hours: ☐

Session: N Boiling Springs Campus Daily Contact Hours: ☐

Special Approval: Special Approval: ☒ Print ☒ Voice Response and Self-Service Available

Duration: Duration: ☒ Gradable ☐ Tuition and Fee Waiver

Part of Term: DY 21-AUG-2013 12-DEC-2013 15 ☐ Long Title ☐ Comments ☐ Syllabus

Registration Dates: Registration Dates: ☐ First ☐ Last

Start Dates: Start Dates: ☐ First ☐ Last

Maximum Extensions: 0

Prerequisite Check Method: ☒ Basic or None ☐ CAPP ☐ DegreeWorks

Subject, press Count Query Hits for existing courses, Duplicate Record for credit information.

Record: 1/1 <OSC>

# WebbConnect User Guide for Employees

Enter Maximum Enrollment for the course

F10

Oracle Fusion Middleware Forms Services: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.4.1 (PROD)

Term: 201310 CRN: 10436 Create CRN: Copy CRN: Subject: HLED Course: 221 Title: Dimension of Personal Health

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Enrollment Details Reserved Seats

**Enrollment Details**

Maximum: 24 Waitlist Maximum: 0 Projected: 0  
Actual: 26 Waitlist Actual: 0 Prior: 0  
Remaining: -2 Waitlist Remaining: 0  
☐ Reserved

Generated Credit Hours: 78.000

**Census One**  
Enrollment Count: 26  
Freeze Date: 15-SEP-2013

**Census Two**  
Enrollment Count: 26  
Freeze Date: 15-OCT-2013

Maximum enrollment for section; press Count Query Hits to enter reserved seats.  
Record: 1/1 ... <OSC>

# WebbConnect User Guide for Employees

## 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

Oracle Fusion Middleware Forms Services: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.4.1 (PROD)

Term: 201310 CRN: 10436 Create CRN: Copy CRN: Subject: HLED Course: 221 Title: Dimension of Personal Health

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Times and Instructors Scheduler Preferences

Meeting Times

Meeting Dates Meeting Location and Credits

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
	CLAS	21-AUG-2013	12-DEC-2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0900	0950	01
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Instructor Session Indicator

Session Indicator	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	000060794	McNeely, Sara N.	.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100
					<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	

Meeting time code; press LIST for codes. Press DUPLICATE ITEM to access Cross List Form.

Record: 1/1 ... List of Valu... <OSC>

# WebbConnect User Guide for Employees

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

Oracle Fusion Middleware Forms Services: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.4.1 (PROD)

Term: 201310 CRN: 10436 Create CRN: Copy CRN: Subject: HLED Course: 221 Title: Dimension of Personal Health

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Times and Instructors Scheduler Preferences

Meeting Times

Meeting Dates Meeting Location and Credits

Automatic Scheduler	Building	Room	Schedule Type	Hours per Week	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details
<input type="checkbox"/>	BST	122	C1	2.60	<input type="checkbox"/>	3.000	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Instructor Session Indicator

Instructor Session Indicator	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	000060794	McNeely, Sara N.	.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	

Building code; press LIST for valid codes.

Record: 1/1 ... List of Valu... <OSC>

# WebbConnect User Guide for Employees

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***

Oracle Fusion Middleware Forms Services: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Query Available Class Room [SLQMEET]

Building/Room Schedules [SSAMATX]  
Course Section Information  
Cross List Definition Query [SSAXMTI]  
Scheduled Meeting Times  
Assigned Instructors  
Course Section Detail [SSADETL]  
Section Partition Preferences  
Section Room Attribute Preferences  
Course Section Restrictions [SSARRES]  
Course Pre-requisites [SSAPREQ]  
Course Section Comments [SSATEXT]  
Cross List Definitions [SSAXLST]  
Schedule Exclusion Rules [SSAEXCL]  
Section Calendar [SSAACCL]  
Section Scheduler Preferences  
Course Section Overrides [SSAOVRR]  
Basic Course Information [SCACRSE]  
Block Section Controls [SSABLOCK]  
Term Control Rules [SOATERM]  
Section Syllabus Form [SSASYLB]  
Open Learning Section Default Rules [SOAORUL]  
Section Processing Rules [SSARULE]  
Course Labor Distribution [SCACLBD]

Copy CRN: Subject: HLED Course: 221 Title: Dimension of Personal Health

Meeting Times and Instructor

Day	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0900	0950	01
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Instructor	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01 000060794 McNeely, Sara N.	.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

Meeting time code; press LIST for codes. Press DUPLICATE ITEM to access Cross List Form.

Record: 1/1 ... List of Valu... <OSC>

# WebbConnect User Guide for Employees

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

[illegible]



# WebbConnect User Guide for Employees

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

Oracle Fusion Middleware Forms Services: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.4.1 (PROD)

Term: 201310 CRN: 10436 Create CRN: Copy CRN: Subject: HLED Course: 221 Title: Dimension of Personal Health

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Times and Instructors Scheduler Preferences

Meeting Times

Meeting Dates Meeting Location and Credits

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
01	CLAS	21-AUG-2013	12-DEC-2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0900	0950	01
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Instructor Session Indicator

Session Indicator	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	000060294	McNeely, Sara N.	.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100
					<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	

Session Indicator.

Record: 1/1 ... <OSC>

# WebbConnect User Guide for Employees

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.

