

Columbus State Community College

CougarWeb3.0 for Faculty

User Guide

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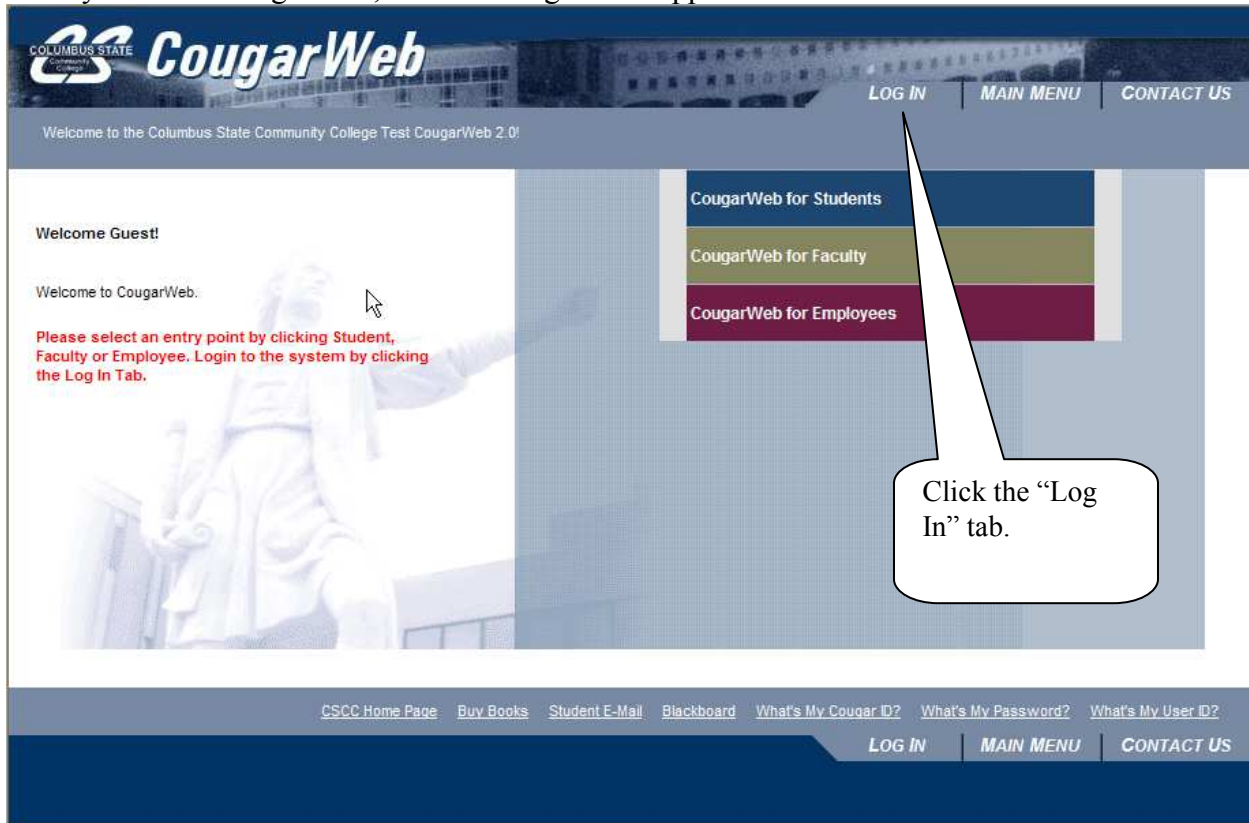
Access the CougarWeb Website/Log In

Go to Columbus State Community College homepage, www.csc.edu and click on the CougarWeb link listing under “Student Quick Links:

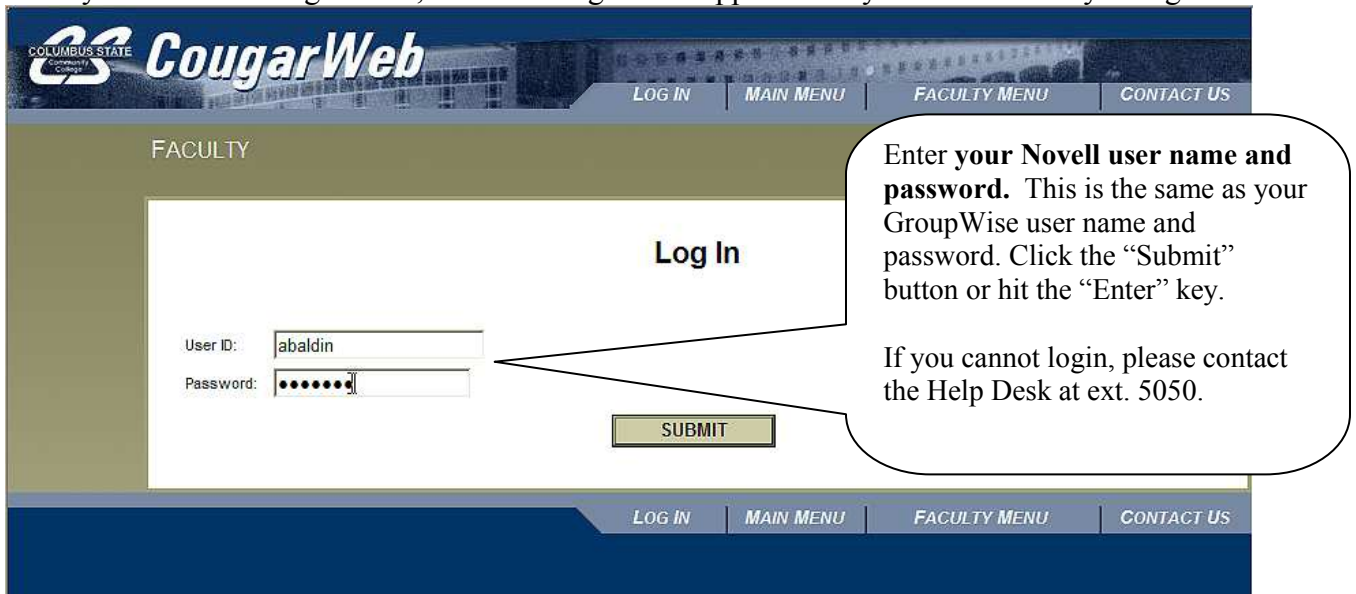
The screenshot shows the Columbus State Community College homepage. At the top right, it says "Columbus State Community College (614) 287-5353 or 800-621-6407". On the left is a navigation menu with items like "About Columbus State", "Current Students", "Prospective Students", "Community Education", "Majors and Programs", "Faculty & Staff", "Admissions & Financial Aid", "Athletics / Activities", "Quarter Schedules", "Alumni Information", "Distance Learning", "Visitor Information", "Employment", "Public Safety", "Give To Columbus State", "Site Index", "Directory", and "Home". In the center is a large yellow banner that says "welcome BACK!" with details about an event on September 26, 2007, from 11:30 am to 1:30 pm and 4-6 pm at CSCC Campus. The banner lists activities like "free food and beverages served by 'celebrity chefs'", "caricature artists and balloon artist, radio station", and "107.5 will be here to play music and provide give-aways." At the bottom of the banner, it says "NEVER BE OBSOLETE". On the right side, there is a "Student Quick Links" section with a dropdown menu currently set to "CougarWeb". Below the dropdown are several links: "CougarWeb System Status", "Click here for more information", "online learner? Click here to visit Blackboard", "The parking garage is now open.", "Constitution Day is September 17! Check out the CSCC Constitution Day website", "Click here for information on Severe Weather policy", "Enrollment Guides: Summer 2007, Autumn 2007", and "New Student Guide Financial Aid Disbursement". A white callout box with a pointer to the dropdown menu contains the text "Select 'CougarWeb'".

