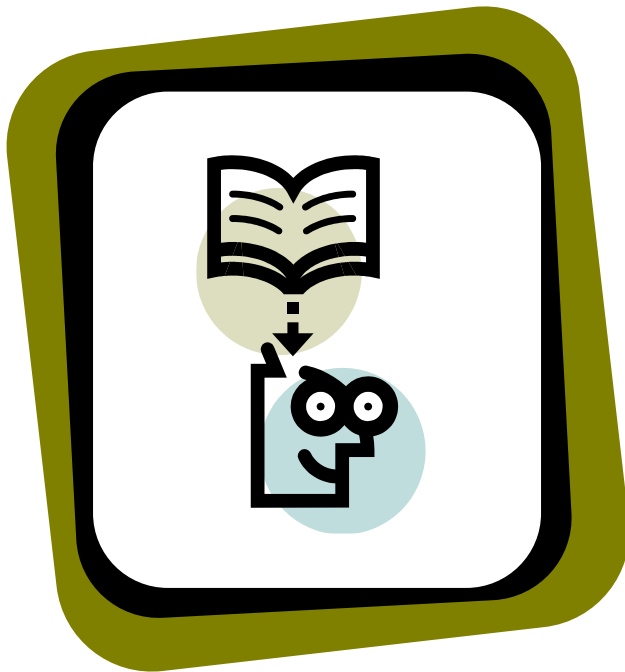


# Web for Faculty Handbook – Fall 2019



EVERYTHING YOU EVER WANTED TO KNOW ABOUT WEB FOR FACULTY

**Central New Mexico Community College**

*Updated 07/22/19 by Erika A. Anaya*

## Table of Contents

To Access Web for Faculty:.....	3
Entering Office Hours in Web for Faculty .....	4
View Class Roster or Email a Student/Class.....	5
To Create a Grade Book:.....	6
Keeping Grades:.....	7
Registration Overrides .....	8
Waitlists.....	9
To Drop a Student for Non-Attendance .....	10
Steps for Entering Final Grades .....	11
Grade Changes.....	12
Grade Appeals:.....	13
Acknowledging Course Assignments through Faculty Load and Compensation (FLaC) .....	13
Leave and Substitute Payroll Process .....	15

## To Access Web for Faculty:

- Go to My.cnm.edu (off campus) OR click on **MyCNM** from the CNM webpage
- Click on **MyCNM**
- Log on with your user name and password
- Click the **Faculty and Advisors Tab**
- Click on **Web for Faculty**



**Web for Faculty** is the web-based software interface that will allow you to access information from Banner, the college's enrollment management database. Web for Faculty includes your term class schedule, class lists, waitlists, and more. You will also use Web for Faculty to: complete class overrides, drop students for non-attendance, record your office hours, as well as enter final grades.

## To select a term and/or class:

- Click **Term Selection** or **CRN Selection**.
- Select the term and/or class you want. Click **Submit**. (*When you select a term and/or class, that selection will be used by the system until changed*).

## To view your instruction schedule:

- Click **Faculty Schedule All Terms**

## Entering Office Hours in Web for Faculty

Each term you will need to enter your office hours in Web for Faculty. This will allow both students and administrators to view your office hours. (For more information on Faculty Office Hours Guidelines go to: [https://www.cnm.edu/depts/academic-affairs/documents/Entering\\_Office\\_Hours\\_in\\_Web\\_For\\_Faculty\\_v3.pdf](https://www.cnm.edu/depts/academic-affairs/documents/Entering_Office_Hours_in_Web_For_Faculty_v3.pdf)) and scroll down to Faculty Schedules and Office Hours.

1. In MyCNM, select the Faculty and Advisors Tab and click Web for Faculty
2. Select Office Hours.
3. Using the drop down menu "Select a Term" choose the current term and click on Submit.
4. Select a class to enter its associated office hours.
5. Enter the hours (using standard military time) in the From Time and To Time boxes. **(If you do not hold office hours, then use hours From: 0000 To: 0001).**
6. Select the appropriate days. **(Leave blank if you do not have office hours).**
7. Select a contact phone number. **(Leave as none if you do not have office hours).**
8. Type in the location where you will hold office hours. **(Type NOH for No Office Hours).**
9. Add the From Date and To Date.
10. **Click the Display check box – Important!!** Your office hours will not appear to students or administration if you do not do this and you will be notified later that your office hours are missing.
11. Click the Submit button.

