



EASTERN
WASHINGTON UNIVERSITY

EagleNET Faculty User's Guide

Revised/September 2011

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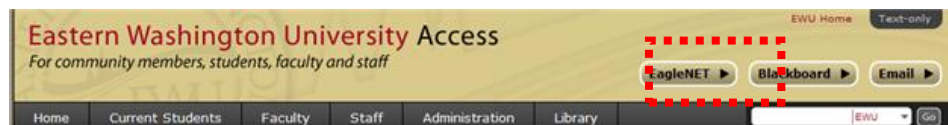
Users Guide

Welcome

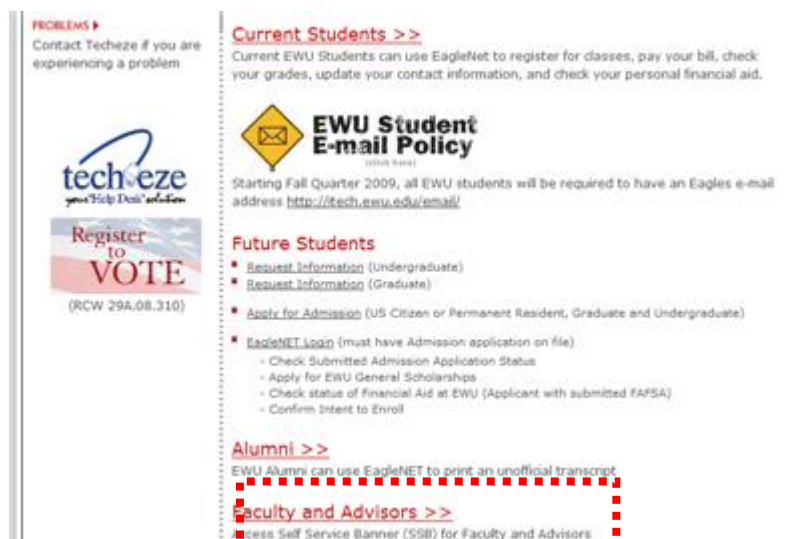
This guide is intended to help you navigate and use EagleNET, the self-service Student program in Banner. The guide is organized by section: Access, Class Information, Student Information, Faculty & Advisor Details, Final Grades, and Course Catalog. Screen shots, along with basic explanations, are included to facilitate the use of this guide. At any time you have a problem or question using EagleNET, please contact the Help Desk at x2247.

Access

To access your class roster and additional information you must first log into EagleNET. Access the EWU home page (<http://access.ewu.edu/>) and select EagleNET from the top menu. All faculty automatically have access to EagleNET.



- Select **Faculty and Advisors**.




Logging In

1. The EagleNET login page displays.

Users Guide

2. Enter your EWU user ID in the **Username** field.
 - Your user ID is the last eight digits of your EWU ID (for example; 00123456).
3. Enter your PIN in the **PIN** field and click the **Login** button.
 - Your PIN typically is your two digit birthday month, day, and year (for example; June 18, 1972 is entered 061872).
 - If you do not know your PIN, contact the Help Desk at 359-2247.

 EASTERN WASHINGTON UNIVERSITY

User Login

EagleNET is to be used only by prospective students, current students, faculty and advisors, employment access is prohibited.

EWUID: Your EWUID number is eight digits - exactly as it is printed on your EagleCard.

PIN: The first time you login to EagleNET your PIN will be your birth date (mmddyy). You will be asked to reset previously logged in to EagleNET and cannot remember your PIN, enter your EWUID and click on the "Forgot PIN" button.

Multiple failures to enter the correct EWUID or PIN will result in your account being locked.

To protect your privacy, please **exit and close your browser** when you are finished.

User ID:

PIN:

Login Forgot PIN?

RELEASE: 8.2

Note: Personal information can be managed by clicking the **Personal Information** tab. You can change your password, security question, as well as view and change your address, phone numbers or email.

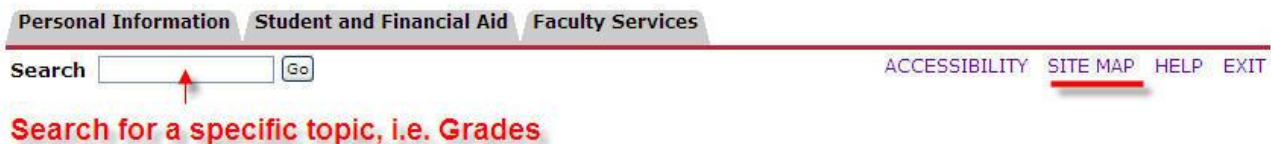


Users Guide

Main Menu


From the Main Menu you can access your personal information, student information (if you are also a student at the university), information related to the classes you are teaching or your advising responsibilities.

To change the initial view and see an overall listing of available menu choices click on **Site Map**. To search for a specific topic, type the word, group of words, or use a combination of text and wildcards (**%** or **_**) to locate the menu items related to your request.