NOTE: You can also access CougarWeb from the Columbus State Community College’s home page, www.csc.edu, select “Faculty & Staff” from the listing on the left; select “CougarWeb” from the “Related Links” column.

Once you select CougarWeb, the following screen appears:

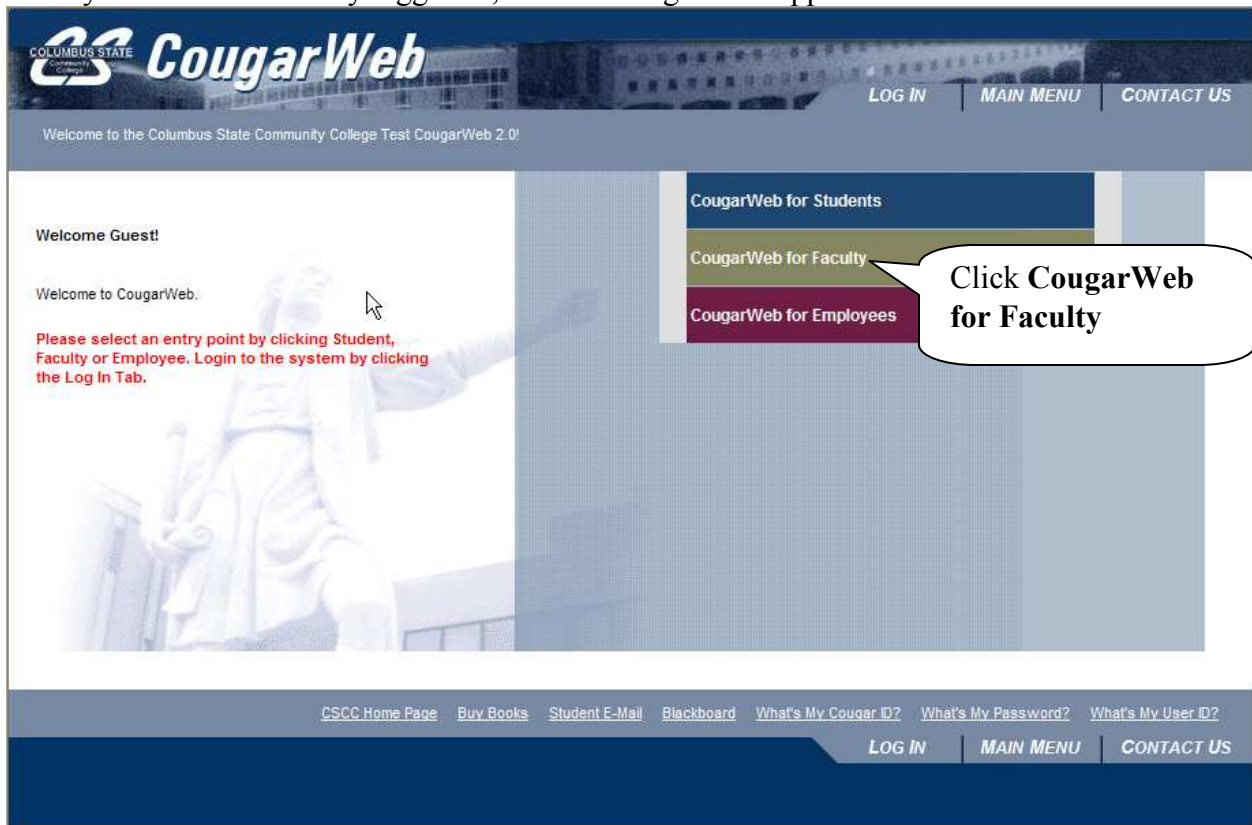


Once you click the “Log In” tab, the following screen appears and you are now ready to log in:



NOTE: If you receive an error message, please try again or contact the HELP Desk at extension 5050.

Once you have successfully logged in, the following screen appears:



Once you select **CougarWeb for Faculty**, the following screen appears and you can now select a link to perform action or obtain information:



The "Personal Profile" section provides access to your leave plan and compensation above three quarter contract.

The "Academic Profile" provides access to DARS.

The "Faculty Information" section provides access to class rosters, grades, student information, faculty class schedule, and financial aid non-attendance reporting.

The "My Contracts" section provides access to signing and printing contracts.

Personal Profile – Leave Plan Summary

By selecting Leave Plan Summary, the following screen appears:

COLUMBUS STATE **CougarWeb** CHANGE PASSWORD LOG OUT MAIN MENU FACULTY MENU HELP CONTACT US

FACULTY Welcome

Leave Plan Summary

| Leave Plan | Description | Leave Allowed Date | Accrual Rate | Accrual Limit | Maximum Carryover | Current Balance |
|------------|--------------------|--------------------|--------------|---------------|-------------------|-----------------|
| ADJ | Adjunct Sick Leave | 06/28/04 | 0.0000 | 7.00 | 0.00 | 0.00 |
| VAC4 | Vacation Weeks | 01/03/01 | 6.6700 | 80.00 | 480.00 | 119.03 |
| SIC | Sick Leave | 01/03/01 | 5.0000 | | | 291.24 |
| PER | Personal Leave | 01/03/01 | 32.0000 | 32.00 | 0.00 | 16.00 |

OK

CHANGE PASSWORD LOG OUT MAIN MENU FACULTY MENU HELP CONTACT US

When finished, click the “OK” button or select the “Faculty Menu” tab in header for another selection or log off by selecting the “Log Out” tab.

