STAR Web for Faculty and Advisors
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As a faculty member or advisor, how do I access STAR Web?

★ There are two methods available for logging into STAR Web for faculty and advisors:

★ Access STAR through the WVU Portal (preferred method).
★ Log in directly to Web for Faculty and Advisors using the URL for the STAR System – http://star.wvu.edu
   See section titled Star System URL for more details. (This method is to be used only when MIX is not available).

WVU Portal URL - https://portal.wvu.edu
★ User Name: Enter your Login (login.wvu.edu) ID.

★ Password: Enter your Login (login.wvu.edu) password.
Click the STAR SSB link under the WVU Resources section.
★ Select the 'Faculty' link.
The URL for accessing Web Self-Service product for Faculty and Advisor product will bring you to this page. The purpose of this page is to provide information regarding the system.

- A green light will appear if the Web Self-Service product is available.
- A yellow light if we are experiencing technical difficulties.
- A red light if the system is not available. (see example)

If the system is down for maintenance other than the times indicated above, messages will be posted here notifying users of the maintenance and the stoplight will be red.

Select **STAR Access** to be directed to the login page.
★ Select 'Faculty and Advisor Login'
**User ID:** Enter your Login (login.wvu.edu) ID.

**Enter PIN (password):** Enter your Login (login.wvu.edu) password.

**Note:** If you don't remember your password, you can reset it at login.wvu.edu.
This page appears the first time you sign in on the STAR Self-Service Products along with every 365 days if you are Faculty. Every 30 days if you are a student.
Two links are available on this page: Personal Information and Faculty & Advisors.

**Note:** If you are also a student you will see two additional links; Student Services & Housing and Financial Aid.
Personal Information Menu

Eight links are available on this menu:

★ View Addresses and Phones
   ★ As a Faculty or an Advisor you will only see an address for MIX User Name and E-Mail.

★ Update Addresses and Cell Phone – This link only applies to students.

★ View Student & Parent E-mail Addresses - This link will also allow you to view your MIX email address. **NOTE:** The Parent E-mail addresses will only be used internally for student billing purposes or by Senior Level Administrators to convey emergency information to parents.

★ Update Student & Parent E-mail Addresses - This link only applies to students.

★ View Emergency Contacts - This link applies only to students.

★ Update Emergency Contacts - This link applies only to students.

★ Change your PIN (password) for STAR, MIX & eCampus
   ★ See page 2 of this manual for further details

★ Security Question & Answer
   ★ See page 2 of this manual for further details
★ This is the list of available options

★ The next several pages will have a screen print of all the links listed on this page.

★ The Web Self-Service Product for Faculty & Advisor is TERM driven and requires a term to be selected before selecting other menu options.
Term Selection

Use the pull down option to select the term desired.

If you attempt to select another option from the menu prior to this one you will be forced back to this page to select a Term prior to accessing anything else.
Select CRN

- Use the pull down option to select the desired CRN.

- Only the CRN’s you are assigned to teach for the term previously selected will appear in the drop down menu.

- In parentheses ( ) next to the CRN is the number of students currently registered for the courses you are assigned to teach.

- If you do not select a CRN prior to selecting any screen that requires a course be selected you will be taken back to this screen to Select a CRN.
Faculty Detail Schedule

★ This provides a detailed listing of the courses you are teaching for the term selected.

★ 'Instructors' field will have a (P) indicator after your name if you are the Primary Instructor for the section.

★ The options of Syllabus and Office Hours are not being utilized by STAR.
This is a listing of the faculty schedule by day and time on a weekly basis for the current date. If the term has not started you will need to enter at least the first day of the term in the ‘Go to:’ field and click submit to view a schedule or you can select ‘Next Week’ until a schedule appears.
Detail Faculty Class List

★ This view will list the students enrolled in the CRN that was selected for the term.

★ Record Number is a sequential number listing the students in the course. Registration Number is the order in which the student was enrolled in the course.

★ You can click on the student name to retrieve their address and phone number information.

★ Please notice the statement above about the word ‘Confidential’ appearing throughout the pages pertain to student information. When the word ‘Confidential’ appears, the student has completed a form in The Office of the University Registrar requesting that no acknowledgement of them being a student is provided to anyone outside the University. All information in this system is to be kept confidential. If any students are listed as confidential please remember when emailing them to place them in the BC: field when composing an email.

★ You can email the students individually or email the entire class by selecting the 💌 icons.
This view of the faculty class list is similar to the 'Detail Faculty Class List' on the previous page.

As with the previous class list if you click on the student name you can retrieve address and phone number information.

You can email the students individually or email the entire class by selecting the icons.

You can copy the class list to excel by highlighting the information, select the copy feature, go to excel and paste the information. Adjust the excel document as desired.
Mid-Term Grades

You can enter Mid-Term Grades on-line approx. 1 week before they are due.

