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January 2020

What is [Patriotweb](#)?

- Patriotweb – access to:
  - Employee information
  - Sign up for direct deposit
  - Your teaching schedule
  - Class lists
  - Grading Templates
- Available Online 24/7
- Need your G number and password and for access
- Sign on before end of first week of classes.
  - If have problems, contact your area administrative assistant

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"How to" on Patriotweb

This handout covers how to:

- Obtain Classlists
- Email your students
  - Confidentiality Issues
- View your schedule

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Faculty and Advisor Services

The following are the options under Faculty and Advisor Services. *The options you will not use or do not have access to have been identified. Please note that using any of the Do not use options may be a FERPA violation.*

CRN Selection
Term Selection
Week at a Glance
Faculty Detail Schedule
Detail Class List
Summary Class List
Detail Wait List - **Do not use, direct students to academic services**
Summary Wait List - **Same as detail waitlist**
Midterm Evaluations – required for 100/200 level courses
Import Midterm Evaluations from Blackboard – optional, see instructions here
Final Grades – to enter grades, required withing 48 hours of the course final exam period
Import Final Grades from Blackboard – optional see instructions here
Registration Overrides - **Do not use**
Student Information Menu - **Do not use**
Degree Evaluation and Advisee Listing- Do not use
Advising Student Profile – Do not use
Class Schedule

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To select Term or CRN

- Select Term Selection - need to identify or will get wrong semester.
  - Select desired term from drop down list
  - Select Submit
- Select CRN Selection (CRN is the five digit number that identifies each course – if you do not know yours it will appear as options)
  - Use pull down list for the selection of your courses
  - Select Submit
- If your courses do not appear in the drop down list
  - Contact your area administrator

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Class Lists

- To see your class lists - Select Summary Class List
  - Displays list in alphabetic order
  - For more detailed information on all students, select Detailed Class List
  - Scroll down to see all students
- The sections for midterm and final grades will be activated during grading periods only.
- Additional information about grading will be given closer to the grading period
- If you want to return to select another course, select CRN Selection at bottom of the page

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Emailing students

- Recommended to use Blackboard
- In Patriot Web:
  - To email one student, select the email icon at the end of the entry for that student
  - To email all students, scroll down to the bottom of the class list. Select the display email list button.
    - copy this list, open an email and then paste list to BCC (blindcopy)

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Confidentiality Issues

- If a student has a confidentiality flag next to their name on the list
  - You must blind copy the student when you email them. Their email must not be given to others. (You should always blind copy the students regardless due to FERPA)
  - Do not release any information for students with confidentiality flag.
- We are under strict interpretations of the FERPA federal guidelines
  - We require always blind copying all students

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View Schedule

- Select Faculty detail schedule
  - This is a detailed accounting of your courses
- Select Week at glance
  - One page presentation of weekly schedule

Remember

- Help pages are on each page of Patriotweb (top right hand side) and the Registrar's site.
- For undergraduate courses, do not give overrides – send them to ENT 008. If you think you can accommodate more students in your classroom contact ENT 008 or your area asministrator – do not tell students it will be OK to add.
- Grading information if you need it can be obtained from your area administrator or adjunct/course coordinator
- Interpretation of the FERPA laws restricts your use of student emails, G numbers, etc
- If students do not appear on your Patriotweb classlist after the last day to add then they are not registered for the class and should not participate in the course.   If there are questions send them to ENT 008.

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