Personal Profile – Additional & Contract Compensation

By selecting **Additional & Contract Compensation** from the Faculty Information section, the following screen appears:

The screenshot shows the CougarWeb interface for a faculty member. The header includes the CougarWeb logo and navigation links: CHANGE PASSWORD, LOG OUT, MAIN MENU, FACULTY MENU, HELP, and CONTACT US. The main content area is titled 'FACULTY' and 'Welcome'. The central screen is titled 'Additional & Contract Compensation' and displays a table with the following data:

| Start Date | End Date | Description | Amount | Payments Made | Total Payments | Course Section Assignment |
|------------|----------|--------------------------|--------|---------------|----------------|---------------------------|
| 06/30/05 | 06/30/05 | | | 1 | 1 | |
| 06/28/05 | 06/30/05 | Tuition Reimbursement | | 1 | 1 | |
| 04/15/05 | 06/11/05 | | | 5 | 5 | GIS 291 W01 GIS Practicum |
| 03/01/05 | 03/15/05 | Tuition Reimbursement | | 1 | 1 | |
| 06/23/04 | 07/15/04 | Tuition Reimbursement | | 1 | 1 | |
| 06/16/04 | 07/15/04 | | | 1 | 1 | |
| 10/15/03 | 12/31/03 | Adjunct Faculty Contract | | 5 | 5 | |
| 07/31/03 | 09/30/03 | Adjunct Faculty Contract | | 5 | 5 | |
| 01/15/03 | 06/15/03 | Adjunct Faculty Contract | | 5 | 5 | |

An 'OK' button is located below the table.

NOTE: This screen provides compensation above the annual salary or three quarter contract.

When finished, click the “OK” button or select the “Faculty Menu” tab in header for another selection or log off by selecting the “Log Out” tab.

Faculty Information - Class Roster

By selecting **Class Roster** from the Faculty Information section, the following screen appears:

The screenshot shows the 'Class Roster' page on CougarWeb. The page includes a navigation bar at the top with links for 'CHANGE PASSWORD', 'LOG OUT', 'MAIN MENU', 'FACULTY MENU', 'HELP', and 'CONTACT US'. Below this is a green bar with 'FACULTY' on the left and 'Welcome' on the right. The main content area is white and titled 'Class Roster'. It features a form with the following elements: 'Select a Term' with a dropdown menu currently showing 'Spring Quarter 2006'; 'or Enter a Date Range' with two empty text input boxes; and a 'SUBMIT' button. A callout box with a pointer to the dropdown menu contains the text: 'Click on the "Select a Term" drop-down box and select the eligible term. Click the "Submit" button.' The footer of the page is blue and repeats the navigation links: 'CHANGE PASSWORD', 'LOG OUT', 'MAIN MENU', 'FACULTY MENU', 'HELP', 'CONTACT US'.

NOTE: Terms for credit classes are identified as YYQQCR (Last two-digits of the Year, Quarter identifier and 'CR' for credit) and non-credit sections are YYQQNC (Year, Quarter, and 'NC' for non-credit). Quarter designators are: WI – Winter, SP – Spring, SU – Summer, and AU – Autumn.

NOTE: "Enter a Date Range" (start and end dates) to list all sections being taught between the start and end dates, respectively.

NOTE: IF YOU RECEIVE THIS MESSAGE: "There are no classes for the time frame you have selected. Please click BACK to select again;" this could indicate that faculty assignments have not been completed.

Your Class Roster Courses appear for the selected term as shown on screen:

CougarWeb
COLUMBUS STATE UNIVERSITY

CHANGE PASSWORD | LOG OUT | MAIN MENU | FACULTY MENU | HELP | CONTACT US

FACULTY Welcome

Class Roster

| Choose One | Course Name and Title | Term | Bldg | Room | Meeting Times | Days of Week |
|-------------------------------------|-------------------------------------|--------|------|------|-------------------|--------------|
| <input type="checkbox"/> | CMGT-101-001 Mangng Const Company | 06SPCR | DH | 119 | 06:00PM - 08:00PM | T |
| <input checked="" type="checkbox"/> | GIS-100-W01 Acquiring GIS Data | 06SPCR | | | | |
| <input type="checkbox"/> | GIS-253-W01 GIS Software 2 ArcGIS | 06SPCR | | | | |
| <input type="checkbox"/> | GIS-278-W01 VBA Programming for GIS | 06SPCR | | | | |

SUBMIT

LOG OUT | MAIN MENU | FACULTY MENU | HELP | CONTACT US

You should see your Class Roster which provides you the Course Name and Title, all instructors assigned to this section, the roster of students enrolled and information regarding the students:

CougarWeb
COLUMBUS STATE UNIVERSITY

CHANGE PASSWORD | LOG OUT | MAIN MENU | FACULTY MENU | HELP | CONTACT US

FACULTY Welcome

Class Roster

Course Name and Title
GIS-100-W01 Acquiring GIS Data

Instructors

| Student | ID | E-mail address | Pass Aud | Class | Status | Credits | CEUs | Student Profile |
|---------|----|--------------------|----------|-------|--------|---------|------|-------------------------------------|
| | | @student.csc.c.edu | | 2NDYR | New | 3.00 | | <input checked="" type="checkbox"/> |
| | | @student.csc.c.edu | | 1STYR | New | 3.00 | | <input type="checkbox"/> |
| | | @student.csc.c.edu | | 1STYR | New | 3.00 | | <input type="checkbox"/> |
| | | @student.csc.c.edu | | 2NDYR | New | 3.00 | | <input type="checkbox"/> |
| | | @csc.c.edu | | | New | 3.00 | | <input type="checkbox"/> |

SUBMIT

CHANGE PASSWORD | LOG OUT | MAIN MENU | FACULTY MENU | HELP | CONTACT US

NOTE: You can print this screen. Follow printing instructions located Printing section of the manual.

An example of a student profile screen is shown below:

Student Profile

Student ID Preferred Name
Preferred Address Columbus, OH 43228

E-mail Address Type
@student.csc.c.edu

Phone Number Extension Type

| Academic Program | Academic Level | Degree | Anticipated Completion Date | Academic Standing | Major | Minor | CCD | Specialization |
|-------------------|----------------|--------|-----------------------------|-------------------|-------------------|-------|-----|----------------|
| Associate of Arts | UGRD | AA | | | Associate of Arts | | | |

Advisor Advisor Type Phone Number Extension E-mail Address
None Specified

Counselor Counselor Type Phone Number Extension E-mail Address
None Specified

OK

NOTE: Advisor and Counselor information is not used.

When finished, click the “OK” button or select the “Faculty Menu” tab in header for another selection or log off by selecting the “Log Out” tab.

Faculty Information – Grading: Final/Mid Quarter Progress Reporting

By selecting **Grading** from Faculty Information section, the following screen appears:

The screenshot shows the 'Grading' section of the CougarWeb interface. It features a form with the following elements:

- Term:** A dropdown menu currently displaying 'Spring Quarter 2006'. A callout box points to this dropdown with the instruction: "Click on the 'Term' drop-down box and select the eligible term, generally the current term. Click the 'Submit' button."
- Start Date:** An empty text input field.
- End Date:** An empty text input field.
- SUBMIT:** A button to submit the form.

The page header and footer both contain navigation links: CHANGE PASSWORD, LOG OUT, MAIN MENU, FACULTY MENU, HELP, and CONTACT US. The page is titled 'FACULTY' and includes a 'Welcome' message.

NOTE: In Grading, the terms listed are only those that are eligible for grade entry, generally the current term.

