

## Logging In

Go to <https://paws.gsu.edu/cp/home/loginf>. Type in your Campus ID and password.

## Forgot your Password

Click on the Reset Your Password Link. If you are still having issues, call the Help Desk at 404-413-4357.

## Faculty Menu

Once you login, click on classes to be directed to the Faculty Menu.

## The Six Things One Can Do in Web For Faculty

- 1. View Class Roll**--See the list of the students enrolled in your course \*The "CRN" is the Course Reference Number. (What we used to call the Comp #.) \*Click on a student's name to get their postal address and phone number. Faculty and staff should not reveal any information about students to anyone other than GSU employees. Moreover, if **\*\*Confidential\*\*** appears to the right of a student's name, it is a violation of federal law to reveal any information about this student to anyone other than GSU employees. Requests for information about students should be referred to the Registrar's Office. \* If you have more than 50 students in your class, you will have to send the message to them in groups of 50.
- 2. View Basic Course Information**--See the number of students in a class, time, place, etc. \*You can see whether your request to change the location of your class has been approved.
- 3. Add and Maintain Office Hours (new feature)** — Use this page to maintain your office hours for a class. \*To add or maintain office hours, click on View Basic Course Information. \*Click on the Maintain link for Office Hours. \*From/To Times and From/To Dates are required when adding office hours. \*Students may view your office hours when the Display indicator is checked. \*Office hours may be added **ONE** at a time by entering the information and clicking Submit. \*Office hours may be deleted by clearing out From/To Times or From/To Dates and clicking Submit.
- 4. View Weekly Schedule**--See all your classes in a weekly schedule format.
  - a. Submit Final Grades**--Submit your grades. \*You can move to the next student by hitting the tab key twice. \*You cannot enter an unauthorized grade. \*Grades are not saved until you click on Submit Grades. When you click Submit Grades, you will be returned to the Submit Grades page so that you can enter more grades. Click on Submit Grades regularly as you enter your grades.
  - b. Grades page** so that you can enter more grades. Click on Submit Grades regularly as you enter your grades.
- 5. View Student Evaluation of Instructor**--See your numerical and written student evaluations. \*You can see the response rate before grades are due. Encourage students to fill out the evaluations. \*The evaluations themselves are only visible after grades are due. \*Results of paper evaluations will not be available until six weeks after the semester.
- 6. Select Term and Select CRN**

**Select Term**

\*Allows you to change the term you wish to look at. When you click Select Term from the Main menu, you will be taken back to the Main menu to choose one of the four tasks.

\*You can also find Select Term at the bottom of the Class Roll and Basic Course Information pages.

It will take you back to Class Roll if you clicked on Select Term at the bottom of Class Roll or take you back to Basic Course Information if you clicked on Select Term at the bottom of Basic Course Information.

### **Select CRN**

\*Allows you to change the class you wish to look at. When you click Select CRN from the Main menu, you will be taken back to the Main menu to choose one of the four tasks. \*You can also find Select CRN at the bottom of the Class Roll page. It will take you back to the Class Roll page.

## **GoSOLAR Web For Faculty Frequently Asked Questions**

### **Logon and Navigation**

- **I get an "encryption" error when I try to access Web for Faculty. What's up?** Your browser is too old. Web for Faculty requires Mozilla Firefox (any version below 3x) or Internet Explorer 5.5 or later version to work at all. It works best with Internet Explorer 7. To update your browser go to [www.microsoft.com/windows/ie/downloads/ie6](http://www.microsoft.com/windows/ie/downloads/ie6) (Internet Explorer).
- **What happens if two people try to log on at the same time with the same ID?** The system will log out both users and pop them back to the main login page with the following message: "A break in attempt has been detected! Please login again."
- **How do I print pages from GoSOLAR Web for Faculty?** Use the print button on your browser.
- **Why doesn't the "Reload" or "Reset" button on my browser work properly?** To make the system more secure, this button has been essentially disabled. To reload a page you have to back to the home page and log in again.

### **Class Roll and Email Function**

- **Why can't I view my class roll?** In order to view your class roll, you must be flagged as an instructor in the database AND you must be assigned as the instructor of a class. Contact your department so the staff can check to see if you are assigned to the class you are teaching. If you are assigned to the class that you are teaching and you still can't view your class roll, your department must contact Donna Brevard and see if she has received the HR paperwork so she can flag your ID as an instructor in the database.
- **Students are on my GoSOLAR class roll but not my WebCT roll. Why is that?** You need to upload them to your Web CT roll. See the Web CT Faculty Lounge for instructions on doing this.
- **The class count at the top of class roll page does not match with the actual number of students on the class roll. What's up?** Students who have withdrawn from all their classes are deleted from the class rolls but still included in the class count at the top of the roll and still appear on the Submit Final Grades page. However, students who have withdrawn from only some of their classes still appear on the call roll. This is not error in the program. It was designed to work that way. We are investigating the possibility of a redesign.
- **What does the column with RW, RE, etc. mean?** It indicates how the student registered or

withdrew from the course. RW = Web registered (Student enrolled via the web), WW = Web Withdrawn (Student withdrew via the web), RE = Registered administratively (Student was registered by GSU), WD = Withdrawn administratively (Student was withdrawn by GSU), WH = Hardship withdrawal, AU = Audit

- **If a student withdraws, how does that appear on the Class Roll?** The withdrawal date will show on the Class Roll page.
- **Can we get the class roll downloaded as Excel files?** Not directly. But when you have the class roll page up, you click on "File" and then "Save As," save the page and then open it up in Excel. All the students will be there. One then has to delete the extra rows and columns.
- **Who do I contact if the email function is not working from the class roll?** In order for the email function to work properly, a default email application must be set up on your browser. Contact the Help Desk at 404-413-4357 and request a workstation support staff to help you set up the default email application on your browser.
- **Do other students see the e-mail address of a student marked "Confidential" when you send an e-mail to the whole class?** Yes. However, faculty may give out a student's GSU generated e-mail address to other students and the GSU generated email address is all that students see when the GoSOLAR e-mail the class function is used. For further questions about what information you may give out, contact the Registrar's Office.

### Submitting Grades

- **How does team teaching work?** Can all instructors record grades or just the primary instructor? All instructors can see all the course information and send e-mails. Only the primary instructor can enter grades.
- **How do I enter a grade if a student has withdrawn from my course?** If the student withdrew before the midpoint, then W and WF will be available. You should assign W or WF depending on whether the student was failing the course when they withdrew. If the student withdrew after the midpoint, the student will automatically be assigned a WF.
- **What if I have such a large class that I cannot enter the grades before the 30 minute time limit?** When you click on Submit Final Grades, you are returned to the submit grades page. So you can enter 10 or 15 grades, click on Submit Final Grades, and continue entering grades, click on Submit Final Grades again, etc. Each time you click on the Submit button, toward the top of the grades page after the course title information, the system gives you a message that "The changes you made were saved successfully."
- **Can staff enter grades for faculty?** Faculty should enter their own grades in GoSOLAR Web for Faculty. Staff should not enter grades for faculty. Exceptions may be approved by the department chair or dean of the college.
- **Suppose that I am teaching a cross-listed course. How do I enter the grades?** Grades must be entered separately for each CRN.
- **When can students see their grades?** Students are not able to see grades on Web for Student until the Registrar's office runs end of the term grade processes. This will occur a day or two after grades are due.
- **COL faculty submit student grades via an anonymous exam id. Will there be a screen**

**available to law faculty where they can submit grades with this method?** No. That function does not exist in Web For Faculty. COL is currently researching this problem.