

The Faculty Guide To



Harrisburg Area Community College

HACCWeb

January 2009

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
- 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. Go to <http://www.hacc.edu>.
2. Click on the **HACCWeb** link located across the top on the right side of the main page to get to the HACCWeb Login Page.
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 a 6-digit number, not your date of birth.) **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
- The current week is the default
- 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.

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.
- If your student has an active **email address**, it will be available for your use on this form.

Summary Class List

- View a summary class list for the classes you teach
- Access **initial** and/or **interim** rosters from this form
- Access **mid-term** and/or **final grade** rosters from this form
- **Verify** that your mid-term and/or final grades have been received

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 and O).
- 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 7 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
- Use to print your **Initial** and **Interim rosters**
 - Verify class attendance and make appropriate corrections to your roster.
 - By the required deadline, turn in your interim roster to the Registration Office of the campus that is designated on your roster.
 - Complete instructions for the initial and interim roster process can be found at <http://www.hacc.edu/Portals/documents/StepByStepRoster3.pdf>
- Download student names into Excel

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.

ADVISOR MENU

Advisee Listing (can be downloaded into Excel)

- View a list of all students assigned as advisees for a selected term.
- Select the student's name to display their HACCid picture.
- Certain student information is displayed, for example:
 - Total credits and term credits
 - Total GPA
 - Major

Advisee Listing With 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 alternate PIN it will be viewable on this form.
- If the student has an active email address, the email symbol will be displayed. 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.

*****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 the add form was processed.
- 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

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.
- Time Conflict Override (TIME):** This override allows you to waive a time conflict for a student for your class.

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** (across the top on the right side of main page) from www.hacc.edu .
2. 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.
4. Click “**Enter Final Grades**”.
5. Select the appropriate **term** (for example, Fall 2008) 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 from 5 am to 11:30 pm.
8. **Beginning with final grades for Summer I (6 weeks) 2008, the Last Date of Attendance** is now 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 via HACCWeb. 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
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 - WEB CAPP
Advisee List
Advisee List with Photos
Advisee List with Reg. Alternate Pin
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)
Registration Alternate PIN
View Mid-Term Grades
View Student Comments (SGASTDN)
Student Academic Transcript

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
Research Office Evaluations & Surveys
View video of recent HACC meetings or special events

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

Personal Information

View your address(es), phone number(s), e-mail address(es) & emergency contact information

View name change and social security number change information

Change your PIN

Change your Security Question

Miscellaneous

Address Change Form

EEO Statement (Spanish also)

Employee Assistance Program (EAP)

Family and Medical Leave Act (FMLA)

Classified Staff Summary of Benefits

Professional Staff Summary of Benefits

Human Resources Contacts

Holiday Schedule

Classified and Administrative Pay Schedule

Faculty Pay Schedule

Pay Date Schedule

Ombudsperson

External Postings List

Online Enrollment

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 or at any of the Student Services offices at any HACC campus.

QUESTIONS??

There is a listing of Frequently Asked Questions located on the HACC Website at www.hacc.edu, Faculty and Staff link (left side of main page), Student Services link, Registrar link, HACC ID FAQ's link. There is also information under the Help link on many of the HACCWeb screens.

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

- Harrisburg:** Sheila Shrauder (780-2373) skshraud@hacc.edu or Linda Hirsch (221-1751) llhirsch@hacc.edu or Virginia Young (780-2688) vlyoung@hacc.edu or Rachelle Downing (780-1977) radownin@hacc.edu
- Lancaster:** Pam Watkins (358-2270) or pcwatkin@hacc.edu
- Lebanon:** Angie Bentz (270-6351) or ambentz@hacc.edu
- Gettysburg:** Diane Bittle, Linda O'Connor, Wendy Kaehler (337-3855) or ddbittle@hacc.edu, lpoconno@hacc.edu, wakaehle@hacc.edu
- York:** Jill Mitzel (718-0328, ext 3510) or jkmitzel@hacc.edu
- Virtual:** Wanda Page (780-1122), Elaine Moran (780-2633) or wjpage@hacc.edu, emstoner@hacc.edu

If you have employee services questions, please contact:

Glenna Stump at 717-780-2350 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
Saturday and Sunday	8:00 am to 6:00 pm

HACCWeb for Faculty and Advisors Quick Reference

LOGIN

1. Go to <http://www.hacc.edu>.
 2. Click on **HACCWeb** (across the top on the right side of the main page)
 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** (Only available if you are an employee of HACC.)
 - **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.