**Fill out the Office Hours form for each CRN.**

## View Class Roster or Email a Student/Class

Class enrollments change daily, so it is important that you refer to your Web for Faculty class list often. It is the only “official” class roster. Important information includes:



- Follow access instructions on page 3 to login to MyCNM and Web for Faculty.
- Click **Summary Class List**.
- Select the term you want. Click **Submit**.
- Select the class you want. Click **Submit**.
- You may view specific information on each class and email individual students or the entire class.
  - a. To email a student, click the envelope icon to the far right of the screen.
  - b. To email an entire class, click the envelope icon next to “Email Class” at the bottom left of the screen.
- **NOTE:** Student phone numbers are available through Web for Faculty’s Class Roster Download option

## To Create a Grade Book

You will need to maintain a method of tracking all graded assignments, quizzes, and exams for the term. Creating an electronic grade book for each course section in a spreadsheet is an efficient method for tracking all graded assignments, calculating final grades and tracking absences. The following instructions will help you create a grade book in Excel:

- Follow access instructions on page 3 to login to MyCNM and Web for Faculty.
- Click on **Class List**
  - Select relevant term and click **Submit**
  - Select appropriate course (CRN) and click **Submit**
- The class list should now appear at the bottom of the page.
- To save the file to your computer, at the bottom of the page, click on **Faculty Class Download**.
- Certain information will be contained in the resulting CSV spreadsheet, and faculty may select additional information from the options presented.
- After opening a class list, save the file as an .XLSX file (*Excel in Office 2016*) - saving the file in this format will allow you to make changes in your grade book.
- Repeat the download and save process for all CRNs.
- Note to Mac users: In Safari, your results may display as a new browser screen rather than as a file to download. Simply highlight all of the information displayed, copy it, and paste it into a spreadsheet in Excel. You will need to use the “text to columns” function in the “Data” menu to separate the information into different columns.



## Keeping Grades:

Entering grades in a spreadsheet throughout the term will save you time at the end of the term when it is time to calculate and enter final grades.

- Print a copy of your class list and use it to take attendance in class.
- Record attendance and student performance on graded assignments in your grade book.
- Regularly check your class list throughout the term through MyCNM Web for Faculty to verify that all students attending your class are actually registered to attend.
- Assign all students a grade in accordance with CNM grading policy. This includes students taking classes for **Audit** or **Credit/No Credit**.
- When assigning F or NC grades, you must enter Last Attend Date.
- Final grades must be entered within two business days after a class ends.
- Maintain a record of student grades for one (1) term following the term the grade was awarded.
- Any exams, projects, or other graded materials that are not returned to students during any given term must be retained through the end of the subsequent term.
- Grades must never be posted publicly. Advise students to view their final grades via **MyCNM**. Do not email final grades to students. Grades are to be maintained in a manner that does not violate the Family Education Rights and Privacy Act (FERPA).

## Registration Overrides

Registration Override Approvals can be processed through the Faculty and Advisors page. **If you approve an override, the student must go into the registration system (MyCNM) and register for the class by the deadline.**

A few things to keep in mind:

- You can grant the following overrides: Late Registration Approval, Capacity Overfill Approval, Prerequisite and Co-requisite Overrides, and in some cases, Department Approval.
- Capacity overfills should not be granted prior to the first day of the class. If the overfill is granted and the student registers into the class as the result of an overfill override, that available seat is no longer available to students on the waitlist and the system will not honor the waitlist notification.
- **If your class has a waitlist, please give priority to those on the waitlist.**
- Be aware of your school's policy on pre- and co-requisite waivers, special approvals, and class overfills.
- Department approvals do not clear pre- or co-requisites.
- The Late Registration Approvals give students the ability to enroll in a course after it has begun, regardless of whether the class is full.
- The Late Registration Guidelines can be found in the Instruction Tab in MyCNM.edu.