★ **Effective Fall 2005 all Faculty will be required to enter Mid-term and Final grades online.**
★ **Only the Primary Instructor for a course may enter grades.**
★ **WVU Faculty:** Only Mid-Term Grades of 'D' and 'F' are to be entered and only for courses that are numbered 499 and below.
★ **PSC Faculty:** All midterm grades are to be entered for courses.
★ **WVU Tech Faculty:** All midterm grades are to be entered for courses.
★ **When the Secondary Instructor selects Mid-Term Grade link, the view is different. See next page for example.**
As the Secondary Instructor you can only view Mid-Term grades.
You can enter Final Grades online if you are the Primary Instructor. This feature will be available as soon as the course is scheduled to end. Follow the instructions and be sure to submit the grades you have entered prior to the 20-minute time limit. The grades you entered can be changed until the grades are rolled to Academic History at the end of the term. Once grades are rolled a grade modification form must be completed for the grade change.

If a student has stopped attending classes and you are issuing a Final grade of an ‘F’ please enter the Last Attend Date.

When the Secondary Instructor selects the Final Grade link, the view is different. See the next page for an example.
★ Just like the Mid-Term Grades, Secondary Instructors cannot insert/update final grades.
In the past you had to go to Midterm Grades to see the Midterm Grades and Final Grades to see the Final Grades. This is a summary of all grades entered for a particular term, and the CRN that you have selected.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>ID</th>
<th>Credits</th>
<th>Registration Status</th>
<th>Last Attend Date</th>
<th>Attend Hours</th>
<th>MidTerm Grade</th>
<th>Final Grade</th>
<th>Grade in Academic History</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campbell, Lisa</td>
<td>700567891</td>
<td>2.000</td>
<td><strong>Registered on Web</strong></td>
<td>Jun 02, 2010</td>
<td>D</td>
<td>A-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Douglas, Albert</td>
<td>700992222</td>
<td>2.000</td>
<td><strong>Registered on Web</strong></td>
<td>Apr 12, 2010</td>
<td>B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ebert, Joseph</td>
<td>700333888</td>
<td>2.000</td>
<td><strong>Registered on Web</strong></td>
<td>08/29/2010</td>
<td>F</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hopkins, Anderson</td>
<td>700886111</td>
<td>2.000</td>
<td><strong>Registered on Web</strong></td>
<td>Apr 20, 2010</td>
<td>F</td>
<td>B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jones, Greg</td>
<td>700333000</td>
<td>2.000</td>
<td><strong>Registered on Web</strong></td>
<td>Apr 21, 2010</td>
<td>A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>King, Brian</td>
<td>700444888</td>
<td>2.000</td>
<td><strong>Registered on Web</strong></td>
<td>Apr 19, 2010</td>
<td>A+</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lemley, James</td>
<td>700696000</td>
<td>2.000</td>
<td><strong>Registered on Web</strong></td>
<td>Apr 20, 2010</td>
<td>C</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parks, Beth</td>
<td>700333222</td>
<td>2.000</td>
<td><strong>Registered on Web</strong></td>
<td>May 05, 2010</td>
<td>F</td>
<td>D</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Only the Primary Instructor for a course can issue overrides. To submit an override, perform the following:

- **Note:** If you have not selected a student you will be forced to do so. For more information on selecting a student refer to the section in this manual titled **ID Selection**.

- Use the pull down menu option under Override and select the type of Registration Override you desire.

- Use the pull down menu option under Course and select desired course. Select Submit.
Review and if the information is correct select ‘Submit’.

A message will appear about the override being saved successfully.

This page will also list current Student Overrides and the Student's Schedule.

Note: Once the override is processed the student has the ability to register for the course himself or herself.
This page is used to retrieve the student you want to work with.

Two choices are available:

- **Enter Student/Advisee ID** - Here you would enter the Student ID directly. By having the ID you can select any student whom is eligible to register. The student doesn't have to be your advisee or in a course you are teaching for the selected term.

- **Student/Advisee Query** - You have several options to help you in querying for a student:
  - You can enter partial name or full name.
  - Select the Search Type options and click on Submit.
After selecting the student the 'Student Verification' page appears. Click 'Submit' to continue.
This page lists the information found on the General Student record for the Primary Curriculum.
View Student Address and Phones

Information for Lisa Campbell

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

If an address type of "Confidential Waiver of Ed Records" appears, the student has granted permission for our institution to release educational records to the person(s) listed within this address. Please be sure to have the parent or guardian verify information about the student (i.e., addresses, phone number or date of birth) before releasing information. The form is kept on file at WVU Admissions and Records or PEC Enrollment Services. The zip code will identify the location, 26506 for WVU and 26706 for PEC.