NOTE: "Enter a Date Range" (start and end dates) to lists all sections being taught between the start and end dates, respectively. [e.g. MM/DD/YYYY]

The following screen appears which shows a listing of the courses you are teaching for that particular quarter:

Grading

Final or Midterm/Intermediate Grading:

| Choose One | Class Name and Title | Start Date | End Date | Bldg | Room | Meeting Times | Days of Week | Loc | Term |
|-------------------------------------|-----------------------------------|------------|----------|------|------|-------------------|--------------|-----|--------|
| <input checked="" type="checkbox"/> | CMGT-101-001 Mangng Const Company | 03/27/06 | 06/10/06 | DH | 119 | 06:00PM - 08:00PM | T | | 06SPCR |
| <input type="checkbox"/> | GIS-100-W01 Acquiring GIS Data | 03/27/06 | 06/10/06 | | | | | | 06SPCR |

LOG OUT | MAIN MENU | FACULTY MENU | HELP | CONTACT US

Next, click in the box under the "Choose One" column for the course section in which you want to enter grades. Click the "Submit" button.

First, click on the "Final or Midterm/Intermediate Grading: Term" drop-down box and select either "Final" or "Midterm/Intermediate."

NOTE: IF YOU RECEIVE THIS MESSAGE: "Final or Midterm/Intermediate Grading is a required field. Please provide data or press Menu", please select "Final or Midterm/Intermediate" and select either "Final" or "Midterm/Intermediate" for grading. Then click the "Submit" button.

Once you have selected the course section and clicked the “Submit” button, the following screen appears where you will enter the grades:

CougarWeb
COLUMBUS STATE UNIVERSITY

CHANGE PASSWORD | LOG OUT | MAIN MENU | FACULTY MENU | HELP | CONTACT US

FACULTY

Final Grading

Class Name: DEV-030-003
 Title: Basic Mathematics
 Location:
 Term: Spring Quarter 2009

Instructor:

| Student | ID | Status | Grade | Expires | Last Date of Attendance | Attended | Grade | Level | Section |
|---------|---------|--------|----------------------|----------------------|-------------------------|--------------------------|-------|-------|---------|
| | 0603068 | A | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | S | 1STYR | 5.00 |
| | 0992373 | N | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | S | 1STYR | 5.00 |
| | 0910408 | N | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | U | 1STYR | 5.00 |
| | 0990608 | N | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | U | 1STYR | 5.00 |
| | 0968590 | A | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | U | 1STYR | 5.00 |

In the “Grade” Column, enter the appropriate grade for each student.
 When finished, click the “Submit”

NOTE: Appropriate grades for Mid Quarter Progress Reporting and Final Grading are:

| Mid Quarter Progress Reporting | Final Grading |
|--------------------------------|--------------------|
| S – Satisfactory | A – Excellent |
| U - Unsatisfactory | B – Above Average |
| | C – Average |
| | D – Below Average |
| | E – Fail |
| | I – Incomplete |
| | R - Audit |
| | S – Satisfactory |
| | U – Unsatisfactory |

Once you click the “Submit” you will receive a confirmation screen including a list noting which students’ grades that have been updated.

CougarWeb
 CHANGE PASSWORD | LOG OUT | MAIN MENU | FACULTY MENU | HELP | CONTACT US

FACULTY

Grading Confirmation Form

Class Name DEV-030-001
 Title Basic Mathematics
 Location
 Term Autumn Quarter 2008

Instructor

** Your changes have been saved. Modified records are shown below **

| Student | ID | Status | Final Grade | Expire Date | Last Date of Attendance | Never Attended | Midterm Grade | Class Level | Credits | CEUs | Cross-Listed Section |
|---------|----|--------|-------------|-------------|-------------------------|----------------|---------------|-------------|---------|------|----------------------|
| | | N | A | | | | | 1STYR | 5.00 | | |

OK

CHANGE PASSWORD | LOG OUT | MAIN MENU | FACULTY MENU | HELP | CONTACT US

Once you have submitted grades, students will be able to see the grades.

When finished, click the “Submit” button select the “Faculty Menu” tab in header for another selection or log off by selecting the “Log Out” tab.

NOTE: *If you find that you made a mistake you may NOT go back in to the grade roster and update the grade. If you attempt to change a grade that was previously entered you will receive the following screen and message.*

Final Grading

Final grades can not be changed after they have been verified. The grade has been restored to the unedited value

Class Name DEV-030-001
 Title Basic Mathematics
 Location
 Term Autumn Quarter 2008

NOTE: *Until the grade entry deadline, any required grade changes can be completed by the academic chair. Once the grade deadline has passed, you must submit a Grade Change Form through your department chairperson.*

Faculty Information - My Class Schedule

By selecting **My Class Schedule** from Faculty Information section, the following screen appears:

NOTE: IF YOU RECEIVE THIS MESSAGE: “There are no classes for the time frame you have selected. Please click BACK to select again” this could indicate that faculty assignments have not been completed.

The next screen lists the courses you are scheduled to teach for the quarter:

| Class Name and Title | Days of Week | Start Time | End Time | Bldg | Room | Start Date | End Date |
|---|--------------|------------|----------|------|------|------------|----------|
| CMGT-101-001 Manqno Const Company | T | 06:00PM | 08:00PM | DH | 119 | 03/27/06 | 06/10/06 |
| CMGT-101-001 Manqno Const Company | T | 08:00PM | 10:50PM | DH | 119 | 03/27/06 | 06/10/06 |
| GIS-100-W01 Quirino GIS Data | | | | | | 03/27/06 | 06/10/06 |
| GIS-100-W01 Quirino GIS Data | | | | | | 03/27/06 | 06/10/06 |
| GIS-253-W01 ArcGIS | | | | | | 03/27/06 | 06/10/06 |
| GIS-253-W01 ArcGIS | | | | | | 03/27/06 | 06/10/06 |
| GIS-278-W01 ArcGIS | | | | | | 03/27/06 | 06/10/06 |
| GIS-278-W01 ArcGIS | | | | DH | 120 | 03/27/06 | 06/10/06 |

Further course detail is available by clicking on the course link and the following screen appears:

The screenshot shows the CougarWeb Faculty interface. At the top, there is a navigation bar with links: CHANGE PASSWORD, LOG OUT, MAIN MENU, FACULTY MENU, HELP, and CONTACT US. Below this, the word "FACULTY" is displayed on the left and "Welcome" on the right. The main content area is titled "Section Information" and contains the following details:

Title: Mangin Const Company
Section Number: CMGT-101-001
Description: CMGT 101 Managing a Construction Company An overview of the operations of a construction firm with a simulation of the management process by student teams demonstrating skills and competencies required.
Credits: 3.00 CEUs
Start Date: 27 March 2006 **End Date:** 10 June 2006
Academic Level: UGRD - Undergraduate Level

Meeting Information
03/27/2006-06/10/2006 Lecture Tuesday 06:00PM - 08:00PM, Davidson Hall, Room 119 03/27/2006-06/10/2006 Lab Tuesday 08:00PM - 10:50PM, Davidson Hall, Room 119

| Faculty Contact | Faculty name | Phone | Extension | E-mail address | Instructional Method |
|-----------------|--------------|-------|-----------|----------------|----------------------|
| | | | | @csc.edu | Lecture, Lab |

Prerequisites: None
Supplies: None

CLOSE WINDOW

At the bottom of the page, the same navigation bar is repeated: CHANGE PASSWORD, LOG OUT, MAIN MENU, FACULTY MENU, HELP, CONTACT US.