### To approve registration overrides:

- Click **Registration Overrides**.
- Select the term you want. Click **Submit**.
- Enter the student's ID number (note: the bottom part of the form is used by the academic advisors to approve overrides for their advisees). Click **Submit**.
- Confirm the student's name. Click **Submit**.
- From the drop-down menu, choose the type of override(s).
- From the other drop-down menu, choose the CRN
- Confirm the override(s).
- Click **Submit**.





## Waitlists


Waitlists are used at CNM to manage registration for most classes prior to the start of the term. You can view the waitlists for your classes in Web for Faculty on the Summary Waitlist form. You can also email students on your class waitlist up to two days before the part of term in which the class is offered.

- CNM's automated waitlist system emails waitlisted students, based on their priority order, when an open space occurs in the class.
- **Do not grant capacity overrides while a class waitlist is active.**
- Two days before each part of term begins the waitlist will “end.” It will no longer be an option for students and their names will be removed from the Waitlist. You will receive an email notification with a list of students on the waitlist, in priority order, before it ended. After the Waitlist ends, students can still register until the last day to add for that Part of Term if space is available.
- For waitlist deadlines go to: <https://www.cnm.edu/student-resources/class-schedule/things-to-know>



## To Drop a Student for Non-Attendance

Per CNM policy, you need to drop students for non-attendance. The drop form in Web for Faculty is for **non-attendance drops only!** Drop deadlines are displayed on the Web for Faculty Drop Form and in the Schedule of Classes. All dropped students must have a Last Attend Date recorded in Web for Faculty.



**The Web for Faculty Drop Form is for non-attendance drops ONLY!**

- Follow access instructions on page 3 to login to MyCNM and Web for Faculty
- Click **Faculty Drop Students**
- Select the term you want. Click **Submit**.
- Select the class you want. Click **Submit**.
- Locate the student you want to drop.
- Next to the student's name, use the drop down box to select **Drop**. You must **ENTER THE LAST ATTENDED DATE** – this information is required for financial aid purposes
- For students, who never attend a class, the Last Attend Date is the day before the first day of class.
- Click **Submit**.

### **PLEASE READ:**

***DROPPING STUDENTS FOR NON-ATTENDANCE:*** *Students who do not attend the first class session without notifying their instructor, or who miss two consecutive class sessions in the first week, should be dropped for non-attendance. Classes that meet only once a week are counted as two consecutive sessions.*

*If you do not drop students for non-attendance during the first week, you must drop all "no-shows" at the end of the second week of the term. Students who have missed more than 15% of the class meetings may be dropped from the course. Faculty MUST include their individual attendance policy in the course syllabus.*

## Steps for Entering Final Grades

Final grades must be recorded by you through Web for Faculty for your classes. It is against CNM policy to allow another person to use your Web for Faculty access.

- Final grades are available to all students via MyCNM. Do not email grades to students.
- **Final grades must be entered within 48 hours after a class ends.** See the calendar of academic dates for the final date to enter grades for each term.
  1. Follow access instructions on Page 3 to login to MyCNM and Web for Faculty, click Faculty and Advisor Services tab.
  2. Click Final Grades.
  3. Select the appropriate class.
  4. Use the drop down box by each student's name to enter a grade (A, B, C, D, F, or I).
  5. If the word "NONE" appears in any box, you have not entered a grade for that student.
  6. Re-check that every student has a grade and then – *and only then* – click **Submit**.

### **MAKE SURE YOUR GRADES HAVE BEEN SUBMITTED:**

*After 5 minutes, **go back and check** that all the grades have been entered and, if necessary, make any required change. Remember, you will be "timed-out" after 15 minutes! Print a copy of the final grades for your record. This may be needed for grade changes.*

### **F GRADES:**

*If entering a grade of F, you **MUST** enter the **Last Attended Date** before submitting your grades. If you do not enter the Last Attended Date, the grades for the **ENTIRE** class will not be accepted by the system. If the student did not attend class at all, list the first date of the class.*



## Grade Changes

When an incorrect final grade has been submitted, a change of grade must be initiated by the instructor or Academic Dean.

Reasons for a grade change are:

- Instructor error, i.e., entry or computation
- Previously assigned Incomplete
- Grade Appeal

To determine whether to correct the grade on the Web for Faculty system or submit a Grade Change form:

Login to MyCNM and review the final grades for the class

If there is an “N” in the Rolled Column grades, enter the correct grade for the student in the Final Grades form and submit.

or

If the incorrect grade has a “Y”, the final grade has rolled to the student’s academic history and a Grade Change form is required to change the grade.