Addresses and Phones

<table>
<thead>
<tr>
<th>Addresses and Phones</th>
<th>Phones</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cell Phone</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Current</strong>: Oct 05, 2009 - (No end date)</td>
<td>Primary: 304-9876543</td>
</tr>
<tr>
<td></td>
<td><em><strong>DO NOT UPDATE</strong></em></td>
</tr>
<tr>
<td></td>
<td><em><strong>DO NOT UPDATE</strong></em></td>
</tr>
<tr>
<td></td>
<td><em><strong>DO NOT UPDATE</strong></em></td>
</tr>
<tr>
<td></td>
<td><em><strong>DO NOT UPDATE</strong></em>, Does Not Apply</td>
</tr>
<tr>
<td><strong>MIX User Name and E-Mail</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Current</strong>: Oct 13, 2009 - (No end date)</td>
<td>Primary: None Provided</td>
</tr>
<tr>
<td>Username: kcampaell</td>
<td></td>
</tr>
<tr>
<td>E-Mail: <a href="mailto:kcampbell@mic.wvu.edu">kcampbell@mic.wvu.edu</a></td>
<td></td>
</tr>
<tr>
<td>Mountaineer, Information Express</td>
<td>MIX</td>
</tr>
<tr>
<td><strong>Mailing/Local Address</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Current</strong>: Mar 15, 2009 - (No end date)</td>
<td>Primary: 304-123456</td>
</tr>
<tr>
<td>123 University Avenue</td>
<td></td>
</tr>
<tr>
<td>Morgantown, West Virginia</td>
<td>26505</td>
</tr>
<tr>
<td><strong>Parents/Permanent Address</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Current</strong>: Oct 05, 2009 - (No end date)</td>
<td>Primary: 304-123456</td>
</tr>
<tr>
<td>123 WLU Drive</td>
<td></td>
</tr>
<tr>
<td>Morgantown, West Virginia</td>
<td>26505</td>
</tr>
</tbody>
</table>
**View Student E-mail Address**

Information for Lisa Campbell

<table>
<thead>
<tr>
<th>E-mail Addresses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail Address</td>
<td><a href="mailto:wuugirl@wu.edu">wuugirl@wu.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MIX E-mail Address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:lcampbell@mix.wvu.edu">lcampbell@mix.wvu.edu</a></td>
<td>Preferred</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parent's E-mail Address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:lisa_mom@gmail.com">lisa_mom@gmail.com</a></td>
<td></td>
</tr>
</tbody>
</table>

[ Student Information | Student Address and Phones | Class List | Mid-Term Grades | Final Grades | Registration Overrides | Term Selection | Summary Class List ]

RELEASE: 8.0
This page lists the classes for which you are registered for the term. All of the detailed information about the class is included.

Information for Lisa Campbell

Classification: Freshman
Level: Undergraduate
College: UG Academic Services Center
Major: General Studies
UG Academic Services Center

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Title</th>
<th>Campus</th>
<th>Credits</th>
<th>Level</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>82992</td>
<td>ASTR 106</td>
<td>Descriptive Astronomy</td>
<td>WVU Campus</td>
<td>3.000</td>
<td>UG</td>
<td>Aug 23, 2010</td>
<td>Dec 18, 2010</td>
<td>TR</td>
<td>5:30 pm - 6:45 pm</td>
<td>Hodges Hall 259</td>
<td>Piesano</td>
</tr>
<tr>
<td>83002</td>
<td>ORUN 151</td>
<td>Career Exploring and</td>
<td>WVU Campus</td>
<td>2.000</td>
<td>UG</td>
<td>Aug 23, 2010</td>
<td>Dec 18, 2010</td>
<td>M</td>
<td>9:30 am - 10:20 am</td>
<td>Mountainfair 125</td>
<td>Mills</td>
</tr>
<tr>
<td>82100</td>
<td>PSYC 101</td>
<td>Introduction to Psychology</td>
<td>WVU Campus</td>
<td>3.000</td>
<td>UG</td>
<td>Aug 23, 2010</td>
<td>Dec 18, 2010</td>
<td>MW</td>
<td>5:00 pm - 6:15 pm</td>
<td>Life Sciences Building</td>
<td>G11</td>
</tr>
</tbody>
</table>

Total Credits: 8.000

[ Student Detail Schedule ]

★ This page will list the student's concise schedule for term selected.
View Student Schedule

This page will list the student's schedule for term selected.
Change Class Options

Change Class Option is used to change Credit Hour and Grading Mode and is only active through the first week of the term.

You must have the students’ PIN to Change Class Options.

Only Variable credit courses will have the option to change Credit Hour.

Use only whole numbers to insert credit hours.

Select ‘Submit Changes’ to save any updates.
View Test Scores is available for your currently registered students in a course you are teaching for the term you have selected and your currently assigned advisees.
Not all Hold Types are available on SSB for viewing.

This is useful when a student is having trouble being admitted, registering for classes, requesting official transcripts, and graduating.
Advisor Menu

Advisors Menu

Term Selection
ID Selection
Student Academic Transcript
Advisor Grade Summary

RELEASE: 8.2.1
★ Select Transcript Level by using the pull down option.

★ Select Transcript Types: only one option is available 'Web Transcript'.

★ Click on Display Transcript.
Faculty can only view a transcript for students enrolled in one of their courses for the term previously selected or their advisees.

Advisors can only view their advisees.
Similar to the Faculty Grade Summary, but a summary of your Advisees grades for the term you have selected.