

The Faculty Guide To



Harrisburg Area Community College

HACCWeb

August 2012

This document and other HACCWeb documents are available at www.hacc.edu.
From the homepage, select Faculty and Staff link (on the left side) and under HACCWeb, select the appropriate document.

HACCWeb for Faculty and Advisors

HACCWeb is a secure way to see information that is kept in the college's computer information system. The system will let you view certain information pertaining to your personal records, teaching schedule, class list, certain student information, as well as, the means to enter your grades. All active full-time faculty and adjunct faculty have access to HACC Web. HACCWeb is also utilized by HACC students and non-teaching staff.

HACCWeb will allow you, among other things, to:

- view your class roster, advisee list, and day and time class schedule
- view photo class roster and photo advisee list
- view information on students in your classes; email your class
- confirm attendance
- print your initial and interim roster
- enter your mid-term and final grades
- enter a registration override for students enrolling in your classes
- change your PIN, security question, and email address
- view your benefits, earnings and deductions history, pay stubs, and leave balances

To Access HACCWeb

NOTE: HACCWeb is case sensitive.

1. Log onto myHACC with your Employee ID and password.
2. Under myHACC select HACC Applications, HACCWeb (SSB).
3. Click on the **Enter Secure Area** link to get to the Login Page.
4. Enter your Employee ID as your **User ID**. Remember your employee ID is your name, ie JATHOMPS for John A Thompson. You are limited to 8 letters.
5. Enter your **PIN**. (Your PIN is initially your date of birth as mmddyy [e.g. Sept 18, 1954 = 091854]. You will be asked to change your PIN during your initial login. Your new PIN must be 6 to 15 characters in length and must contain at least one number. **Your PIN will expire in 140 days.**
6. The first time you log in you will be asked to create a **security question/answer**. If in the future you forget your PIN you will be able to reset your PIN by successfully answering the security question.
7. The first time you log in you will see a security page entitled: Terms of Usage. After you have read this page, press **Continue**.
8. Once you are logged in, from the main menu click on **Faculty Services** from the top link or the menu item, Faculty and Advisors. Both items link you to the same Faculty and Advisor Menu. This menu consists of three submenus: Faculty, Student, and Advisor.
9. If you want to update or change personal information, click **Personal Information** from the main menu page. You may then change your PIN, your security question, your email address and view other personal information. If you want to access employee information, click on the **Employee Services** link to view information on benefits, leave balances or pay stubs.
10. If you were a student at HACC at anytime [credit or non credit], you will also have access to **Student Services and Financial Aid** to access your student information.
11. When you are done, please be sure to click on the **EXIT** button in the upper right corner of your screen. Then press the close X in the upper right corner of your screen. It is very important for you to exit completely to keep your account secure.

Some current features of HACCWeb Faculty and Advisor

FACULTY MENU

Faculty Detail Schedule

- View detailed information of the classes you teach, for example:
 - CRN, subject and course number
 - Current enrollment
 - Class day and times, room location, and beginning and ending dates

Faculty Schedule by Day and Time

- View your teaching schedule in a day/time format.
- You have the option of displaying future or past weeks OR entering a specific date.
- If you are teaching classes that have different beginning and ending dates, all the courses may not appear on the grid at one time.
- Be sure to check the information at the top of the screen that lists the exact week that the schedule is currently viewing.

Confirm Attendance

- Select term
- Select the appropriate CRN
- Your attendance roster will appear. From the drop down box select either Never Attended or Attended for each student.

Note: During the online confirmation of attendance period, You **MUST** enter an attendance status for every student on your roster. Otherwise, you will receive an error message and no responses will be submitted. More detail instructions for confirming attendance can be found at: <http://www.hacc.edu/Portals/upload/FacultyOnlineConfirmationofAttendance.pdf>

Detail Class List

- View a student list for the classes you teach.
- View **student information** by clicking on the student's name. (Please note when "Confidential" is indicated next to the student's name and treat the information accordingly.)
- To view a class list for a different class in the same term click on the link, CRN Selection, located at the bottom of the screen.

