

WEB BANNER FOR FACULTY

- 1 Access the DMACC Homepage (<http://www.dmacc.edu/>)
- 2 Place the Cursor on the Human Resources tab
- 3 Slide the cursor down and click on Employee Web
- 4 Enter your User ID (generally your SSN) and PIN
- 5 Click Faculty Services on the Main Menu

VIEW TEACHING SCHEDULE & MONITOR COURSE ENROLLMENT

1. Click on Faculty Detail Schedule
2. If you have not previously done so, select a term and click Submit
Info... the following information will be displayed: course title, CRN, course & section, actual enrollment & capacity, course days & times, meeting location
Tip... to view the students that are registered, click Class List or click Summary Class List at the bottom of the screen (see section "VIEW CLASS LIST" for more information)
Tip... To select a different term, click Term Selection at the bottom of the screen

VIEW STUDENT SCHEDULE, ADDRESS OR OTHER INFO

1. Click on Student Menu
2. Click View Student Information, View Student Address and Phones, View Student E-mail Address or View Student Schedule
3. If you have not previously done so, select a term and click Submit
4. If you have not previously done so, follow the instructions in "SELECTING A STUDENT"
Tip... To select a different student use any link that is labeled ID Selection, or return to the Faculty Services menu and click ID Selection, and then begin again at step 1
Tip... To select a different term, use any link labeled Term Selection or return to the Faculty Services menu and click Term Selection, and then begin again at step 1

VIEW STUDENT TRANSCRIPTS

1. Click on Advisor Menu
2. Click on Student Academic Transcript
3. If you have not previously done so, select a term and click Submit
Note... Select a term in which the student is enrolled in a course that you are teaching
4. If you have not previously done so, follow the instructions in "SELECTING A STUDENT"
Tip... To select a different student use any link that is labeled ID Selection or return to the Faculty Services menu and click ID Selection, and then begin again at step 1
5. Click Display Transcript
Tip... To view only credit classes, select Credit for Transcript Level and Credit Transcript for Transcript Type
Tip... To select a different term, use any link labeled Term Selection or return to the Faculty Services menu and click Term Selection, and then begin again at step 1
Tip... Click Transfer Credit, Institution Credit, Transcript Totals or Courses in Progress to move directly to that section of the transcript. Click Top from within the transcript to return to the beginning of the transcript

VIEW CLASS LISTS

1. Click on **Detail Class List** or **Summary Class List** depending on what information you wish to have displayed
2. If you have not previously done so, select a term and click **Submit**
3. If you have not previously done so, select a CRN and click **Submit**

Tip... To select a CRN not in the list, click **Enter Section Identifier (CRN) Directly** at the bottom of the screen

Info... both types of class lists display the name and ID (SSN) for each student. Additional information is also displayed

Tip... before printing a class list, you may want to change the right and left margins to .25" or print with *Landscape* orientation. This can be accomplished by using the **File** menu and selecting "**Page Setup...**"

Tip... to view additional information about a student, click on the **Student's Name**. At this point you will have the following options:

- click **Student E-mail Address**
- click **Student Information** to see information including first and last term attended, year in school, academic standing, degree sought, major/program
 - click **Student Schedule** to view the course(s) in which the student is enrolled

Tip... To select a different term, click **Term Selection** at the bottom of the screen

Tip... To select a different CRN, click **CRN Selection** at the bottom of the screen

SELECTING A STUDENT

To select a student

1. enter the student's SSN in **Student/Advisee ID**
2. click **Submit**
3. if the correct name is displayed, click **Submit**

or

1. enter complete or partial first and/or last name

Tip... you do not need to capitalize

Tip... supply as complete name info as possible to get a smaller list of possible names

2. click **Both** for **Search Type**
3. click **Submit**
4. select a name from the **Student or Advisee** list
5. click **Submit**