Web for Faculty
Western Washington University Information System
User Documentation last Updated 09/07/16

Web for Faculty allows faculty members to view, update, and print selected information from the Student Information System. It provides access to the faculty member’s schedule, a listing of students in each of the faculty member’s courses, information regarding registration overrides, and curriculum information about their students.

To access Web for Faculty, login to the myWestern portal at https://mywestern.wwu.edu, using your username and password. Click on the Web4U icon at the top of the page. If you have not activated your universal account or have forgotten your password, instructions can be found on the myWestern login page under Forgot/Reset Password.

If you are not listed as the instructor for a particular course and believe you should be, please contact Troy Ragsdale, Registrar’s Office at (360)650-3758.

There are three menus in the Faculty application; the first is the Main menu, used to access various web modules. The Faculty Services menu appears at this level, as well as any other menus pertaining to the individual who logged in, which is determined by their ID type.

The following options are available on the **Faculty Services menu:**
- Term Selection
- CRN Selection
- Photo Roster
- Faculty Detail Schedule
- Faculty Schedule by Day and Time
- Summary Class List
- Summary Wait List
- Final Grades
- Final Grade Instructions
- Registration Overrides
- Grade Change Form
- Incomplete (K) Grade Contract (pdf)
- Academic Dishonesty Information
- FERPA Tutorial
- Student Menu
- Advisor Menu
- Course Evaluations

The following options are available on the **Student menu:**
- Term Selection
- ID Selection
- View Student Information
- View Student E-mail Address
- View Student Schedule
- Registration Overrides

The **Advisor menu** consists of:
- Term Selection
- ID Selection
- Student Academic History (unofficial transcript)
- Degree Evaluation
- Transfer Equivalency Report
Term Selection
A faculty member must choose a term to work with to access any term-related information. If the faculty member chooses an option that requires a term, and a term has not been chosen, the Term Selection page will appear.

Course Reference Number (CRN) Selection
The faculty member must choose a course reference number (CRN) to work with to access the Class List or Final Grades pages. If the faculty member chooses one of the above options, and has not specified a CRN, the CRN Selection page will appear. The faculty member may choose any CRN for a course they are instructing, for the selected term.

Registration Overrides
The registration overrides option provides the ability to submit overrides for students concerning registration. The student schedule also displays here. The student the faculty member is distributing an override to is chosen via the ID Selection page.

- The faculty member will first be taken to Term Selection if they request Registration Overrides and have not yet chosen a term to work with. Similarly, the faculty member will be taken to Student ID Selection if they have not yet chosen the student they wish to work with. On the Student ID Selection page an ID may be entered directly for any student or a query may be executed by name of any student who is registered for at least one of the courses the faculty member is assigned to for the term selected.
- Once the faculty member has selected a student, the student remains throughout the session until a) the faculty member chooses a different ID from Student ID Selection or b) the faculty member logs out.
- The page displayed shows whether the student has any overrides and allows the faculty member to enter overrides for the student selected. You may scroll down to view the student’s schedule at the bottom of the page.
- The Date field in the permit/override entry box will default in today’s date.
- There are two pull-down menus on the override page. The first is a list of valid override descriptions. All descriptions for the term will be included in the pull-down menu. Valid codes consist of ‘I’ for Instructor Approval, ‘T’ for Time Conflict and ‘C’ for Capacity which includes all override abilities of the ‘I’ code PLUS it will override the enrollment capacity set for the section. ‘I’ will override the following restrictions: Major, Class, Campus, College, Special Approval, and Prerequisite. Important Note on Capacity: Assigning the “C” will also allow the capacity to be exceeded for the room size.
- The second pull-down menu allows the faculty member to choose a course for which they will assign the override. Only courses in which the faculty is assigned as the primary instructor will be listed.
- After the faculty member has chosen a value from each of the pull-down menus, they will click the Submit Changes button. This takes you to the Faculty Registration Overrides Confirmation page. This page displays the overrides the faculty member updated. Confirming the override will now allow the student to register. It is imperative to instruct students to register themselves in the course.
- To Retract an override code, request your department’s administrative assistant to remove the override for the student via the form SFASRPO.