When finished, click the “CLOSE WINDOW” button or select the “Faculty Menu” tab in header or for another selection or log off by selecting the “Log Out” tab.

Faculty Information – Financial Aid Non-Attendance Reporting

Columbus State is required by Federal law to monitor the enrollment of students who participate in Federal Title IV student aid programs and/or who receive educational benefits through the Department of Veteran's Affairs. It is our responsibility to identify students who do not commence attendance or who stop attendance in any course for which they are registered and paid. In order to comply with these regulations, the College implemented an attendance reporting process Autumn Quarter 2000. The process can be completed through CougarWeb.

Each quarter an email notification will be sent two (2) business days prior to the window opening for the reporting of attendance. This reporting window will open during the fifth week of the quarter. Only faculty with class sections requiring attendance reporting will be notified.

Additionally there will be a second window for reporting class sections not captured in the first reporting period. Generally the sections included in this window will be courses designated as flex term or second term. Only faculty with sections meeting the criteria for the second window will receive an email notification prior to the opening of the reporting time period. This reporting period will occur approximately the ninth week of the quarter.

During each of the above open reporting windows you can access your rosters as frequently as you wish. It is important to make sure that you do submit each of the completed rosters by the deadline date and time provided to you in the notification emails.

By selecting **Financial Aid Non-Attendance Reporting**, the following screen appears:

Attendance Login

Log In

User Name:

Password:

Log In

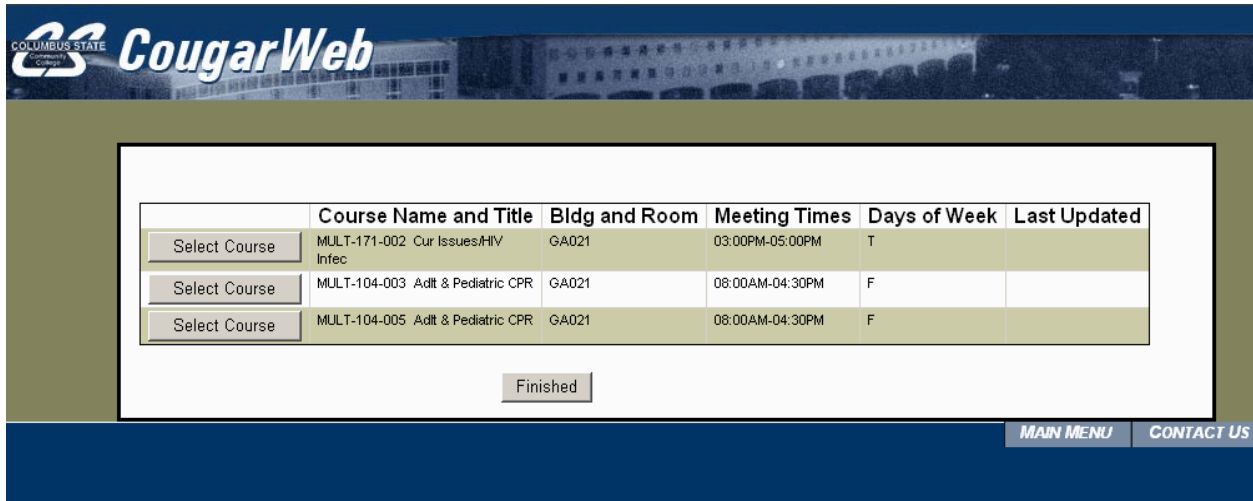
Enter your CSCC User Name and Password.

MAIN MENU CONTACT US

Enter your **Novell User Name and Password**. This is the same as your Groupwise User Name and Password. Click the "Log In" button.

If you receive an error message, please try again or contact the Help Desk at extension 5050.

Once you have successfully logged in, the following screen appears:




The screenshot shows the CougarWeb interface. At the top left is the Columbus State logo and the text "CougarWeb". Below this is a table with the following columns: "Select Course", "Course Name and Title", "Bldg and Room", "Meeting Times", "Days of Week", and "Last Updated". There are three rows of data. Below the table is a "Finished" button. At the bottom right of the interface are "MAIN MENU" and "CONTACT US" links.

| Select Course | Course Name and Title | Bldg and Room | Meeting Times | Days of Week | Last Updated |
|---------------|-----------------------------------|---------------|-----------------|--------------|--------------|
| Select Course | MULT-171-002 Cur Issues:HIV Infec | GA021 | 03:00PM-05:00PM | T | |
| Select Course | MULT-104-003 Adlt & Pediatric CPR | GA021 | 08:00AM-04:30PM | F | |
| Select Course | MULT-104-005 Adlt & Pediatric CPR | GA021 | 08:00AM-04:30PM | F | |

Finished

MAIN MENU CONTACT US

This screen will list all sections of courses you are teaching this quarter. If no sections are currently available for reporting you will see the following message:



The screenshot shows the CougarWeb interface. At the top left is the Columbus State logo and the text "CougarWeb". In the center of the page is a message: "No classes to review during this reporting window. If you have any questions, please call the help desk at (614) 287-5050". Below the message is a "Finished" button. At the bottom right of the interface are "MAIN MENU" and "CONTACT US" links.

No classes to review during this reporting window.
If you have any questions, please call the help desk at (614) 287-5050

Finished

MAIN MENU CONTACT US

To view your Financial Aid Non-Attendance Roster click on the **Select Course** button. Upon selecting a course your class roster will appear as below.

NOTE: This roster does not list all students registered for your class. It will ONLY list students receiving Federal Financial Aid and/or Veteran's Benefits.

The roster automatically defaults to "Attending" as the Attendance Status for all students listed. If this status is not correct for any of the students listed you must select either the "Never Attended" or "Last Attended On" option.

To report a student who never attended, mark the "Never Attended" item only. **NO date entry is required for this status.**

To report a student who did attend some class meetings, mark the "Last Attended On" item and provide the **last date** you had contact with the student (e.g. voicemail, email, homework, test results or actual face-to-face contact). Use the following format for the date entered: MM/DD/YYYY.

Upon your completion of the roster, click on "Submit." In the event you do not complete your entire roster at one time, you may click on "Submit" and all reported information will be saved. If you do not want to submit the roster at this time, click on "Cancel."

