Columbus State Community College

CougarWeb for Faculty

User Guide
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Access the CougarWeb Website

Go to Columbus State Community College homepage, www.cscc.edu and click on CougarWeb link:

Click on “CougarWeb”

Note: You can also access CougarWeb from the Columbus State Community College’s homepage, www.cscc.edu, select “online services” from the listing on left; select “CougarWeb” and then the appropriate term,

OR

Once you select CougarWeb, the following screen appears:

![CougarWeb for Faculty screenshot]

Click on “CougarWeb for Faculty.”

Once you select **CougarWeb for Faculty**, the following screen appears:

![CougarWeb for Faculty menu]

You are now ready to login!
LOG IN

Select any option like Class Roster, Grading, My Class Schedule, Assignment Contract Approval, Assignment Contract Inquiry and Leave Plan Summary (click on once). By selection, you will be prompted to log in.

The “Leave Plan Summary” displays your leave balances.

The “Class Roster” displays the students enrolled in your courses.

The “Grading” allows for grade entry and modification until published grade entry deadline.

The “Assignment Contract Approval” allows for acceptance of adjunct/overload assignments.

The “Assignment of Contract Inquiry” allows viewing of previously accepted assignments.

The “Degree Audit” displays student audits using the DARSWeb Application.

The “My Class Schedule” will list the classes you are teaching in a particular quarter.

NOTE: You can go always return to the Main Menu by selecting the “Menu” key located in the left hand corner of the menu bar.
Once you select an option, the following screen appears:

Enter your Novell user name and password. This is the same as your GroupWise user name and password. Click the “Press Submit Only Once” button.

If you cannot login, please contact the Help Desk at ext. 5050.

Note: If you receive an error message, please try again or contact the HELP Desk at extension 5050.

Once you have successfully logged in, you will be directed to your selected option. Please refer to the following pages for further information.
**Class Roster**

By selecting **Class Roster**, the following screen appears:

Click on the “Select a Term” drop-down box and select the eligible term. Click the “Press Submit Only Once” button.

NOTE: You may also enter a date range to list all sections taught by you between the entered start and end dates.
The next screen shows the screen with the term selected:

![Image of the screen with the term selected]

NOTE: Terms for credit classes are identified as YYQQCR (Last two-digits of the Year, Quarter identifier and ‘CR’ for credit) and non-credit sections are YYQQNC (Year, Quarter, and ‘NC’ for non-credit). Quarter designators are: WI – Winter, SP – Spring, SU – Summer, and AU – Autumn.

NOTE: “Enter a Date Range” (start and end dates) to lists all sections being taught between the start and end dates, respectively.

NOTE: IF YOU RECEIVE THIS MESSAGE: “There are no classes for the time frame you have selected. Please click BACK to select again;” this could indicate that faculty assignments have not been completed.
Your Planned Course Schedule appears for the selected term!

For a Class Roster of a specific section, click in the box under “Choose One” column. Click the “Press Submit Only Once” button.
Your Class Roster appears!

To view the profile for one student, select the Student Profile checkbox next to that student's information and click "Submit."

This screen provides you the Course Name and Title, all instructors assigned to this section, the roster of students enrolled and information regarding the students.

NOTE: If you are interested in additional information about a specific student, click in the box under “Student Profile” column. Click the “Press Submit Only Once” button.

When finished, select the “Menu” button located in the left hand corner of the menu bar for another selection or log off by selecting the “Log Out” button.
Student Profile

From the class roster screen, you can obtain more information regarding a particular student:

For more information about a particular student, click in the box under the “Student Profile” column. Click the “Press Submit Only Once” button.
NOTE: Advisor and Counselor information is not used.

When finished, select the “Menu” button located in the left hand corner of the menu bar for another selection or log off by selecting the “Log Out” button.
Assignment Contract Approval

By selecting **Assignment Contract Approval**, the following screen appears:

For a specific Contract Type, click in the box under “Choose One” column. Click the “Press Submit Only Once” button.
The next screen shows assignments needing approval:

To select one assignment for approval, click in the box under “Choose One” column. Click the “Press Submit Only Once” button.

NOTE: You can only choose one assignment at a time. You need to repeat procedure for each assignment until screen is blank or a message screen appears stating, “Your process is complete; press MENU button to continue.”

NOTE: If you have multiple assignments, you need to select one assignment, follow the procedure and then go back and select another assignment. Follow procedure again until this screen is blank or a message screen appears stating, “Your process is complete; press MENU button to continue.”
Once an assignment is selected, the next screen shows the Terms and Conditions of the contract:

To accept the Terms and Conditions, click in the box under “Accept” column. Click the “Press Submit Only Once” button.

NOTE: If you are not going to accept the Terms and Conditions, click in the “Reject” box and type a reason under the “Rejection Reason” and then click the “Press Submit Only Once” button.
By selecting “Accept” and clicking on the “Press Submit Only Once” key, the following screen will appear:

To accept the Terms of Appointment, click in the box under “Accept” column. Click the “Press Submit Only Once” button.