Summary Class List

- View a summary class list for the classes you teach.
- You can email your class by using the link at the bottom of the page.

Enter Mid Term Grades

- Mid-term grades are only given in classes meeting for 13 to 15 weeks in the Fall and Spring terms (part of term 1, O and Y).
- Instructions will be available on the HACC website at www.hacc.edu, select the Faculty and Staff link (on the left side) and under HACCWeb, select the appropriate document.

Enter Final Grades

- Final grades for each term are due within forty-eight hours after the end of the final examination period.
- You will need to select the term and CRN prior to entering your grades.
- Instructions will be available on the HACC website at www.hacc.edu, select the Faculty and Staff link (on the left side) and under HACCWeb, select the appropriate document.
- Refer to page 8 of this document for additional information pertaining to entering final grades on-line.

View Class List/Final Grades

- Listing of students enrolled in your class.
- View final grades and last date of attendance, if entered.
- Use to proof the final grades you entered
- Download student names into Excel
- Email class

Faculty Assignment History

- View a list of instructor's class assignments since Summer I 1999.
- Some of the information that will display is the term, CRN, subject, course title, credit hours, campus, and instructional method.
- Classes are listed by the most recent first.

Faculty Grade Summary:

- Provides both the original grade submitted on the final grade roster.
- Provides the grade posted in Academic History.
- The grade in Academic History will be different if there was a grade change.

ADVISOR MENU

Advisee List (can be downloaded into Excel)

- View a list of all students assigned as advisees for a selected term.
 - The student must be registered in the selected term to appear on advisee list.
- Select the student's name to display their HACCid picture, if available.
- Certain student information is displayed, for example:
 - Total credits and term credits
 - Total GPA
 - Major

Advisee Listing With Advising Code (Formerly Alternate PIN)

- View a list of advisees assigned to you for a selected term.
- Advisees must have an active registration record to be displayed.
- Advisee list links to test scores, holds, transcript, and WEBCAPP, when available.
- If the student was assigned an advising code (alternate PIN) it will be viewable on this form.
- The email symbol will be displayed at the bottom of the page. By clicking on this symbol you will be able to send an email directly to the student.

Degree Evaluation - WebCAPP

- Create a degree evaluation (CAPP) for a student on-line.
- Do a What-If analysis to see what courses a student needs in order to complete their graduation requirements.
- Review degree evaluations that have already been created.
- Select "Preferred Output" for the most concise and readable display.

Advisee Grade Summary:

- Provides a list of advisees for the term selected.
- The list includes both the original grade submitted on the final grade roster, as well as, the grade posted in Academic History.
- The grade in Academic History will be different if there was a grade change.

*****IMPORTANT*****

To keep up-to-date on enrollments in your classes, you should access the **Summary Class List** or **View Class List** many times throughout the term.

- If you drop a student from your class for any reason, refer to one of these rosters to make sure that the drop form has been processed.
- If these rosters do not show that the student has dropped within one week of you signing the form, then, complete another form.
- If you add a student to your class, refer to one of these rosters to make sure that student has properly registered by verifying that the student's name appears on the roster.
- It is very important that your roster is kept accurate.
- You should also use these rosters to proof the entry of your mid-term and final grades.

Registration Overrides

The registration override allows students to register for classes where they normally would not meet the requirement. You may only process permit/overrides for classes that you teach. If there are students registered in any of your classes, their names will be accessible to you in a drop-down menu. If the student requesting the override is not registered in any of your classes in the term, you can enter the student's ID by clicking on the Enter Student/Advisee ID Directly. You will need the student's HACCid. You will also need the specific CRN (course reference number) and the reason the override is needed.

Once you have submitted the ID and confirmed the name of the student, there will be drop-down boxes for Overrides and Courses. Only the courses you teach will be included in the drop-down list. Listed below is an example of the override screen you will see on the Web.

Information for [REDACTED]



Welcome to the Faculty Registration Permits/Overrides Worksheet.