**Oracle Fusion Middleware Forms Services: Open > SSASECT - SIAIQRY**

File Edit Options Block Item Record Query Tools Help

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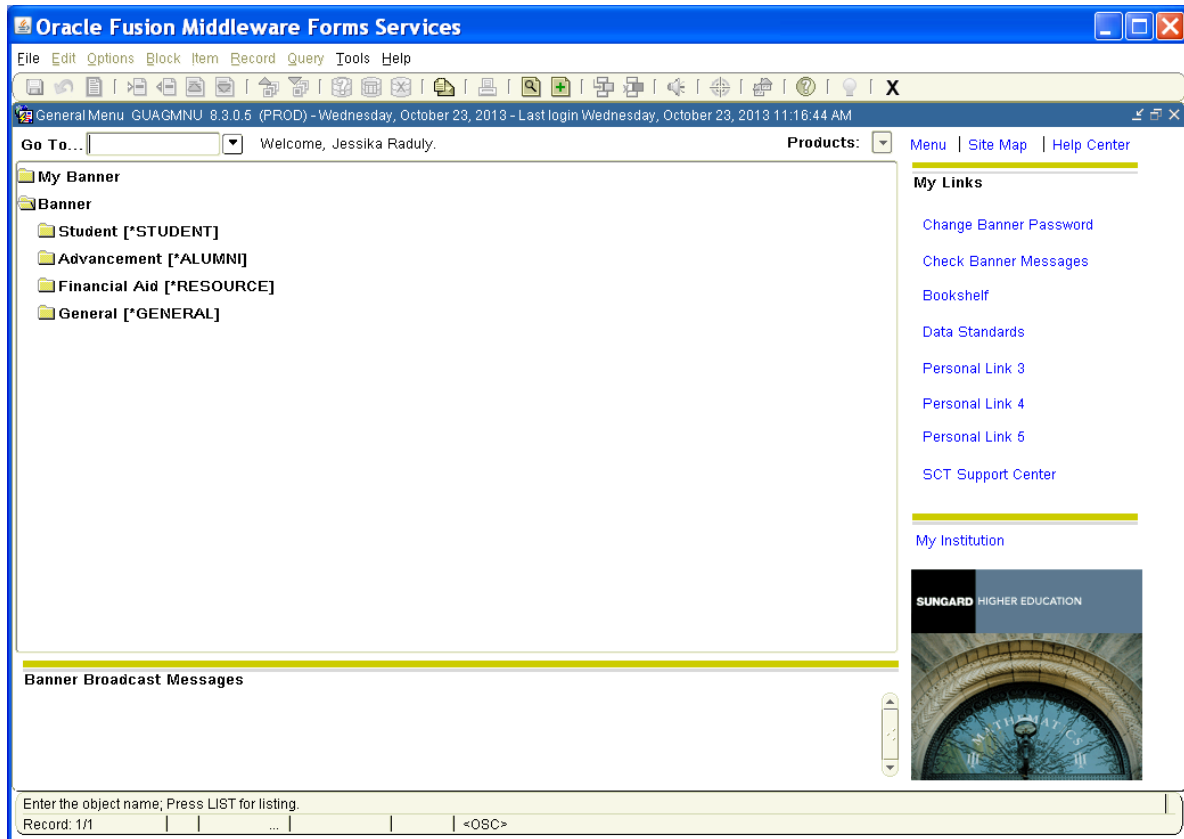
Faculty/Advisor Query SIAIQRY 8.1.1 (PROD)

Term: 201310 ☐ Faculty ☐ Advisor Category:

Staff Type:  Tenure Status:  Status:

ID <input type="checkbox"/>	Last Name	First Name	Middle Name	Faculty <input checked="" type="checkbox"/>	Advisor <input type="checkbox"/>	College	Department
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
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<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>		

# WebbConnect User Guide for Employees



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

# WebbConnect User Guide for Employees

## 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"

# WebbConnect User Guide for Employees

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 Univ.-Statesville

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

# WebbConnect User Guide for Employees

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

# WebbConnect User Guide for Employees

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

# WebbConnect User Guide for Employees

DSLGL - 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



# WebbConnect User Guide for Employees

## Time Key to Section Letters

### 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	<b>Online courses only</b>	I	<b>Statesville classes</b>		

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	<b>1300</b>
2:00 PM	<b>1400</b>
3:00 PM	<b>1500</b>
4:00 PM	<b>1600</b>
5:00 PM	<b>1700</b>
6:00 PM	<b>1800</b>
7:00 PM	<b>1900</b>
8:00 PM	<b>2000</b>
9:00 PM	<b>2100</b>
10:00 PM	<b>2200</b>
11:00 PM	<b>2300</b>

# WebbConnect User Guide for Employees

## 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

# 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](#)  
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[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**

[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](#)  
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[View Student Schedule](#)  
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## **Manage Classes**

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[Make a Textbook Request](#)

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[Faculty IRBC Report](#)

[Faculty IRBC Lookup](#)

[Academic Progress Report](#)

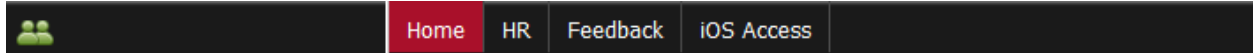
# WebbConnect User Guide for Employees

## **Training & Development**

[Supervisor Training Enrollment](#)

[BlackBoard - Training Server \(BBTEST\)](#)

[Technology Training Schedule](#)



[Edit Preferences](#)

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 **[Employee](#)** ^

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## Employee Menu

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