NOTE: If you are not going to accept the Terms of Appointment, click in the “Reject” box and type a reason under the “Rejection Reason” and then click the “Press Submit Only Once” button.
If you have a single assignment, the following screen appears:

If you have multiple assignments, the following screen appears (the previously approved assignment should be missing from the list):

To select another assignment, follow the procedure again.
Assignment Contract Inquiry

By selecting Assignment Contract Inquiry, the following screen appears:

For a specific Contract Type, click in the box under “Choose One” column. Click the “Press Submit Only Once” button.

NOTE: This inquiry allows a user to view previously approved assignments.
The following screen appears:

Click the “Press Submit Only Once” button.
The following screen appears:

Click the “Press Submit Only Once” button.

The following screen appears:

To view another contract, follow the procedure again.
**Mid Quarter Progress Reporting/Grading**

By selecting **Grading**, the following screen appears:

Click on the “Term” drop-down box and select the eligible term, generally the current term. Click the “Press Submit Only Once” button.

**NOTE:** In Grading, the terms listed are only those that are eligible for grade entry, generally the current term.

**NOTE:** “Enter a Date Range” (start and end dates) to lists all sections being taught between the start and end dates, respectively.
The following screen will appear:

First, click on the drop-down box for “Final or Midterm/Intermediate” and select either “F-Final” for grading after the courses has ended and prior to the grade entry deadline or “I-Midterm/Intermediate” for Mid Quarter Progress Reporting entry around the 5th week of the quarter for full quarter classes and the halfway point for short term courses.

NOTE: This screen shows a listing of your courses that you are teaching or have taught.
Then,

Next, click in the box under the "Choose One" column for the course section in which you want to enter grades. Click the "Press Submit Only Once" button.

NOTE: IF YOU RECEIVE THIS MESSAGE: "* is a required field", please select "Final or Midterm/Intermediate" and select either "F-Final" or "I-Midterm/Intermediate" for grading. Then click the "Press Submit Only Once" button.
The class roster appears in alphabetical order!

In the “Grade” Column, enter the appropriate grade for each student. When finished, click the “Press Submit Only Once” button.

NOTE: Appropriate grades for Mid Quarter Progress Reporting and Final Grading are:

<table>
<thead>
<tr>
<th>Mid Quarter Progress Reporting</th>
<th>Final Grading</th>
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<tbody>
<tr>
<td>S – Satisfactory</td>
<td>A – Excellent</td>
</tr>
<tr>
<td>U - Unsatisfactory</td>
<td>B – Above Average</td>
</tr>
<tr>
<td></td>
<td>C – Average</td>
</tr>
<tr>
<td></td>
<td>D – Below Average</td>
</tr>
<tr>
<td></td>
<td>E – Fail</td>
</tr>
<tr>
<td></td>
<td>I – Incomplete</td>
</tr>
<tr>
<td></td>
<td>R - Audit</td>
</tr>
<tr>
<td></td>
<td>S – Satisfactory</td>
</tr>
<tr>
<td></td>
<td>U – Unsatisfactory</td>
</tr>
</tbody>
</table>
Entered grade screen is shown below:

Once you have submitted grades, students will be able to see the grades.

NOTE: If you find that you made a mistake you may go back in to the grade roster and update the grade until the published grade entry deadline. After the grade entry deadline, you must submit a Grade Change Form through your department chairperson.

When finished, select the “Menu” button located in the left hand corner of the menu bar for another selection or log off by selecting the “Log Out” button.
My Class Schedule

By selecting My Class Schedule, the following screen appears:

Click on the “Select a Term” drop-down box and select the eligible term. Click the “Press Submit Only Once” button.

NOTE: “Enter a Date Range” (start and end dates) to lists all sections being taught between the start and end dates, respectively.
Your Class Schedule appears!

NOTE: IF YOU RECEIVE THIS MESSAGE: “There are no classes for the time frame you have selected. Please click BACK to select again;” this could indicate that faculty assignments have not been completed.

When finished, select the “Menu” button located in the left hand corner of the menu bar for another selection or log off by selecting the “Log Out” button.
Degree Audit

Go to Columbus State Community College homepage, www.cscc.edu and click on Faculty/Staff link:

Select ‘faculty and staff’ from listing on left, select “DarsWeb user guide.”

Or

By accessing the instructions under the Forms section on the college Intranet site, http://intranet.cscc.edu/

The User Guide name is:

Degree Audit on CougarWeb for Faculty and Staff User Guide
**Leave Plan Summary**

By selecting **Leave Plan Summary**, the following screen appears:

When finished, select the “Menu” button located in the left hand corner of the menu bar for another selection or log off by selecting the “Log Out” button.
Printing

To print any of the screens within CougarWeb, use the standard printing function of File, Print and then select your designated printer. You could also do a “Screen Print.” You might want to change to a Landscape format.
Quick Reference Sheet

- **Log In** – Use your Novell Username and Password
- **Log Out** – Log off when finished
- **Printing** – Do a File, Print from the Menu bar or Print Screen function
- **Function headings:**

  - The “Leave Plan Summary” displays your leave balances.
  - The “Class Roster” displays the students enrolled in your courses.
  - The “Grading” allows for grade entry and modification until published grade entry deadline.
  - The “Assignment Contract Approval” allows for acceptance of adjunct/overload assignments.
  - The “Assignment of Contract Inquiry” allows viewing of previously accepted assignments.
  - The “Degree Audit” displays student audits using the DARSWeb Application.
  - The “My Class Schedule” will list the classes you are teaching in a particular quarter.