Helpful Reminders

There are a few things to keep in mind when using EagleNET:

1. Sessions will timeout after 10 minutes of no activity, requiring you to login again.
2. When finished, close the browser window, do not just minimize it and wait for the inactivity to log you out.
3. Student information must be maintained confidentially. To review EWU's FERPA policy go to <http://access.ewu.edu/Records-and-Registration/Student-Records/FERPA.xml>
4. The wildcards used in EagleNET are the percent sign "%" for more than one character and the underscore "_" for single characters.
5. At any time the  icons from the web browser may be used to navigate to screens you have viewed.
6. The accessibility function explains what accessibility features may be available from the various menu choices.

Users Guide

Class Information

This section of the guide focuses on the tasks associated with classes you are teaching, have taught, or will be teaching in an upcoming term and provides information on:

- Looking up class detail and summary information
- Looking up waitlist detail and summary information
- Perform registration overrides
- View students enrolled in a class

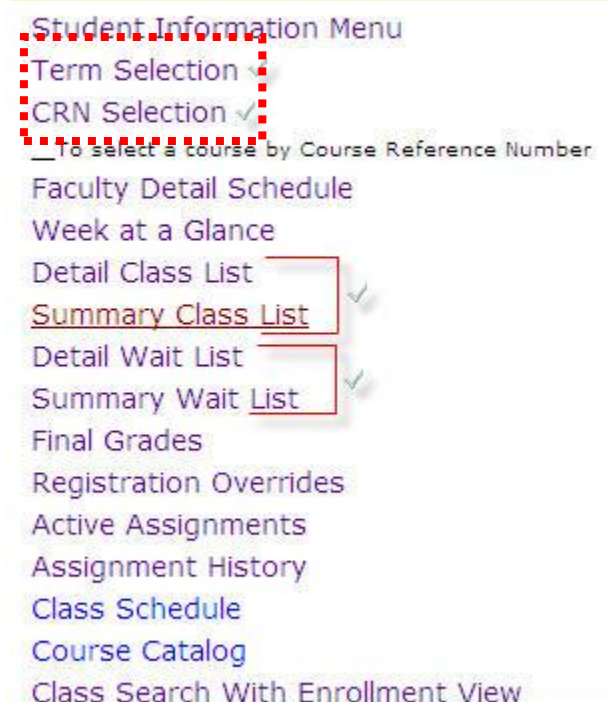
Class Lists (Rosters)

The class lists can be viewed two ways: 1) Summary Class List or 2) Detail Class List. The difference between the two lists is the amount of information provided. The graphic below highlights the menu choices associated with the class enrollment and waitlist.

The following provides steps on opening a class list for a specific term.

1. Click on **Term Selection**. Select the applicable term from the drop-down list. Click the **Submit** button (the enter key does not activate selection).
2. Click on **CRN Selection** (course reference number). Select the applicable class from the drop-down list. Click the **Submit** button. Only the classes associated with your User ID will be listed.

Faculty and Advisors



Users Guide

Menu item selected display information associated with the class and term selected in steps 1 & 2 above. To view a different class repeat step 2; or to view the same class but in a different term you must repeat steps 1 & 2.


The class lists show who is enrolled in the class for the term selected using Term and CRN selection. There are two views available: Summary and Detail.

Summary Class List (Rosters)

Summary Class List displays a list of the students, in alphabetical order, who have enrolled in the class. The graphic below shows the information available from this view. Items that are a hotlink can be selected at any time; press the back key from the browser toolbar to return to this screen.

Summary Class List

Your name & ID #
Term Selected
Today's date & time

 An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one major or department in his/her primary or secondary curriculum. 2) The student has a program, level, college, or degree in the secondary curriculum that is different from that in his/her primary curriculum.

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

Course Information

INTEGRAT SOCIAL SCI METHODS - CSBS 330 01

CRN: 10504
Duration: Jan 08, 2007 - Mar 23, 2007
Status: Open

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	30	33	-3
Cross List:	0	0	0

Summary Class List

Record Number	Student Name	ID	Reg Status	Level	Credits	Grade Detail
1	Individual Record for each student registered		**Web Registered**	Undergraduate	5.000	
2			**Web Registered**	Undergraduate	5.000	

Student Email Address



Users Guide

- To print the **Summary Class List** select File /Print from the web browser menu bar, select a printer, and click **OK**.
- To see the other scheduled classes for the same course name and number click on the course name (the courses listed have different CRN numbers). A new screen displays showing the date, time, place, and instructor for the other course(s). You will not be able to see the actual class lists for the other scheduled classes unless you are the instructor.
- If there are students waiting to enroll, a link to the **Wait List** is available directly below the **Enrollment** link showing the number of students currently wait listed.

To return to the previous screen use the links listed in the footer at the bottom of the **Summary Class List** screen or press **Return to Previous**.

[Return to Previous](#)

[[Term Selection](#) | [CRN Selection](#) | [Detail Class List](#) | [Final Grades](#) | [Faculty Detail Schedule](#) | [Detail Wait List](#) | [Summary Wait List](#)]

Detail Class List (Rosters)

The **Detail Class List** provides information about each student registered for the class, including their class standing. The graphic below shows the information provided in the **Detail Class List**.

