

WebStar Instructions for Faculty. (Updated 1-18-13)

WebStar is the district web-based record keeping and grade entry program that links with the Banner Information System. Faculty can drop students, submit grades, see their schedule, access their sick leave balance and perform other tasks in WebStar. WebStar is accessed through the district portal, myGateway. The following instructions describe how to log onto MyGateway to access WebStar, and the links available in the program.

To Access WebStar

1. Connect with the Internet and go to the Fullerton College website <http://www.fullcoll.edu>.
2. Click on the myGateway logo.
3. A **User Login** screen displays:
 - Click in the box labeled **User ID:**
Type in your Banner ID Number. This number is available from you Division Office. Remember that your Banner ID number begins with the @ sign and is followed by 8 digits, for example @00001234.
 - Click in the box labeled **PIN:**
Type in your PIN. If this is the first time you are using myGateway, your PIN will be your birthdate in six (6) digit format using zeros as place holders for numbers less than 10. (For example: January 7, 1968 would be entered as 010768)
 - Click on the **Login** button.
4. If you forget your PIN, click on the "Reset PIN" Button and follow the instructions.
If you are still having trouble with your PIN, you may contact Staff Development at 992-7146.
5. During busy times, such as registration, access to myGateway may be slow or you may not be able to access myGateway. If so, try back at another time.
6. It is recommended that you change your PIN number frequently. To do so, click **Personal Information** at the top of any page and follow the directions. You will be required to change your PIN whenever it is reset. Your PIN must consist of six digits.
7. Once you are in the portal (myGateway), you will need to click the WebStar icon near the top right to get into WebStar.

The Faculty Services Page

Scroll down and click on **Faculty & Advisors**. The following list of options will appear:



Printable Attendance Roster

You can access a printable attendance roster for selected term and CRN. Click "Print" on the browser. You may need to configure the margins for printing: In *Internet Explorer* go to "File", "Page Setup", and set the margins at Left: .25; Right: .25; Top: .5; Bottom: .5. Click "OK" to save. In *Netscape* go to "File", "Page Setup", and set the margins at Top: .5; Bottom: .5; Left: .15; Right: .15. Click "OK" to save. **Add Authorization Codes are printed on this page, see instructions below.**



Printable Grade Record

You can access a printable grade record sheet for the selected term and CRN. The roster is based on the most current student registration status.



Class Roster

You can access class rosters here, after entering the term and selecting the CRN. Print this roster for your records after inputting final grades.



CRN Selection

You will see a pull down list of courses that you are scheduled to teach



Student Transcripts and Grades

You can view a student's transcript to check for prerequisites, or view prior grades.



Student Information

You can display student information or view a student's schedule.



Wait List

Although you can view wait listed students here, they are also listed at the bottom of the class list on the Printable Attendance Roster. Their priority wait list position is in the column to the right of their name.



Input Final Grades

Instructions on how to enter grades are given below.



Faculty Schedule by Day and Time

You can access your teaching schedule



Faculty Detail Schedule

Another version of your schedule



Detail Class Roster

This roster contains student contact information.



Term Selection

To select a term make sure that you do not choose terms that begin SCE



View Sick Leave Balance

To view your sick leave hours.



Add/Drop Listing

This screen allows you to see a list of students that have added or dropped a class.



Drop Students from a Class List

This screen allows you to drop students from a class.

You can access all the Faculty Services links from the bottom of any Faculty Service page.

Add Authorization Codes (AAC)

All classes close when the seat count is met, or at 12:00 midnight on the evening prior to the first day that a class meets. After that time, all students who you wish to add to your classes must be provided with an Add Authorization Code (AAC). The AAC is a CRN specific code that will override a closed class message on WebStar. Students who have an AAC will be able to add a closed class online.

In sections that have seats available, in agreement with the Faculty Senate, instructors will issue add codes to wait list students and/or qualified petitioners. Only if an instructor is unavailable to issue the add code will the Division Offices be issuing AACs, and this only through the open enrollment period. You may wish to consult your Division Dean, and/or office staff, to clarify how you wish they handle requests from students to add your classes.

To retrieve AACs:

1. Log onto WebStar, and access the Faculty Services Page.
2. Click on "Printable Attendance Roster." AACs are included on the "Printable Attendance Roster" page below the roster of names. Initially 45 codes will be provided for each CRN; however, this number can be increased by the Division Office.
3. When you provide a student with an AAC, write the student's name on the AAC roster to verify later that the appropriate student has used that code. Also impress upon students that to be officially enrolled in the class, they need to access myGateway immediately, add the class in the normal fashion, and then enter the AAC when prompted. They must pay for the class within 72 hours or they will be dropped for non-payment.
4. Students must have met prerequisites to add the class. AACs will not override prerequisites.

5. Information on AACs is available on the college website, and the class schedule.

Note: Throughout the semester you will receive daily emails listing students who have added or dropped your class on the previous day. Use this email to verify students have used the AACs you provided.