If the word "Confidential" appears next to a student's name, his/her personal information is to be kept confidential.

You may click on the student's name to view his/her address and phone information.

Registration Overrides

Override	Course
Course Prerequisite Override	30884 - PSYC 209 W01
None	None
None	None

Submit

You have the option of the following permit/overrides:

- Prerequisite Override (PREREQ):** This override allows a student to enroll in your class without the required prerequisite.
- Class Limit Override (LIMIT):** This overrides the enrollment limit on your class.
- Major Restriction Override (MAJOR):** This override allows a student with a major other than the required major to enroll in your class. This override is rarely used. The student's major should be corrected instead of entering the override.
- Signature Required Override (APPR):** This override allows the student to enroll in your class where your signature is required. This override is also used for students who need your approval to register for a class after the registration deadline.
- Time Conflict Override (TIME):** This override allows you to waive a time conflict for a student for your class.
- Late Registration** This override gives the student the ability to register online in your class after the registration deadline.

Permit/overrides must be entered before the student attempts to register for the class.

Procedures to Enter Final Grades via the Web

Prior to entering grades on line you will receive the procedures listed below along with any updates or changes to these procedures. Deadline dates specific to each grading period will also be made available on the HACC website at www.hacc.edu. Select the Faculty and Staff link (on the left side) and under HACCWeb, select the appropriate document.

1. Access HACCWeb through myHACC or from www.hacc.edu. If in myHACC, just select Final Grades from the Faculty Grade Assignment channel. Additional login is not necessary.
2. If accessing your grade roster through www.hacc.edu and then HACCWeb, click on the **Enter Secure Area** link to get to the Login Page. **Login.** (If this is the first time that you are logging into HACCWeb, please refer to page two of this document.)
3. Click on “**Faculty & Advisors**” from the main menu. [If accessed through myHACC, this step is not necessary.]
4. Click “**Enter Final Grades**”. [If accessed through myHACC this step is not necessary.]
5. Select the appropriate **term** (for example, Fall 2012) and press **Submit**.
6. Select the appropriate **CRN** and press **Submit**.
7. **Enter the final grade** for each student by using the drop down grade list or right click in the grade field and type in the appropriate grade. If you do not have a grade for a student at this time, you may skip them and enter their grade at a later date. **However, the grade must be entered by the deadline date.** From the time on-line grading begins until on-line grading ends you may submit grades daily via HACCWeb/myHACC from 5 am to 11:30 pm.
8. **The Last Date of Attendance** is required for students who dropped a class (final grade F or W) **OR** who did not stay in attendance through the final exam and an "F" grade was assigned.
9. **Submit the grades** by clicking on the “Submit” button at the bottom of the page. **NOTE: the Banner system will automatically log you out if you have 30 minutes of inactivity.** If you have not pressed the submit button when you are logged out you will need to enter the grades again.
10. A maximum of 25 students will display on the page. Make sure you click on the “Submit” button for the first 25 students BEFORE pressing the link for the remaining names. If there are more than 25 students in your class you will need to select the remaining students from the link at the bottom of the page. Enter the grades and click the submit button again.
11. **Proof the grades** that you just entered. **Press the View Class List/ Final Grades or Summary Class Roster** link at the bottom of the “Enter Final Grades” page. If you find that you entered a wrong grade, go back to the Enter Final Grades page and correct the grade. You should do this immediately after entering your grades. If the grades are rolled before you try to make the correction, you will not be able to change the grade online. In this case a change of grade form will need to be completed. You may print the *View Class List/ Final Grades* page by pressing the printer icon or you may download the page into excel. The download to Excel instructions can be found by pressing the Help icon on the *View Final Grades* page.
12. To enter grades for another CRN, select the *CRN Selection* link at the bottom of the “Enter Final Grades” page or from the “Faculty & Advisor” menu.
13. When you are finished, close HACCWeb by clicking “Exit” and then the X at the top right of the screen.