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Detail Class List

Record Number	Student Name	ID	Registration Status	Registration Number
1	Student's Name	Student ID #	**Web Registered**	27

This student was # 27 to register

Current Program

Bachelor of Arts

Level:

Undergraduate

Program:

Criminal Justice

Admit Term:

Fall Quarter 2005

Catalog Term:

Fall Quarter 2005

College:

Social & Behavioral Sciences

Campus:

Cheney

Major and Department:

Criminal Justice, Sociology & Criminal Justice

The text in the fields to the left are specific to the student. This example contains possible entries for a student.

Class: Senior

Credits: 5.000

- To print the **Detail Class List** select File/|Print from the web browser menu bar.
- To return to a summary of the class list click on the **Enrollment Link** in the **Enrollment Counts** section of either the **Detail** or **Summary Class** list, or select a menu item listed in the footer at the bottom of the screen.
- If there is a wait list for the class, a link to the **Wait List** is displayed directly below the **Enrollment** link in the **Enrollment Counts** section.

Course Information

Course Name & Number

CRN: CRN #

Duration: Sep 20, 2006 - Dec 08, 2006

Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment: 3	3	0	
Wait List: 3	1	2	
Cross List: 0	0	0	

Wait List is an active link, click on it to go to the actual wait list.

Detail Class List

Record Number	Student Name	ID	Registration Status	Regi
---------------	--------------	----	---------------------	------

Users Guide

Wait Lists

The **Summary** and **Detail Wait Lists** display the same information as the lists showing the students who are enrolled and ensured a seat the first day of class.

- The **Summary Wait List** provides an overall list of the students not enrolled, but currently on the wait list. Whereas the **Detail Wait** list provides more detailed information on each individual student and the order in which they registered.

Course Information
Math for Training - MATH 1234 0
CRN: 4600S
Duration: Sep 20, 2006 - Dec 08, 2006
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	3	3	0
Wait List:	3	1	2
Cross List:	0	0	0

Summary Wait List

Student Name	ID	Reg Status	Level	Credits
Student, 23	00412713	Wait Listed	Undergraduate	0.000

[Return to Previous](#)

This screen will not list the students in the order in which they registered.

- The **Detail Wait List** displays student information in the order in which they registered. The student with the lowest registration number is number one on the wait list; second lowest is number two, etc. If a position opens in the class it is up to each individual instructor or department to determine who will be permitted to enroll.

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	3	3	0
Wait List:	3	1	2
Cross List:	0	0	0

Detail Wait List

Student Name	ID	Registration Status	Registration Number
Student, 23	00412713	Wait Listed	4

Current Program
 Not Declared
Level: Undergraduate
Program: Undeclared
College: No College Designated
Campus: Cheney
Class: Freshman
Credits: 0.000

[Return to Previous](#)

Student 23 was the 4th person to register for the class and is the only person currently on the wait list.

Users Guide

Registration Overrides

Registration Overrides permit you to enable a student to enroll in your course or courses. The override does not enroll the student; the student must take that action from their EagleNET account.

This function requires you to first select the term the override is being issued. After identifying the student, select the reason for the override and the course for which the override is being issued. If you are teaching more than one course, all of your courses will be listed in the drop-down list.

The steps required to permit an override:

1. Click on **Registration Override** from the Faculty Advisor menu.
2. Select the term the override is being granted.
3. Identify the student for the override.
4. Click on the **Override** drop-down list to select the reason for the override.
5. Click on the **Course** drop-down list to select the course for the override.
6. Click **Submit**.

If the student has other overrides in the system they will be listed at the bottom of the **Registration Override** screen.

Registration Overrides



Confidential Information for **Student's Name**

Registration Overrides

Override	Course
None	None
None	None
None	None

Submit

Current Student Overrides

Override	Course	Activity Date	Entered by
Prerequisite Override	- BUED 475	Nov 20, 2006	JSTROTE
Prerequisite Override	- BUED 476	Nov 20, 2006	JSTROTE

Current Student Schedule

Total Credit Hours: 12.000

MTHD TCH BASIC BUS, ACCT, MKTG - BUED 475 - 40

Student has been granted overrides for two other courses in the same term.

Total credit hours reflect the student's schedule for the term, including the two overrides granted.

Users Guide

If you need to grant overrides for other students, select the student starting with step 3 above. Click **ID Selection** located at the bottom of the screen to select a different student.

Student Information

The information available in this section is information pertaining to the students enrolled or on the wait list for the term and class selected.

The information you can access includes:

A screenshot of the Banner IN3 menu. A red arrow points to the 'ID Selection' link. A red box highlights the 'Advisee Listing' link with the text: 'If you are not the student's advisor, then you cannot access the Advisee Listing menu item.' Below the menu, it says 'RELEASE: 7.3'.

Term Selection
ID Selection
Student Information
Student Address and Phones
Student E-mail Address
Student Schedule
Academic Transcript
Please Note: At this time, only detailed Eastern course
Active Registrations
Advisee Listing
View Test Scores
View Holds

RELEASE: 7.3

Selecting a Student

To select a student you must enter their ID number or part of the last or first name.