Photo Rosters
Faculty can access photographs of students with their class rosters. Please note that students are not required to have their photograph taken, therefore photos for some may be missing. Photographs of students should be held in strict confidence and may only be used for identification purposes. In conformity with the Family Education Rights and Privacy Act, the photos cannot be shared with third parties.
Student Academic History
The academic history is a condensed version of a transcript. All General University Requirements are listed as such.

Faculty Detail Schedule
The faculty detail schedule provides a listing of the courses the faculty member is instructing for a particular term. The term is chosen via Term Selection.

Faculty Schedule by Day and Time
The faculty schedule by day and time provides a matrix format of the faculty member’s schedule for the selected term. The days and times of the courses they are teaching are displayed. The term is selected from the Term Selection page. Please note: the day and time schedule is listed by week (not quarter). As classes do not meet Monday (or Tuesday for fall quarter) during the first week, you must use the Next Week link to navigate to the second week of the quarter to view the entire schedule.

Summary Class List
The faculty member will first be taken to the Term Selection page if they request Summary Class List and have not yet chosen a term. Similarly, the faculty member will be taken to CRN Selection, if they have not yet chosen a CRN. Both primary and non-primary instructors with instructional assignments have access to this page. Faculty members may only view class lists for courses they are assigned to for the selected term. The listing of students appears in alphabetical order on the Summary Class List.

A Download Class List link is available just prior to the first student listed on the page. By clicking the link, the current list of students registered for the selected CRN are downloaded into an Excel spreadsheet and can be saved in this format.

To email an individual student on the class list, click on the email icon to the far right of the name. To email the entire class, click on the Display Email List link located at the bottom of the page. This feature will compose a list of all email addresses for students registered for the course. You will need to cut and paste the list in the BCC field of your email.

Summary Wait List
The faculty member will first be taken to the Term Selection page if they request Summary Wait List and have not yet chosen a term. Similarly, the faculty member will be taken to CRN Selection, if they have not yet chosen a CRN. Both primary and non-primary instructors with instructional assignments have access to this page. Faculty members may only view wait lists for courses they are assigned to for the selected term. The listing of waitlisted students appears in alphabetical order on the Summary Wait List.

To email an individual student on the wait list, click on the email icon to the far right of the name. To email the entire waitlist, click on the Display Email List link located at the bottom of the page. This feature will compose a list of all email addresses for students waitlisted for the course. You will need to cut and paste the list in the BCC field of your email.

Final Grades
The final grade option provides the ability for faculty to enter final grades for students in a particular course they are instructing. Only primary instructors will be allowed to enter grades. If the faculty member is not the primary instructor for the CRN, a message will appear indicating you are not authorized to submit grades. The term and course the faculty member is submitting grades for are selected via the Term Selection page and the CRN Selection page, respectively. After the process to roll grades to academic history has been run in the Registrar’s Office, grades can no longer be updated by faculty. A Grade Change Form must be submitted from the Faculty Services menu.
Student Menu
The Student Menu provides options for accessing information about a particular student. A student ID must be selected for any option chosen from this menu. Since no instructional assignments are needed to view information about students, advisors may access these options. Remember that the faculty/advisor chooses an ID to work with via the ID Selection page.

ID Selection
This page allows a faculty member to select a student. A student ID must be selected to use any of the options on the Student Menu. A student can be chosen from the query-by-name option, or an ID may be entered directly. If the faculty member chooses one of the student-related options and has not specified an ID, the ID Selection page will appear.

View Student Information
Student information consists of various pieces of information about the student, including the student’s curriculum information. The faculty member can use the link from the student’s name to view email addresses.

View Student Schedule
The Student Schedule displays the student’s schedule for the term selected.

Degree Evaluation
Evaluates course work earned at or accepted in transfer to WWU toward the selected degree program. Degree evaluations will only evaluate requirements for catalog years Fall 2003 or later. Course by course transfer equivalencies will only appear for students who entered Winter 2006 and later. For instructions and additional information can be found on the degree evaluation web site.

Transfer Equivalency Report
For students entering Winter 2006 and later, provides detailed course equivalency information for transfer courses.

- If you have any questions regarding Web for Faculty, please contact Taya Winter, Registrar’s Office, x7912 or e-mail Taya@wwu.edu.