Dropping Students Using WebStar

You can drop students electronically using WebStar. Both No-Show and “W” drops will be accepted, however late drops will not be permitted in WebStar. Deadlines for no-show drops and “W” drops are posted on the printable attendance rosters and appear on the drop/withdraw page. As a reminder, you will get an automatic email approximately one week before the drop deadline for each section.

To drop students:

1. Log onto WebStar, and access the Faculty Services Page.
2. Click on the link entitled “**Drop Students from a Class List**”. Select the term and CRN. A roster of enrolled students will be displayed.
3. Click in the Drop/Withdraw box for any students you wish to drop and click on “Submit Changes.” **A confirmation message will be displayed.** Click YES to confirm drops.

To access a list of all student adds and drops from a given CRN, click on the link “ **Add/Drop Listing**”. You may view a list of activity since the start of registration or the first day of class. By clicking on the envelope icon, you can access the student’s email and send students a message informing them that they have been dropped.

To Input Final Grades

Click on the **Input Final Grades** link. Select the term and CRN from the drop-down menu. You will see the Final Grade Worksheet. The columns in the worksheet are as follows:

- **Record Number** — Sequential Number, starting at 1, for each student in your class.
- **Student Name** — Click on student’s name to view address and phone information. If you plan to look up transcript or other student information, be sure to note student’s Banner ID (i.e. @00123456)
- **Credits** — Class credits
- **Registration Status** — Displays student’s registration status, as well as method and date of registration. You will receive an explanation of these codes from A&R.
- **Grade** — Select the appropriate grade from the drop-down menu. Please note that the District does not use + or - in assigning grades.
 - P and NP grades can only be assigned if the course is designated as PASS/NO PASS or PASS/NO PASS/LETTER GRADE OPTION.
 - Students who wish to receive a P/NP grade in a PASS/NO PASS/LETTER GRADE OPTION course **must** file a request form with Admissions and Records before the add deadline of the class. A copy of this form will be mailed to you. Only these students can be assigned a P/NP grade.
 - If the class has more than 25 students you must click on the links to enter the remaining grades. **YOU MUST SUBMIT THE GRADES FOR EACH GROUP OF 25 STUDENTS BEFORE SELECTING THE NEXT GROUP.**

- Students who have withdrawn will be listed on the roster with a W grade. Contact Admissions and Records if there are any discrepancies.
- **Rolled** — This field indicates whether grades have been rolled from the Web into Academic History. Once rolled, grades cannot be changed over the Web. Instead, you must go to A&R in person. During finals week, grades are rolled daily so that students can see their grades. If you are unsure of any grades, you may enter some of the grades and leave others as NONE until a later time.
- **Last Attend Date (MM/DD/YYYY)** — You **DO NOT** need to complete this field.
- **Registration Number** — The order in which students registered.

Incompletes — If you wish to assign an Incomplete, leave the grade as NONE. Submit all the other grades on the Web, and go to A&R to record the Incomplete.

Grade Inputting Errors

If an incorrect grade has been entered and rolled, you must go to A&R to complete a Grade Change form. **Instructor signatures are required for all grade changes.**

Notes on entering Positive Attendance Hours

This item refers to the input of hours for Positive Attendance (PA) type courses ONLY.

- If a grade is entered, then PA hours must also be entered. If not, the grade is NOT posted to the database, and an error message is displayed. The error message is:



You have entered grades without entering positive attendance hours. You must enter either a zero or other number indicating the number of positive attendance hours for each student. Some of your grades were NOT saved.

- If a grade other than W or F is entered, then the PA hours must be greater than 0. If not, the grade is NOT posted to the database, and an error message is displayed. The error message is:



You have entered zero positive attendance hours for a passing grade. Grades other than 'W', 'F' and 'NP' are not allowed to show zero positive attendance hours. Some of your attendance hours were NOT updated.

- If a grade and PA hours have already been posted, then the PA hours can be changed before grades are rolled, but they cannot be deleted. If this is attempted, hours will not be deleted and an error message will be displayed. The error message is:



You have entered an empty value for positive attendance hours where a grade has been entered. You must enter either a zero or other number indicating the number of positive attendance hours for each student. Some of your attendance hours were NOT updated.

- The number of PA hours entered can not be greater than the total contact hours for the course as specified in Banner. The error message is:



Hours cannot be greater than the section's total contact hours.

- **You can (and should) assign PA hours for students who you have assigned with a grade of 'W'.**
You should calculate hours when the student was in class before they were dropped.
- Check with your division office for the number of maximum hours for your course.

To exit the WebStar program, click on the Exit button at the top right hand corner of the page. To protect the security of your class information, CLOSE your web browser. If you are using a computer in a lab, you should log off.

If you have questions about these instructions, please call the Staff Development Coordinator at (714)992-7062 or Wendy Bailey at (714)732-5005.