The wildcards used for menu searches can be used in the last or first name fields.

Using a wildcard will return a list of all the students that satisfy the search.

Select the **Both** radio button if you are Faculty and an Advisor.

Student and Advisee ID Selection

A screenshot of the 'Student and Advisee ID Selection' form. It includes instructions on how to enter student or advisee information, fields for ID, last name, and first name, and radio buttons for search type (Students, Advisees, Both). A red arrow points to the 'Both' radio button with the text: 'If you are not an Advisor then you need to click on the button for Students.' The form also has 'Submit' and 'Reset' buttons.

You may enter:

- The ID of the Student or Advisee you want to process, or
- Partial names, a student search type, or a combination of both. Then select Submit.

Student or Advisee ID:

OR

Student and Advisee Query

Last Name: ← Wildcard

First Name:

Search Type: ☒ Students ☐ Advisees ☐ Both

If you are not an Advisor then you need to click on the button for Students.

Users Guide

Student Holds

Hold information from EagleNET is only available from the **Student Information** section under the **Faculty and Advisor** menu.

When a hold has been placed on a student's record, information about the hold can be viewed from EagleNET. Some holds may contain sensitive information and **may not** display.

To view **additional** information regarding a student, access the student information using Internet Native Banner (INB) at <http://web.ewu.edu/banner/secure/links/> and select the Banner INB (Prod) link.

Use the form **SOAHOLD** to review information regarding a student hold.

- Advisors can access hold details from their **Advisee Listing** or from the **Student Information** menu.
- Faculty who are not advisors use **View Holds** in the **Student Information** menu.
- To select a different student, click on the **ID Selection** link at the bottom of the **View Holds** screen.

Personal Information | Student and Financial Aid | **Faculty Services**

Search RETURN 1

Student Information

- Term Selection
- ID Selection
- Student Information
- Student Address and Phones
- Student E-mail Address
- Student Schedule
- Academic Transcript
- Please Note: At this time, only detailed Eastern course work is available. Summary to work.
- Active Registrations
- Advisee Listing
- View Test Scores
- View Holds**

You will be prompted to select Term and Student ID.

EASTERN WASHINGTON UNIVERSITY View: Production | Training | Advanced

EWU Administrative Information Systems (Production)

Production Systems (PROD)

- Banner INB [PROD]**
- Eaglenet - SSB [PROD]
- Oracle Discoverer Viewer [ODSP]

Documentation Resources

- Banner7 Documentation Bookshelf

Need Help? Please call the Help Desk: Ext 2247

View Holds

Your User ID & Name
Today's Date & Time

Information for: **Student's Name**

Please note that some holds are sensitive and may not display.

Administrative Holds

Hold Type	From Date	To Date	Amount Reason	Originator	Processes Affected
Graduate Program Hold	May 15, 2007	Dec 31, 2099	need degree	Graduate Studies Office	Registration

[Return to Previous](#)

[ID Selection](#) | [Term Selection](#)

Users Guide

Faculty & Advisors

Faculty members can view their teaching schedule for the term selected using EagleNET. Advisors can access their advisee listing as well by using EagleNET. Advisors who want to look up an instructor's schedule can use **Course Schedule** from the main menu under the **Faculty Services** tab.

Faculty Detail Schedule

To view a detailed schedule a term must be selected, then the CRN. Items that are hotlinks can be selected to go directly to that item. To return to a prior menu, click on Return to Previous located at the bottom of the screen or use the Back Arrow key from the web browser menu bar.

Note: If you have multiple classes of the same course scheduled for the term they will be displayed in order of the CRN number.

Faculty Detail Schedule

Your User ID & Name
Term Selected
Today's Date & Time

INTEGRAT SOCIAL SCI METHODS - 10504 - CSBS 330 - 01 ← This is a hot link. It will show all of the classes scheduled for this course in the term.

Status: Open

Available for Registration: Nov 17, 2006 - Jan 12, 2007

College: Social & Behavioral Sciences

Department: Psychology

Part of Term: 1

Course Credits: 5.000

Course Levels: Graduate, Post Baccalaureate, Undergraduate

Campus: Cheney

Override: No

Syllabus: [Add](#)

Rosters: [Classlist](#) [Waitlist](#)

Office Hours: [Add](#)

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	30	33	-3
Cross List:	0	0	0

← Classlist and Enrollement will take you to the same information

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	11:00 am - 11:50 am	MTWRF	Martin Hall 202	Jan 08, 2007 - Mar 23, 2007	Lecture & Practice/Discussion	Your Name (P)

← If there is a waitlist for the class it will be listed and be an active

Users Guide

Week at a Glance

The **Week at a Glance** feature shows a snapshot of time for the classes you are scheduled to teach during the term. If you access this feature between quarters it will show the last week of classes you taught in the prior term.

Week at a Glance

Your User ID & Name
Today's Date & Time

The following is your class schedule by day and time. Classes that do not have scheduled meeting times or have time conflicts are listed at the bottom of the page. Click on hyperlinked courses for more detail.