Financial Aid Non-Attendance Roster

Course Name and Title
MULT-171-002 | Cur Issues/HIV Infec

Instructor
..

| Student | ID | Email Address | Attendance Status (Enter dates as: MM/DD/YYYY) |
|---------|----|--------------------|---|
| | | @student.cscoc.edu | <input checked="" type="radio"/> Attending <input type="radio"/> Never Attended <input type="radio"/> Last Attended On <input type="text"/> |
| | | @student.cscoc.edu | <input checked="" type="radio"/> Attending <input type="radio"/> Never Attended <input type="radio"/> Last Attended On <input type="text"/> |
| | | @student.cscoc.edu | <input checked="" type="radio"/> Attending <input type="radio"/> Never Attended <input type="radio"/> Last Attended On <input type="text"/> |
| | | @student.cscoc.edu | <input checked="" type="radio"/> Attending <input type="radio"/> Never Attended <input type="radio"/> Last Attended On <input type="text"/> |

This confirms that I have reviewed my class rosters listing the students receiving Federal Financial Aid and/or Veterans Benefits for the current quarter and supplied their attendance history. I understand the students that I have marked as no longer attending will be dropped from my class rosters as indicated.

Submit Cancel

MAIN MENU CONTACT US

Below is a listing of possible error messages you may receive if you complete the roster incorrectly:

| Student | ID | Email Address | Attendance Status (Enter dates as: MM/DD/YYYY) |
|---------|----|--------------------|---|
| | | @student.cscoc.edu | <input checked="" type="radio"/> Attending <input type="radio"/> Never Attended <input type="radio"/> Last Attended On <input type="text"/> |
| | | @student.cscoc.edu | <input type="radio"/> Attending <input type="radio"/> Never Attended <input checked="" type="radio"/> Last Attended On <input type="text"/> <i>Date must be provided for this selected option.</i> |

| Student | ID | Email Address | Attendance Status (Enter dates as: MM/DD/YYYY) |
|---------|----|--------------------|--|
| | | @student.cscoc.edu | <input checked="" type="radio"/> Attending <input type="radio"/> Never Attended <input type="radio"/> Last Attended On <input type="text"/> |
| | | @student.cscoc.edu | <input type="radio"/> Attending <input checked="" type="radio"/> Never Attended <input type="radio"/> Last Attended On <input type="text" value="09/20/2007"/> <i>Date not required for this selected option.</i> |

| Student | ID | Email Address | Attendance Status (Enter dates as: MM/DD/YYYY) |
|---------|----|--------------------|--|
| | | @student.cscoc.edu | <input checked="" type="radio"/> Attending <input type="radio"/> Never Attended <input type="radio"/> Last Attended On <input type="text"/> |
| | | @student.cscoc.edu | <input type="radio"/> Attending <input type="radio"/> Never Attended <input checked="" type="radio"/> Last Attended On <input type="text" value="09/15/2007"/> <i>Date is not consistent with course dates or enrollment.</i> |

* The above date is outside the term begin and end date.

If you receive an error message that you do not understand, please contact the Help Desk at extension 5050.

Upon submission the following confirmation page will be presented indicating you submitted the roster. You may print the confirmation page for your records.

If you wish to review another class roster, choose "Select Another Course." If you wish to return to the CougarWeb Faculty menu, click on "Finished."

If you click on “Select Another Course” you will return to the full listing of all your course sections.

Once you return to the menu listing all your course sections after submitting your roster the “Last Updated” column will be populated with the current date. Only if you have clicked on “Submit” will a date appear in the “Last Updated” column.

The screenshot shows the CougarWeb interface with a table of course sections. The table has the following data:

| | Course Name and Title | Bldg and Room | Meeting Times | Days of Week | Last Updated |
|---------------|-----------------------------------|---------------|-----------------|--------------|--------------|
| Select Course | MULT-171-002 Cur Issues/HIV Intec | GA021 | 03:00PM-05:00PM | T | 09/18/2007 |
| Select Course | MULT-104-003 Adlt & Pediatric CPR | GA021 | 08:00AM-04:30PM | F | |
| Select Course | MULT-104-005 Adlt & Pediatric CPR | GA021 | 08:00AM-04:30PM | F | |

Below the table is a "Finished" button. At the bottom right of the interface are "MAIN MENU" and "CONTACT US" links. A callout box points to the "Last Updated" column.

The most recent date the course roster was updated will be reflected in this column. Each time you click on “Submit” within the class roster this column will be updated.

By clicking on “Finished” it will close the window and return you to the CougarWeb Faculty menu.

NOTE: If you have multiple sections you will need to access each course section and click “Submit” in order for all reporting to be completed and sent for processing.

My Contracts - Assignment Contract Approval

By selecting **Assignment Contract Approval** from the My Contracts section - the following screen appears:

COLUMBUS STATE
CougarWeb

CHANGE PASSWORD | LOG OUT | MAIN MENU | FACULTY MENU | HELP | CONTACT US

FACULTY Welcome

Assignment Contract Approval

| Choose One | Contract Type | Start Date | End Date |
|-------------------------------------|------------------|------------|----------|
| <input checked="" type="checkbox"/> | Adjunct Contract | 03/27/06 | 06/25/06 |

SUBMIT

CHANGE PASSWORD | LOG OUT | MAIN MENU | FACULTY MENU | HELP | CONTACT US

To select contract assignment for approval, click in the box under “Choose One” column. Click the “Submit” button.

The following screen appears:

COLUMBUS STATE
CougarWeb

CHANGE PASSWORD | LOG OUT | MAIN MENU | FACULTY MENU | HELP | CONTACT US

FACULTY Welcome

Position Asgmt Selection

| Choose One | Assignment | Start Date | End Date |
|-------------------------------------|-------------|------------|----------|
| <input checked="" type="checkbox"/> | GIS-100-W01 | 03/27/06 | 06/10/06 |
| <input type="checkbox"/> | GIS-100-W01 | 03/27/06 | 06/10/06 |

SUBMIT

MAIN MENU | FACULTY MENU | HELP | CONTACT US

To select contract assignment for approval, click in the box under “Choose One” column. Click the “Submit” button.

NOTE: You can only choose one assignment at a time. You need to repeat procedure for each assignment until you are returned to the Faculty Menu.

NOTE: If you have multiple assignments, you need to select one assignment, follow the procedure and then go back and select another assignment. Follow procedure again until this screen is blank or a message screen appears stating, “Your process is complete; press MENU button to continue.”