Original grades cannot be changed to withdrawal, incomplete or other grade modes.

When the student’s grade has been corrected, the student is notified by e-mail nightly that their grade has been changed. Because the change is made to the student’s academic history, the original grade posted by the instructor remains the same.

Refer to the Grade Change form on MyCNM under the Instruction tab for more information.



## Grade Appeals:

A student who has a disagreement relating to a grade may file an academic grade appeal. Maintaining and saving your records or grade books will help you to submit evidence of the students' grades and how they were calculated.

- In accordance with the current Collective Bargaining Agreement, a student's final grade will not be changed without consultation with the instructor of record.
- Refer to Grade Appeals on the Academic Affairs Key Processes webpage. (For more information on Grade Appeals go to: <https://www.cnm.edu/depts/academic-affairs/key-processes/faculty-processes>).
- Maintain records for at least one (1) full academic year.

## Acknowledging Course Assignments through Faculty Load and Compensation (FLaC)

Faculty now acknowledges course assignments through MyCNM.

1. Follow access instruction on Page 3 to login to MyCNM and click the Faculty and Advisor Services tab.
2. In the Faculty Compensation Acknowledgement window on the left hand side of the screen, any unacknowledged course will have a red dot next to it. Click the course to be taken to the Faculty Load and Compensation screen.
3. You will now be able to view your teaching assignments. Verify relevant information show there, including:
  - a. Course CRN
  - b. Course information including title and section number
  - c. Contact hours
  - d. Percent of responsibility
  - e. Compensation
4. To acknowledge a course, click the box next to "Faculty Acknowledgement". *Please notify your Associate Dean if any of the information for a course is inaccurate.*
5. After clicking the acknowledgement box for each course, click "Acknowledge Selected Positions" shown under the comment box beneath the last assignment.

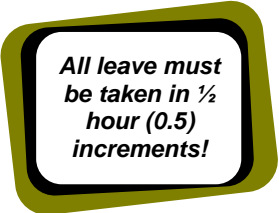
6. After acknowledging the position, you will now see a message saying, “Your change was saved successfully.” You may now log out. The next time you log into MyCNM and go to the Faculty and Advisors tab, you will see green check marks next to all acknowledged courses.
- ***If you have any questions, please contact your Associate Dean!***



## Leave and Substitute Payroll Process

There may be times when you need to request sick leave or personal leave. For specific policies and procedures relating to leave, review the Collective Bargaining Agreement and Employee Handbook. Contact your school office for the details on finding a substitute.

1. Follow access instructions on page 3 to login to MyCNM.
2. Confirm your **leave balances** under the Employee tab or by clicking the link in the window that says “FLaC” on the Faculty and Advisors Tab.
3. Go to the Faculty and Advisors Tab.
4. Click the electronic **Faculty Leave Request Form in the “Faculty Forms” window on the right side of the page.**
5. Enter the required information:
  - *Full name*
  - *Employee ID #*
  - *Employment status (FT/PT)*
  - *School*
  - *Type of leave (Sick, Personal, etc.)*
  - *Applicable leave balance*
  - *Dates and times of leave*
  - *Course information: list missed classes and enter total hours missed for each class*
  - *Include office hours (all instructors) and other duty hours (FT only)*
  - *Substitute’s name*
  - *Submit*
6. The payroll coordinator will check the request for accuracy. If the request is not accurate, it will be returned to you for correction. Please respond to a request for a correction as soon as possible.
7. Once the request is accurate, the dean or associate dean will approve the request, send an approved copy to the instructor, and send it back to the payroll coordinator to enter in Banner.
8. If a substitute has been designated the payroll coordinator will then submit the request to the substitute for confirmation that they did



**All leave must  
be taken in ½  
hour (0.5)  
increments!**

substitute for the class. ***If confirmation is not sent to the payroll coordinator – no payment will be made!***

9. When the payroll coordinator receives the confirmation from the substitute, she will enter the substitute information into the Banner and send it to the dean for approval.

**Note:** *The leave and substitute pay process for each academic school is handled by a Payroll Coordinator in each school.*