[Click here to see prior week schedule](#)

Go to (MM/DD/YYYY):

[Previous Week](#) **Week of Mar 19, 2007** (11 of 11) [Next Week](#)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
11am	CSBS 330-01 10504 Class 11:00 am-11:50 am MAR 202	CSBS 330-01 10504 Class 11:00 am-11:50 am MAR 202	CSBS 330-01 10504 Class 11:00 am-11:50 am MAR 202	CSBS 330-01 10504 Class 11:00 am-11:50 am MAR 202	CSBS 330-01 10504 Class 11:00 am-11:50 am MAR 202		

The schedule will reflect all classes you are scheduled to teach for period of time selected.

[[Active Assignments](#) | [Assignment History](#) | [Detail Class List](#) | [Detail Wait List](#) | [Final Grades](#) | [Faculty Detail Schedule](#) | [Summary Class List](#) | [Summary Wait List](#)]

- To view a previous week or the next week click on the corresponding link.
- To view information about a specific class, click on the course name listed under the day of the week.

Assignments

There are two assignment views available for Faculty.

Faculty and Advisors

Student Information Menu

[Term Selection](#)

[CRN Selection](#)

[To select a course by Course Reference Number](#)

[Faculty Detail Schedule](#)

[Week at a Glance](#)

[Detail Class List](#)

[Summary Class List](#)

[Detail Wait List](#)

[Summary Wait List](#)

[Final Grades](#)

[Registration Overrides](#)

[Active Assignments](#)

[Assignment History](#)

Users Guide

Active Assignment displays the classes you are currently assigned to teach.

- Any item that is a hotlink may be selected. It will take you to information specific to the link.

View Active Assignments

00412697 01 Train
Aug 11, 2006 02:43 pm

The following classes have active (not rolled to Academic History) students. The class syllabus and office hours may also be maintained.

Active Assignments

Math for Training - MATH 1234 0

Associated Term: → Fall Quarter 2006

CRN: 46008

Status: Active

Schedule Type: Lecture

Instructional Method: Traditional Instruction

Campus: Main

Available for Registration: Jan 01, 2006 to Sep 26, 2006

Credits: 5.000

Grade Mode: Standard Numeric Grading

Course Level: Undergraduate

Syllabus: Add

Office Hours: Add

Roster: Classlist Waitlist

Detail Schedule: Display

English for Training - ENGL 1234 0

Associated Term: Fall Quarter 2006

CRN: 46018

Credits: 5.000

Grade Mode: Standard Numeric Grading

The assignments or courses you are scheduled to teach are listed in order of the CRN number for the term selected.

Assignment History link lists the courses you have taught previously as well as what you are currently scheduled to teach.

View Assignment History

Your User ID & Name
Today's Date & Time

The following represents your class assignments, both past and present.

Assignment History

Associated Term	CRN	Course	Course Title	Credits	Level	Campus	Instructional Method	Open for Registration	Status
Winter Quarter 2007	10504	CSBS 330	INTEGRAT SOCIAL SCI METHODS	5.000	Graduate	Cheney		No	Open

Users Guide

Advisee Listing

If you are an advisor you can access a list of all the students assigned to you for advising purposes. The **Advisee Listing** menu item is only available under the Student Information link.

- Click on **Advisee Listing**.
- Select the term.

Student Information

[Term Selection](#)
[ID Selection](#)
[Student Information](#)
[Student Address and Phones](#)
[Student E-mail Address](#)
[Student Schedule](#)
[Academic Transcript](#)
 Please Note: At this time, only detailed Eastern
[Active Registrations](#)
[Advisee Listing](#)
[View Test Scores](#)
[View Holds](#)

- A list of the students assigned to you display.
- Click on **View** in the **Student Information** column to view additional information about the student.
- If the student has entered his or her email address you can select it from this screen.
- If you select the **Email** from the link at the bottom of the screen, only those students who have provided an email address will receive the message.
- Hold information, Test Scores, and Academic Transcripts are also available from this screen or you can access it from the **Student Information** screen.
- Degree Evaluation is available from this screen but is not accessible from the **Student Information** menu.

EASTERN WASHINGTON UNIVERSITY

Personal Information Faculty Services **List of advisees for term selected**

Search Go RETURN TO MENU SITE MAP HELP EXIT

00412697 01 Train
Fall Quarter 2006
Aug 23, 2006 01:46 pm

Advisee Listing

Student Name	ID	Advisor Type	Student Information	Holds	Test Scores	Transcript	Degree Evaluation
Student,	00017	Faculty Advisor-Major	View	View	View	View	View
Student, Connoentbar	0000	Undergraduate Academic Advisor	View	View	View	View	View
Student,	00017	Faculty Advisor-Major	View	View	View	View	View
Student,	0000	Undergraduate Academic Advisor	View	View	View	View	View
Student,	0001	Undergraduate Academic Advisor	View	View	View	View	View
Student,	0000F	Undergraduate Academic Advisor	View	View	View	View	View
Student,	00124	Undergraduate Academic Advisor	View	View	View	View	View
Student,	00412716	Undergraduate Academic Advisor	View	View	View	View	View
Student,	00412718	Undergraduate Academic Advisor	View	View	View	View	View
Student,	00412725	Undergraduate Academic Advisor	View	View	View	View	View

Email your advisees

RELEASE: 7.1

Users Guide

Grading

Final Grades

All grades are submitted electronically using EagleNET. If you have missed the deadline or need to change a student's grade after the window to submit grades has closed then a paper grade change form must be submitted. You must submit individual grade change forms for each student to the Records and Registration department. Grade change forms require the signature of the department chair and dean. Students will not receive credit for the course without a final grade assignment.