A complete list of Menu items as they appear on HACCWeb are listed below.

Faculty Services

This menu will only appear if you are teaching a class or if you are an advisor.

Faculty & Advisors Menu (Faculty)

Term Selection
CRN Selection
Confirm Attendance
Faculty Detail Schedule
Faculty Schedule by Day and Time
Detail Class List
Summary Class List
Enter Mid Term Grades
Enter Final Grades
View Class List/Final Grades
Photo Roster
Class Roster with Address
Registration Overrides
Academic Monitoring
Faculty Assignment History
View Catalog of Courses

Faculty & Advisors Menu (Advisor)

Term Selection
ID Selection
Student Academic Transcript
Degree Evaluation
Advisee List
Advisee List with Photos
Advisee List with Advising Code
Advisee Grade Summary
Advising Comments (SPACMNT)

Faculty & Advisors Student Menu

Term Selection
ID Selection
View Student Information
View Student Address and Phones
View Student E-mail Address
View Student Schedule
Registration Overrides
View Student Test Scores (SOATEST)
View Accuplacer Student Background Questions
Advising Code (formerly Registration Alternate PIN)
View Mid-Term Grades
View Student Comments (SGASTDN)
Student Academic Transcript
Concise Student Schedule

Personal Information

This menu will appear for all staff.

Change My PIN
Change My Security Question
Submit Change of Address or Phone
View My Address(es) and Phone(s)
View My E-mail Address(es)
Update My E-mail Address(es)

View My Emergency Contacts
Update My Emergency Contacts
Name Change Information
SSN Change Information
Answer HACC Surveys/Evaluations

Employee Services

This menu will appear for all staff.

Time Sheet

Multiple Time Sheet will appear if multiple orgs exist

Benefits and Deductions

Retirement

Health

Miscellaneous

Benefit Statement

Pay Information

Direct Deposit Allocation

Earnings and Deductions History

Pay Stubs

Tax Forms

W4 Information

W2 Form

Jobs Summary

Position History

Leave Balances

Personal

Sick

Vacation

Note: For information on the Student Services and Financial Aid Menu items refer to the Student Guide for HACCWeb which is available online at www.hacc.edu.

QUESTIONS??

If you still have questions or problems in accessing or using HACCWeb, please contact any of the following individuals:

Harrisburg: Diane Roselli: 780-2365 or dmrosell@hacc.edu
Lancaster: Holly King: 358-2976 or hrking@hacc.edu
Lebanon: Angie Bentz: 270-6351 or ambentz@hacc.edu
Gettysburg: Diane Bittle: 337-3855 ext. 3017 or ddbittle@hacc.edu
Wendy Kaehler: 337-3855 ext. 3006 or wakaehle@hacc.edu
Linda O'Connor: 337-3855 ext. 3025 or lpoconno@hacc.edu
York: Jessica Layton 718-0328 ext. 3609 or jdlayton@hacc.edu
Virtual: Lise-Pauline Barnett 221-1300 ext. 1522 or lbarnet@hacc.edu

If you have employee services questions, please contact:

Glenna Stump at 717-221-1300 ext. 1602 or ggstump@hacc.edu

You may also contact the **help desk** at 780-2570 or from on campus dial 4357. Help Desk hours are:

Monday through Friday 7:30 am to 5:00 pm

HACCWeb for Faculty and Advisors -Quick Reference for Initial login

LOGIN

1. Go to www.hacc.edu.
2. Access **HACCWeb** by clicking on the HACCWeb link located on the dark green bar under the red HACC logo bar.
3. Click on the **Enter Secure Area** link.
4. Enter your **User ID**
5. Enter your **PIN**
6. *Reset your PIN
7. *Create a security question/answer
8. *Read Terms of Usage and press **Continue**.
9. Click on:
 - **Faculty Services**
 - **Personal Information**
 - **Employee Services**
 - **Student Services and Financial Aid** (Only available if you attended HACC at any time.)
10. Click on **EXIT** and close your browser.

*You will only see these items the first time you login.