Once an assignment is selected, the next screen shows the Terms and Conditions of the contract:

Terms and Conditions Approval

Terms and Conditions

| | | |
|--|--|--|
| Adjunct Instructor Employment Contract | | |
| Columbus State Community College has appointed you to the position of Adjunct Instructor. The terms and conditions of your employment are: | | |
| The hourly rate per contact/load hour is \$39.00 per hour. Proceed to the following screens to see individual assignments and contracts amounts. All assignments (lecture, labs, clinicals, practicums, and seminars) must be accepted/rejected individually. The deadline for acceptance of your contract is January 19, 2006. | | |
| Term of Appointment: Spring Quarter 2006 Quarter Dates: March 27, 2006 through June 10, 2006 | | |
| Your salary will be paid to you via direct deposit in accordance with the schedule set forth in the Faculty Handbook for Adjunct Instructors, less required and authorized deductions, after services have been rendered. | | |
| The following are pay dates for specific term courses: Full Term: 04/30/06; 05/15/06; 05/31/06; 06/15/06; 06/30/06 First Term: 04/30/06; 05/15/06; 05/31/06 Second Term: 05/31/06; 06/15/06; 06/30/06 1st 4 Week Term: 04/30/06; 05/15/06 2nd 4 Week Term: 05/31/06; 06/15/06 8 Week Term: 04/30/06; 05/15/06; 05/31/06; 06/15/06 Flexible Term contracts are paid on the second pay date following the completion of the course. | | |
| By your execution of this contract, you agree to perform faithfully and discharge all responsibilities as assigned to you to the satisfaction of the College and in compliance with the laws of Ohio and the College policies. Failure to do so can result in disciplinary action under the College policies and termination of this contract during its term. You are subject to the Disciplinary Action Policy 3-32 and the Procedure 3-32(C) but are not eligible to utilize Procedures 3-32(C)(3) through (7). Nor are you eligible to utilize the Employee Problem Solving Policy 3-31 and the Procedures 3-31(B) and 3-31(B)(8). | | |
| This appointment made herein is open for acceptance until 9 calendar days from the issue date. In order to accept this appointment, you must select the "accept" option for each of your assignments during the current term by the acceptance date. If you do not accept the assignment(s) by the acceptance date, this appointment is void. | | |
| The College has various policies, which affect your employment relationship. The College may change the College's policies from time to time. The campus will be notified of any significant changes. | | |
| The benefits for which you are eligible are set forth in the College policies. | | |
| Your position is neither tenure-track nor tenured. This contract is for a term not to exceed that specified above, and it will expire on the last date of that term. The College is under no obligation to renew this contract or to give any notice of non-renewal. | | |
| Your duties will be to act as the instructor in the course(s) set forth above and to perform all instructional duties and such additional responsibilities applicable to Adjunct Instructors as set forth in the College policies to include but not limited to providing time for the purpose of advising students as needed. | | |
| This appointment has been made on the basis of representations made by you as to your education, experience, and qualifications. If those representations subsequently prove to be inaccurate, this contract is voidable at the sole discretion of the College. | | |
| This agreement, including the payment of salary is subject to the sufficiency of legislative salary appropriations and the receipt of sufficient funds by the College. | | |
| The College reserves the right to alter the length of this contract due to emergencies that may arise which are unforeseen and unavoidable. | | |
| Special or additional terms and conditions of this contract, if any, are attached hereto as Appendix A and incorporated herein. | | |
| This contract contains the entire agreement between you and the College regarding your employment. There are no other understandings or agreements, oral or otherwise, except as expressly set forth in this contract. | | |

| | Accept | Reject | Rejection Reason |
|--|-------------------------------------|--------------------------|------------------|
| I hereby accept appointment under the above terms and agree to render service in accordance therewith. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |

SUBMIT

To accept the Terms and Conditions, click in the box under "Accept" column. Click the "Submit" button.

NOTE: If you are not going to accept the Terms and Conditions, click in the "Reject" box and type a reason under the "Rejection Reason" and then click the "Submit" button.

By selecting “Accept” and clicking on the “Submit” key, the following screen will appear:

Terms of Appointment Approval

Contract Type
Adjunct Contract

Name **Social Security Number** **Department**
..... Geographic Information Systems

Terms of Your Appointment

| |
|--|
| # of Load Hours: 2.00 |
| You are assigned to teach: GIS-100-W01 Acquiring GIS Data Full Term 2.00 03/27/06 06/10/06 |
| Service Quarters Completed: |
| Total # of Days Taught This Term for All Assignments: 0 |
| Sick Leave: 2.66 |
| Hourly Rate Per Contact Hour: \$39.00 |
| Your salary for this course will be: \$858.00 |
| Issue Date: 03/29/06 |

Accept **Reject** **Rejection Reason**

I hereby accept appointment under the above terms and agree to render service in accordance therewith.

SUBMIT

To accept the Terms of Appointment, click in the box under “Accept” column. Click the “Submit” button.

NOTE: If you are not going to accept the Terms of Appointment, click in the “Reject” box and type a reason under the “Rejection Reason” and then click the “Submit” button.

If you have single assignment, you might see another Terms of Appointment approval screen that will need to be approved; otherwise, you will be returned to the Faculty Menu.

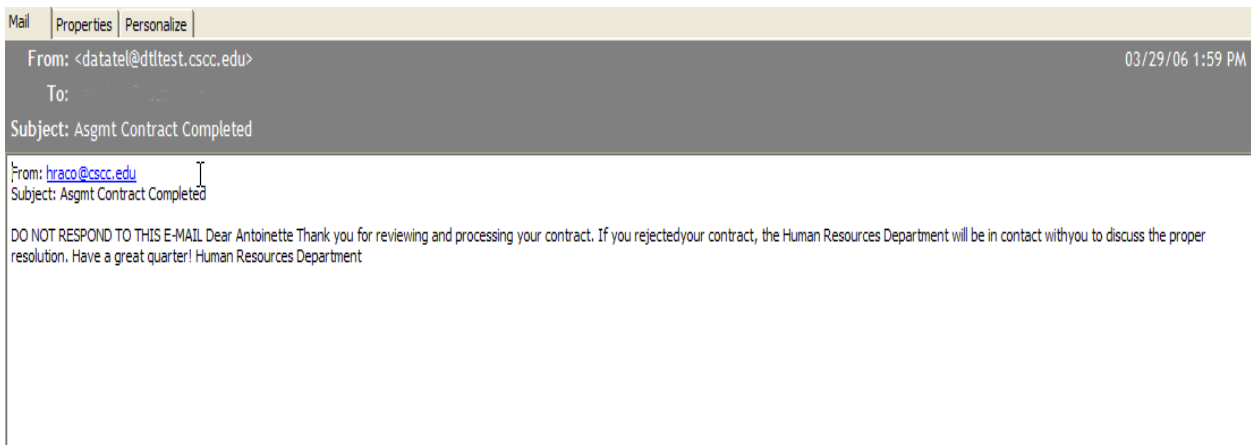
If you have multiple assignments, the following screen appears (the previously approved assignment should be missing from the list):

| Choose One | Assignment | Start Date | End Date |
|-------------------------------------|-------------|------------|----------|
| <input checked="" type="checkbox"/> | GIS-253-W01 | 03/27/06 | 06/10/06 |
| <input type="checkbox"/> | GIS-253-W01 | 03/27/06 | 06/10/06 |
| <input type="checkbox"/> | GIS-278-W01 | 03/27/06 | 06/10/06 |
| <input type="checkbox"/> | GIS-278-W01 | 03/27/06 | 06/10/06 |

NOTE: To select another assignment, follow the procedure again.