It is important that all grades are submitted on time in order for:

- end of term processing
- degree check out
- satisfactory academic progress for financial aid awards
- transcript processing

You can modified grades anytime during the period the Final Grades function is available until it is closed.

Check the EWU Records and Registration website for instructor grading information and schedule for the current term at <http://access.ewu.edu/Records-and-Registration.xml>

To enter grades:

1. Select **Final Grades** from the **Faculty and Advisors** menu.

NOTE: If you are teaching more than one class you will need to select the class first by going to the CRN selection.

Faculty and Advisors

[Student Information Menu](#)
[Term Selection](#)
[CRN Selection](#)
[__To select a course by Course Reference Number](#)
[Faculty Detail Schedule](#)
[Week at a Glance](#)
[Detail Class List](#)
[Summary Class List](#)
[Detail Wait List](#)
[Summary Wait List](#)
[Final Grades](#)
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[Active Assignments](#)
[Assignment History](#)
[Class Schedule](#)
[Course Catalog](#)
[Class Search With Enrollment View](#)

Users Guide

2. Select the student's grade from the drop-down list in the grade column.

Note: If the student is given a 0.0, X, or NC grade you must enter the last day the student was in class. Attend hours are not required.

Final Grades - Microsoft Internet Explorer

Please submit the grades often. There is a 10 minute time limit on this page.

Students Registered: 3

Record Number	Student ID	Credits	Registration Status	Grade	Rolled	Last Attend Date	Attend Hours
1	Student, 00412709 20	5.000	**Registered** May 16, 2006	3.0	N		
2	Student, 00412711 21	5.000	**Registered** May 16, 2006	3.9	N		
3	Student, 00412712 22	5.000	**Registered** May 16, 2006	2.0	N		

Submit Reset

3. To prevent the loss of data entered click on **Submit** to save your entries frequently. The session may time out and any entries made, but not submitted, will not be saved. There is a 20 minute time limit on the grading page. When you have successfully saved your changes a message displays above the **Final Grades** section.

2006 for this page.

☒ The changes you made were saved successfully. Watch for this!

Final Grades

Record Number	Student ID	Credits	Registration Status	Grade	Rolled	Last Attend Date	Attend Hours
1	Student, 00412709 20	5.000	**Registered** May 16, 2006	3.0	N		
2	Student, 00412711 21	5.000	**Registered** May 16, 2006	3.9	N		
3	Student, 00412712 22	5.000	**Registered** May 16, 2006	2.0	N		

Submit Reset

Please submit the grades often. There is a 20 minute time limit on this page.

Users Guide

Incompletes

When assigning an incomplete grade the student must meet the following criteria.

- Incomplete grades are only assigned to students who have been attending class and performed all necessary work up until the last three weeks of the quarter during the academic year or until the last two weeks of summer session.
- Special circumstances, such as severe illness or death of a family member may warrant an incomplete X grade.
- An X grade may be assigned when the student is passing the course, but is unable to complete all the course requirements.

The following steps need to be completed in order to assign an incomplete grade:

- Determine the grade the student will receive *if the work is not completed*.
- Determine the date the student must have the work completed by. The automatic conversion will only be done on the last day of the each quarter (last Friday of exam week).
- Meet with the student to make sure they are aware of the specific terms being assigned for the completion of work, and what the grade will convert to if they do not submit the work in the assigned time frame.

Users Guide

Entering Incompletes

Access the **Final Grades** form.

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Student A	8950	5.000	**Web Registered** May 16, 2011	None	1.3		18
2	Student B	8952	5.000	**Web Registered** Apr 26, 2011	None	1.6		9
3	Chambers, Margaret	8953	5.000	**Web Registered** Apr 25, 2011	None	2.0		5
4	Chan, Joe	8954	5.000	**Web Registered** Jun 21, 2011	None	2.4		27
5	Cox, Matthew	8955	5.000	**Web Registered** May 10, 2011	None	2.7		16
6	Cunningham, Jared	8956	5.000	**Web Registered** May 23, 2011	None	3.1		21
7	Dickson, Aaron	8957	5.000	**Web Registered** Apr 25, 2011	None	3.5		2
8	Doty, Jackie	8958	5.000	**Registered** Jun 21, 2011	None	3.7		28
9	Huntley, Dale	8959	5.000	**Web Registered** Apr 25, 2011	None	X		7

1. Select "X" from the drop down screen of the **Final Grades** form indicated in red below.
2. The **Last Attend Date** must be recorded on the grade roster even if the student attended through the end of the quarter. The date must be entered in MM/DD/YY format. Last attendance date must be between section start date and section end date.
3. Click the **Submit** button.
4. The **Incomplete Final Grades** form displays.

