# User Guide

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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.
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.

**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.
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.
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.
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

<table>
<thead>
<tr>
<th>Course Information</th>
<th>Enrollment Counts</th>
<th>Summary Class List</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INTEGRAT SOCIAL SCI METHODS - CSBS 330 01</strong></td>
<td><strong>Maximum</strong></td>
<td><strong>Student Name</strong></td>
</tr>
<tr>
<td>CRN: 10504</td>
<td><strong>Actual</strong></td>
<td><strong>ID</strong></td>
</tr>
<tr>
<td>Duration: Jan 08, 2007 - Mar 23, 2007</td>
<td><strong>Remaining</strong></td>
<td><strong>Reg Status</strong></td>
</tr>
<tr>
<td>Status: Open</td>
<td>Enrollment: 30</td>
<td><strong>Level</strong></td>
</tr>
<tr>
<td></td>
<td>33</td>
<td><strong>Credits</strong></td>
</tr>
<tr>
<td></td>
<td>-3</td>
<td><strong>Grade</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Detail</strong></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Maximum</th>
<th>Actual</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>33</td>
<td>-3</td>
</tr>
</tbody>
</table>

### Summary Class List

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Student Name</th>
<th>ID</th>
<th>Reg Status</th>
<th>Level</th>
<th>Credits</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td><em><strong>Web Registered</strong></em></td>
<td>Undergraduate</td>
<td>5.000</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td><em><strong>Web Registered</strong></em></td>
<td>Undergraduate</td>
<td>5.000</td>
<td></td>
</tr>
</tbody>
</table>
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.

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.
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.
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.

![Summary Wait List](image)

- 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.

![Detail Wait List](image)
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.
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:

**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 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 SOAHOOLD 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.
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.
**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.

- 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.
**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.

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

- 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.
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.
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.

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.
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.
### Entering Incompletes

Access the **Final Grades** form.

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.

---

#### Final Grades

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Student Name</th>
<th>ID</th>
<th>Credits</th>
<th>Registration Status</th>
<th>Grade</th>
<th>Rolling Last Attend Date</th>
<th>Attendance Hours</th>
<th>Registration Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Student A</td>
<td>8150</td>
<td>5.000</td>
<td><strong>Web Registered</strong></td>
<td>N/A</td>
<td>6/15/2011</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>2</td>
<td>Student B</td>
<td>8152</td>
<td>5.000</td>
<td><strong>Web Registered</strong></td>
<td>N/A</td>
<td>6/15/2011</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>3</td>
<td>Camden, Margret</td>
<td>8153</td>
<td>5.000</td>
<td><strong>Web Registered</strong></td>
<td>N/A</td>
<td>6/15/2011</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>4</td>
<td>Clark, Inc</td>
<td>8154</td>
<td>5.000</td>
<td><strong>Web Registered</strong></td>
<td>N/A</td>
<td>6/15/2011</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>5</td>
<td>Cole, Matthew</td>
<td>8155</td>
<td>5.000</td>
<td><strong>Web Registered</strong></td>
<td>N/A</td>
<td>6/15/2011</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>6</td>
<td>Cunningham, Janed</td>
<td>8156</td>
<td>5.000</td>
<td><strong>Web Registered</strong></td>
<td>N/A</td>
<td>6/15/2011</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>7</td>
<td>Delkome, Aaron</td>
<td>8157</td>
<td>5.000</td>
<td><strong>Web Registered</strong></td>
<td>N/A</td>
<td>6/15/2011</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>8</td>
<td>Date, Jackie</td>
<td>8158</td>
<td>5.000</td>
<td><strong>Web Registered</strong></td>
<td>N/A</td>
<td>6/15/2011</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>9</td>
<td>Hartley, Sire</td>
<td>8159</td>
<td>5.000</td>
<td><strong>Web Registered</strong></td>
<td>N/A</td>
<td>6/15/2011</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
5. 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.

6. 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.

7. Click the **Submit** button to submit the grades.
   - **Note**: The system times out after 30 minutes. Submit grades often to avoid losing entries.

8. The **Final Grades** form displays indicating that changes made were successfully saved.
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.
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
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.
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
**Date**: Aug 01, 2007

#### ACCT 197 - FRESHMAN SEMINAR

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Lecture Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.000</td>
<td>2.000</td>
</tr>
</tbody>
</table>

**Levels**: Graduate, Post Baccalaureate, Undergraduate  
**Schedule Types**: Seminar and Dialogue  
**Description**: This course is **not** offered for the term selected. You cannot click on the link.

#### ACCT 251 - PRIN OF FINANCIAL ACCOUNTING

**Description**: Click on the course name for details regarding prerequisites and/or restrictions.  
**Credit Hours**: 5.000  
**Lecture Hours**: 5.000  
**Levels**: Graduate, Post Baccalaureate, Undergraduate  
**Schedule Types**: Lecture & Practice/Discussion  
**Description**: This course is **offered** for the term selected. You can click on the link.