Once you have signed your contracts, click the “Submit” button or select the “Faculty Menu” tab in header for another selection or log off by selecting the “Log Out” tab.

Finally, once contracts are signed, you should receive a completed notification email as shown below:



My Contracts - Assignment Contract Inquiry

By selecting **Assignment Contract Inquiry** from My Contracts section, the following screen appears which allows the user to view previously approved assignments:

| Choose One | Contract Type | Start Date | End Date |
|-------------------------------------|------------------|------------|----------|
| <input checked="" type="checkbox"/> | Adjunct Contract | 03/27/06 | 06/25/06 |

SUBMIT

To inquire about a specific contract, click in the box under "Choose One" column. Click the "Submit" button.

The following screen appears:

| Choose One | Assignment | Start Date | End Date |
|-------------------------------------|-------------|------------|----------|
| <input checked="" type="checkbox"/> | GIS-100-W01 | 03/27/06 | 06/10/06 |
| <input type="checkbox"/> | GIS-100-W01 | 03/27/06 | 06/10/06 |
| <input type="checkbox"/> | GIS-253-W01 | 03/27/06 | 06/10/06 |
| <input type="checkbox"/> | GIS-253-W01 | 03/27/06 | 06/10/06 |
| <input type="checkbox"/> | GIS-278-W01 | 03/27/06 | 06/10/06 |
| <input type="checkbox"/> | GIS-278-W01 | 03/27/06 | 06/10/06 |

SUBMIT

To inquire about a specific contract type, click in the box under "Choose One" column. Click the "Submit" button.

Once a contract is selected, the next screen shows the contract's Terms and Conditions:

| FACULTY | | Welcome | | | | | | | | | |
|--|--------|---------------|------------------|--------|--------|---------------|------------------|--|---|----------|--|
| Terms and Conditions Inquiry | | | | | | | | | | | |
| Terms and Conditions | | | | | | | | | | | |
| Adjunct Instructor Employment Contract | | | | | | | | | | | |
| Columbus State Community College has appointed you to the position of Adjunct Instructor. The terms and conditions of your employment are: | | | | | | | | | | | |
| The hourly rate per contact/load hour is \$39.00 per hour. Proceed to the following screens to see individual assignments and contracts amounts. All assignments (lecture, labs, clinicals, practicums, and seminars) must be accepted/rejected individually. The deadline for acceptance of your contract is January 19, 2006. | | | | | | | | | | | |
| Term of Appointment: Spring Quarter 2006 Quarter Dates: March 27, 2006 through June 10, 2006 | | | | | | | | | | | |
| Your salary will be paid to you via direct deposit in accordance with the schedule set forth in the Faculty Handbook for Adjunct Instructors, less required and authorized deductions, after services have been rendered. | | | | | | | | | | | |
| The following are pay dates for specific term courses: Full Term: 04/30/06; 05/15/06; 05/31/06; 06/15/06; 06/30/06 First Term: 04/30/06; 05/15/06; 05/31/06 Second Term: 05/31/06; 06/15/06; 06/30/06 1st 4 Week Term: 04/30/06; 05/15/06 2nd 4 Week Term: 05/31/06; 06/15/06 8 Week Term: 04/30/06; 05/15/06; 05/31/06; 06/15/06 Flexible Term contracts are paid on the second pay date following the completion of the course. | | | | | | | | | | | |
| By your execution of this contract, you agree to perform faithfully and discharge all responsibilities as assigned to you to the satisfaction of the College and in compliance with the laws of Ohio and the College policies. Failure to do so can result in disciplinary action under the College policies and termination of this contract during its term. You are subject to the Disciplinary Action Policy 3-32 and the Procedure 3-32(C) but are not eligible to utilize Procedures 3-32(C)(3) through (7). Nor are you eligible to utilize the Employee Problem Solving Policy 3-31 and the Procedures 3-31(B) and 3-31(B)(6). | | | | | | | | | | | |
| This appointment made herein is open for acceptance until 9 calendar days from the issue date. In order to accept this appointment, you must select the "accept" option for each of your assignments during the current term by the acceptance date. If you do not accept the assignment(s) by the acceptance date, this appointment is void. | | | | | | | | | | | |
| The College has various policies, which affect your employment relationship. The College may change the College's policies from time to time. The campus will be notified of any significant changes. | | | | | | | | | | | |
| The benefits for which you are eligible are set forth in the College policies. | | | | | | | | | | | |
| Your position is neither tenure-track nor tenured. This contract is for a term not to exceed that specified above, and it will expire on the last date of that term. The College is under no obligation to renew this contract or to give any notice of non-renewal. | | | | | | | | | | | |
| Your duties will be to act as the instructor in the course(s) set forth above and to perform all instructional duties and such additional responsibilities applicable to Adjunct Instructors as set forth in the College policies to include but not limited to providing time for the purpose of advising students as needed. | | | | | | | | | | | |
| This appointment has been made on the basis of representations made by you as to your education, experience, and qualifications. If those representations subsequently prove to be inaccurate, this contract is voidable at the sole discretion of the College. | | | | | | | | | | | |
| This agreement, including the payment of salary is subject to the sufficiency of legislative salary appropriations and the receipt of sufficient funds by the College. | | | | | | | | | | | |
| The College reserves the right to alter the length of this contract due to emergencies that may arise which are unforeseen and unavoidable. | | | | | | | | | | | |
| Special or additional terms and conditions of this contract, if any, are attached hereto as Appendix A and incorporated herein. | | | | | | | | | | | |
| This contract contains the entire agreement between you and the College regarding your employment. There are no other understandings or agreements, oral or otherwise, except as expressly set forth in this contract. | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Accept</th> <th>Reject</th> <th>Response Date</th> <th>Rejection Reason</th> </tr> </thead> <tbody> <tr> <td>I hereby accept appointment under the above terms and agree to render service in accordance therewith.</td> <td>Y</td> <td>03/28/06</td> <td></td> </tr> </tbody> </table> | | | | Accept | Reject | Response Date | Rejection Reason | I hereby accept appointment under the above terms and agree to render service in accordance therewith. | Y | 03/28/06 | |
| Accept | Reject | Response Date | Rejection Reason | | | | | | | | |
| I hereby accept appointment under the above terms and agree to render service in accordance therewith. | Y | 03/28/06 | | | | | | | | | |
| <div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 10px 0;">SUBMIT</div> | | | | | | | | | | | |

Click the "Submit" button to view the "Terms of Appointment."

Academic Profile - Degree Audit

By selecting **Degree Audit** from the Academic Profile section, you will be directed to the following screen:





Database Login Parameters

Network USER Name:

Password:

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Version 3.0.x

NOTE: Please follow the DarsWeb User Guide located in the “faculty and staff” section of the CSCC home page for further instructions.

Printing

To print any of the screens within CougarWeb, use the standard printing function of File, Print and then select your designated printer. You could also do a “Screen Print.” You might want to change to a Landscape format.