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EASTERN WASHINGTON UNIVERSITY

Incomplete Final Grades

Summer Quarter 2011
Aug 02, 2011 10:44 am

Review and maintain, when allowed, incomplete final grades and extension dates for incomplete grades.

Course Information
COMMUNICATION AND INFO - CMST 202 55
 CRN: 99850
 Students Registered: 19

Please submit the grades often. There is a 30 minute time limit for this page.

The extension date default is Aug 10, 2012. The extension date may have constraints according to level.


Incomplete Final Grades

Record Number	Student Name	ID	Grade	Rolled	Incomplete Final Grade	Extension Date MM/DD/YYYY	Extension Date Constraints
1	Student A	8950	X	N	2.0 ▼	12/7/2011	On or before default date.
2	Student B	8951	X	N	2.0 ▼	06/11/2012	On or before default date.
3	Chambers, Margaret	8952	X	N	0.0 ▼	06/11/2012	On or before default date.
4	Chan, Joe	8953	X	N	0.0 ▼	06/11/2012	On or before default date.
5	Dickson, Aaron	8956	X	N	1.5 ▼	06/11/2012	On or before default date.
6	Doty, Jackie	8957	X	N	1.0 ▼	06/11/2012	On or before default date.
7	Huntley, Dale	8958	X	N	0.0 ▼	08/10/2012	On or before default date.
8	Livi, Patti	8959	X	N	0.0 ▼	08/10/2012	On or before default date.
9	McDonald, Lane	8960	X	N	0.0 ▼	08/10/2012	On or before default date.


Submit Cancel Reset

- From the **Incomplete Final Grade** drop-down select the grade the incomplete will convert to if the student does not complete the work in the assigned time frame (the default is 0.0). It is recommended the final grade not exceed 3.0
- Enter the **Extension Date** in MM/DD/YY format (the default is 1 year from the end of enrollment quarter) the date the student is required to have their work turned in for grading. It is recommend that you use the last date of instruction for the term you wish the work to be completed in.
- Click the **Submit** button to submit the grades.
 - Note:** The system times out after 30 minutes. Submit grades often to avoid losing entries.
- The **Final Grades** form displays indicating that changes made were successfully saved.


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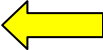

EASTERN WASHINGTON UNIVERSITY

Final Grades
Summer Quarter 2011
Aug 02,2011 09:48 am











 Enter final grades and last attendance date and hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information
COMMUNICATION AND INFO - CMST 202
 CRN: 99850
 Students Registered: 19

 Please submit the grades often. There is a 30 minute time limit starting at 09:48 am on Aug 02,2011 for this page.

☒ The changes you made were saved successfully 

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	
1	Student A	8950	5.000	**Web Registered** May 16,2011	None	N			18	
2	Student B	8951	5.000	**Web Registered** Apr 26,2011	X	N	07/15/2011		9	
3	Chambers, Margaret	8952	5.000	**Web Registered** Apr 25,2011	X	N	08/01/2011		5	
4	Chan, Joe	8953	5.000	**Web Registered** Jun 21,2011	X	N	08/01/2011		27	
5	Cox, Matthew	8954	5.000	**Web Registered** May 10,2011	3.7	N			16	
6	Cunningham, Jared	8955	5.000	**Web Registered** May 23,2011	X	N	07/28/2011		21	
7	Dickson, Aaron	8956	5.000	**Web Registered** Apr 25,2011	3.5	N			2	
8	Doty, Jackie	8957	5.000	**Registered** Jun 21,2011	4.0	N			28	
9	Huntley, Dale	8958	5.000	**Web Registered** Apr 25,2011	3.8	N			7	
10	Livi, Patti	8959	5.000	**Web Registered** Apr 26,2011	X	N	08/01/2011		10	

- Once grades are submitted the original grade roster displays in order to continue the grading cycle.
- Be sure and submit grades a final time after completing the entire grade roster. Double check the assigned grades against the roster.

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EASTERN WASHINGTON UNIVERSITY

Final Grades

Summer Quarter 2011
Aug 02, 2011 10:26 am

Enter final grades and last attendance date and hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information
COMMUNICATION AND INFO - CMST 202 55
CRN: 99850
Students Registered: 19

Please submit the grades often. There is a 30 minute time limit for this page.

☒ Grades successfully processed.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Student A	8950	5.000	**Web Registered** May 16, 2011	X	N	07/25/2011		18
2	Student B	8952	5.000	**Web Registered** Apr 26, 2011	X	N	08/01/2011		9
3	Chambers, Margaret	8953	5.000	**Web Registered** Apr 25, 2011	X	N	07/25/2011		5
4	Chan, Joe	8954	5.000	**Web Registered** Jun 21, 2011	X	N	08/01/2011		27
5	Cox, Matthew	8955	5.000	**Web Registered** May 10, 2011	3.8	N			16
6	Cunningham, Jared	8956	5.000	**Web Registered** May 23, 2011	3.9	N			21
7	Dickson, Aaron	8957	5.000	**Web Registered** Apr 25, 2011	X	N	07/25/2011		2
8	Doty, Jackie	8958	5.000	**Registered** Jun 21, 2011	X	N	08/01/2011		28

Submit Reset

Please submit the grades often. There is a 30 minute time limit for this page.

