The University of New Orleans

Web-STAR (PeopleSoft Campus Solutions v 9.0):
Faculty Center Training Manual
Welcome to the Faculty Center Training module! This module contains the information and tools needed to learn the common task a Faculty performs while working with students.

**Goal**  
To have the skills and knowledge to Advise Students

**Participate Objectives**  
at the end of this module, you will be able to………

1. View Weekly Teaching Schedule  
2. View FERPA Statement  
3. View/Print Class Roster  
4. Enter Final Grades  
5. Search Classes

If you have any questions about this document please contact the Training group at 504-280-5645 or visit us at UCC-101Q.
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## Navigation to Web-STAR

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Navigate to the UNO Home Page: <a href="http://www.uno.edu/">http://www.uno.edu/</a></td>
</tr>
<tr>
<td>Step 2</td>
<td>Select the Faculty &amp; Staff link.</td>
</tr>
<tr>
<td>Step 3</td>
<td>Select the Web-STAR logo.</td>
</tr>
</tbody>
</table>

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![UNO Home Page Screenshot](image1.png)

![Web-STAR Logo](image2.png)
Step 4. Select the Faculty/Staff link.

Next, enter your UNO username and password. **Note:** Your user name is the same password used to login to your email, computer or blackboard course.
View Weekly Teaching Schedule

<table>
<thead>
<tr>
<th>Step 1.</th>
<th>To view the Weekly Teaching Schedule select the “View Weekly Teaching Schedule” link.</th>
</tr>
</thead>
</table>

Welcome to the Faculty Center Home Page. The Faculty Center is your starting point. Within the Faculty Center you will see tabs for My Schedule, Class Roster, Search and Grade Roster. Your teaching schedule for the current term will be displayed in the My Teaching Schedule section.
Step 2. The view my weekly schedule page allows you to view your schedule by the week. Use the previous and next week buttons to view schedules. Use the "Refresh Calendar" button if you need to refresh your screen.

Step 3. To view the FERPA statement click on the "View FERPA Statement" link.

Step 4. Select the Faculty "Faculty Center" tab to return to the Faculty Center Home page. Note: Do not use the Back browsers.
Step 5. The FERPA Message for Instructors/Advisors is displayed. Click the return button to return to the previous screen. To review the Federal laws in its entirety click the “U.S. Department of Education Family Educational Rights and Privacy Act (FERPA)” link.

Step 6. Select the “Return” button to return to the previous screen.
FERPA Message for Instructor/Advisor

FERPA Restrictions

Educational records are kept by University offices to facilitate the educational development of students. Faculty and staff members may also keep informal records relating to their functional responsibilities with individual students.

A federal law, the Family Educational Rights And Privacy Act of 1974 (also known as FERPA, and the Buckley Amendment) as amended, affords students certain rights concerning their student educational records. Students have the right to have some control over the disclosure of information from the records. Educational institutions have the responsibility to prevent improper disclosure of personally identifiable information from the records.

WHEN IN DOUBT, err on the side of caution and do not release student educational information. Contact the Office of the Registrar for guidance.

U.S. Department of Education Family Educational Rights and Privacy Act (FERPA)
View/Print Class Roster

Step 1. To view your class roster select the class roster icon next to the class you desire to view.
Step 2. To filter the enrollment status, select the drop down menu item list.

Step 3. Use the **change class** button to change the roster to another class.

Step 4. To print a suitable class roster select the [link at the bottom of the page](#). **Note:** You may need to scroll to the bottom on the page using the right scroll bar. If you prefer to download the class the class roster the a spreadsheet click the download icon on the grid.

Step 5. Select the Faculty "Faculty Center" tab to return to the Faculty Center Home page. **Note:** Do not use the back browsers.

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Download Class Roster to an Excel Spreadsheet.

![Class Roster](image)
Enter Final Grades

Step 1. Select the Grade Roster icon next to the class you desire to grade.

Step 2. Select “Final Grade” under Grade roster Type, if it is not currently selected.

Step 3. Click the Final Grade list item.

Step 4. Once you have entered your grades, you will need to mark them as Approved and Save them.

Step 5. Click the Approval Status list to select Approved.

Step 6. Click the Approved list item.

Step 7. Click the Save button.

Step 8. You can use the Download link on the bottom of your screen to download the roster to Excel.
Search Classes

**Step 1.** Select the “Search” tab.

**Step 2.** Select the correct Term.

**Step 3.** Select the Subject.

**Step 4.** Enter the desired course number if known. If you do not know the course number, leave it blank. **Note:** Use the additional search feature to narrow down your search results.
Step 5. All classes that meet the search criteria will be displayed.

Step 6. To start a new search select the START A NEW SEARCH button.
Search for Classes

Search Results

When available, click View All Sections to see all sections of the course.

University of New Orleans | 2010 Fall

The following classes match your search criteria: Course Subject: English, Course Number is exactly '1157', Show Open Classes Only: Yes

ENGL 1157 - English Composition

<table>
<thead>
<tr>
<th>Section 024-LEC(10712)</th>
<th>Status</th>
<th>19-21 of 47</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Session</strong></td>
<td>Regular</td>
<td></td>
</tr>
<tr>
<td><strong>Days &amp; Times</strong></td>
<td>MoWe 1:30PM - 2:45PM</td>
<td><strong>Room</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 038-LEC(10717)</th>
<th>Status</th>
<th>19-21 of 47</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Session</strong></td>
<td>Regular</td>
<td></td>
</tr>
<tr>
<td><strong>Days &amp; Times</strong></td>
<td>MoWe 3:00PM - 4:15PM</td>
<td><strong>Room</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 039-LEC(10718)</th>
<th>Status</th>
<th>19-21 of 47</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Session</strong></td>
<td>Regular</td>
<td></td>
</tr>
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<td><strong>Days &amp; Times</strong></td>
<td>MoWe 3:00PM - 4:15PM</td>
<td><strong>Room</strong></td>
</tr>
</tbody>
</table>

START A NEW SEARCH
Input Class Attendance

**Step 1.** From the Faculty Center Select the **Input Class Attendance** link.
Step 2. Select the **Term** you desire to record attendance for.

Class Term Selection

Choose Class Term
- 2010 Fall
- 2010 Spring

Step 3. Select the appropriate **Course Title** you desire to record attendance for.

Class Selection

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Subject and Catalog Nbr</th>
<th>Class Section</th>
<th>Class Nbr</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intensive Eng Lab</td>
<td>ENGL 100</td>
<td>001</td>
<td>10668</td>
<td>University of New Orleans</td>
</tr>
<tr>
<td>Major American Writers</td>
<td>ENGL 2041</td>
<td>001</td>
<td>10821</td>
<td>University of New Orleans</td>
</tr>
<tr>
<td>Major American Writers</td>
<td>ENGL 2041</td>
<td>002</td>
<td>10822</td>
<td>University of New Orleans</td>
</tr>
</tbody>
</table>

Return to Term Selection
Step 4. Record class attendance for each enrolled student.

Step 5. Click the **Save** button.

Class Attendance Roster

2010 Fall
Intensive English

Add Another Student to Roster

<table>
<thead>
<tr>
<th>EmailID</th>
<th>Name</th>
<th>Attendance Status</th>
<th>Last Date of Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Currently Attending</td>
<td></td>
</tr>
</tbody>
</table>

Please Note: For instructors with large classes, you may be logged out of PeopleSoft after 20 minutes, causing you to lose your work in this roster. You may use the tool below to prevent this. If you receive a timeout warning, click here to reset the timer.

Time Last Reset: 2:34 PM

Return to Class Selection

Save  Notify  Refresh