- Check for the **Grades successfully processed** message.

Note: Once grades have closed on EagleNET a grade change form must be submitted by the instructor in order for a grade to be changed. If no grade change is received the grade will convert automatically at the end of the assigned quarter. If you want the conversion grade assigned before the end of the assigned quarter, a grade change form must be submitted.

Please contact the Records and Registration area if you have additional questions or concerns in regard to assigning the incomplete (X) grade; (509) 359-2321 or REGONLINE@ewu.edu.

The instructor of record receives an email notifying them of students whose grades are going to convert at the end of the assigned quarter. An extension of the incomplete

Users Guide

grade can be requested by emailing REGONLINE@ewu.edu with the following information:

- Student's name and EWU ID
- Original term of enrollment in course
- CRN, Subject Code, Course #, Section, # of credits
- The extension end date. The longest period of time for incompletes is 4 quarters from the enrolled quarter of the course is the original default extension date of one year. For example; if the enrollment quarter is spring, 2011 the latest extension date is end of spring quarter, 2012.

Pass/Fail, Thesis, and Academic Integrity Grading

- **Pass/Fail Course:** *Grade assigned:* P or 0.0 – For courses approved to be graded P/F
- **Pass/No credit (student option):** *Grade assigned:* Numerical grade that the student earned
- **Pass/No credit (course option):** *Grade assigned:* P or NC For courses approved to be graded P/NC
- **Thesis course:** *Grade assigned:* Y if incomplete
- **Academic integrity issue:** *Grade assigned:* XF – must complete appropriate paperwork with Academic Affairs – assign X Conversion until process complete.
- **Independent studies:** *Grade assigned:* P or NC – or numeric grade.

Class Schedule & Course Catalog

The information provided in these sections is the same information available to anyone who has access to EagleNET: Student, Faculty, or Advisor. The format seen by students will be different from that of a faculty or advisor, but the content will be the same. The format in the graphic is the view a faculty or advisor will see.

The **Class Schedule** shows the schedule for the courses available during the term selected. For example, a class schedule search was done using accounting as the search criteria. The list returned includes all classes scheduled for fall quarter that are part of the accounting program. This graphic is displaying only two of the classes available.

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Class Schedule Listing

Term Selected → Fall Quarter 2007
Aug 01, 2007

Sections Found

[PRIN OF FINANCIAL ACCOUNTING - 10080 - ACCT 251 - 01](#) ← Click here to see detailed class information, including number of seats available and waitlisted

Associated Term: Fall Quarter 2007
Registration Dates: May 21, 2007 to Oct 02, 2007
Levels: Graduate, Post Baccalaureate, Undergraduate
Attributes: State Support Funding
Instructors: [Instructor's Name](#) (P)

Cheney
Lecture & Practice/Discussion Schedule Type
5.000 Credits
[View Catalog Entry](#) ← Catalog entry for the course - click on it for details regarding prerequisites and/or restrictions.

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	9:00 am - 9:50 am	MTWRF	Kingston Hall 327	Sep 26, 2007 - Dec 14, 2007	Lecture & Practice/Discussion	Instructor's Name (P)

[PRIN OF FINANCIAL ACCOUNTING - 10081 - ACCT 251 - 02](#)


Associated Term: Fall Quarter 2007
Registration Dates: May 21, 2007 to Oct 02, 2007
Levels: Graduate, Post Baccalaureate, Undergraduate
Attributes: State Support Funding
Instructors: [Instructor's Name](#) (P)

The **Course Catalog** contains the description for the different courses in each of the programs available from the individual colleges. Courses that do not have a class offered in the term selected will be displayed, but the link for **Schedule Types** will not be active.

- Clicking on the **Course Name** will display specific information for that course.
- To view the schedule for a particular course, click on the entry for the **Schedule Type**. If the entry is not an active link then the course is not scheduled for the term selected.

Catalog Entries

Term Selected → Fall Quarter 2007
Aug 01, 2007

 Select the Course Number to get further detail on the course. Select the desired Schedule Type to find available classes for the course.

ACCT 197 - FRESHMAN SEMINAR

2.000 Credit Hours
2.000 Lecture hours

Levels: Graduate, Post Baccalaureate, Undergraduate

Schedule Types: Seminar and Dialogue

This course is **not** offered for the term selected. You cannot click on the link.

Business & Public Admin. College
Accounting & Info Systems Department

ACCT 251 - PRIN OF FINANCIAL ACCOUNTING

Click on the course name for details regarding prerequisites and/or restrictions.

Introduction to the underlying principles of financial accounting and the application of such data to financial decisions.

5.000 Credit Hours
5.000 Lecture hours

Levels: Graduate, Post Baccalaureate, Undergraduate

Schedule Types: Lecture & Practice/Discussion

This course **is** offered for the term selected. You can click on the link.