

# WILDCAT WEB FREQUENTLY ASKED QUESTIONS FACULTY/EMPLOYEES

## EMPLOYEE

### How do I log on?

- Go to Pearl River's Home Page: [www.prcc.edu](http://www.prcc.edu)
- Click on **Faculty Staff** on the left side of your screen and then select **Wildcat Web (Secure)**.
- **Username:** PRCC ID # (printed on your ID card)
- **Password:** PIN (six-digit number)

#### What if I forget my PIN or do not know what it is?

Call the IT Division 601-403-1219

- A screen appears for you to type in a question and an answer the **first time** you log in. You canNOT skip this, so you must enter something. You can literally type in anything and click on submit. You will not get this screen again.

### How do I check my personal employee information, leave status, or payroll?

#### ● **Main Menu**

##### **Personal Information**

Look through the items listed. If any corrections need to be made in the address or phone numbers, contact Admissions or Business Office.

##### **Employee**

*Benefits & Deductions/Pay Information/ Tax Forms/ Leave Balances, etc.* \*Remember, the leave t

**HINT:** Use the **Return to Menu** inside the Banner Web form to go **Back** instead of the **Back** icon at the top of your browser.

---

## FACULTY

### Did my class make? How many students are enrolled?

**Faculty Detail Schedule**, **your** schedule for the term you selected, **all** of the classes **you** teach are available. (You cannot look at any other person's information on WildcatWeb.)

Close to the bottom of each class you will see **Enrollment Counts**, this list Maximum Enrollment, Actual Enrollment, and Remaining. If there is a negative number in the Remaining column, the class has 'exceeded' the maximum number which required an override.

*\*During the registration period, the number of students enrolled is always an up-to-date account of enrollment. As soon as the student enrolls in your class, they show on your class list. As soon as they drop, they are dropped off of your class list.*

**Faculty Schedule** provides a condensed version of your schedule.

**Detail Class List** is a list of all the students enrolled in each of your classes listed by the Course Reference Numbers (CRN). Select one of your classes by its CRN and that class list will be displayed. You can make

these selections by directly clicking on Class List and you will be prompted to enter a term selection and CRN if you have not previously specified a choice.

**Summary Class List** is a condensed version of your Class List.

\*On either the Detail Class List or Summary Class List, click on the student's name to get their address and phone number.

### How do I determine a student's major?

Faculty & Advisors  
Detail Class List  
Select Term/Submit  
Select Course/Submit  
Scroll down the list of students and the **MAJOR** is the last item of information

To check the next class:      Return to Menu (located on the tab across the top)  
CRN Selection, choose the next class to view/Submit  
Detail Class List (and repeat instructions directly above).

### How do I fill out the audit rolls and report daily attendance?

With the new **Early Alert System (EAS)**, you need to report attendance daily (preferred) or weekly (required).

Faculty and Advisors  
Online Audit Rolls  
Select the Class and mark an **A** only by the day(s) the student is absent  
Type in your first and last initials, enter your birth date  
Save Audit Roll  
Repeat these instructions for each of your classes

### What if there are NO absences in a class? How will they know that I'm reporting my absences?

**Initial** (first and last only) the audit roll and enter your **date of birth**  
**Save Audit Roll**

### How do I enter grades online?

Faculty and Advisors  
Select the menu item, **Mid-Term** or **Final Grades**  
Select the **term**  
Select the **CRN** (course reference number)  
Your class list appears, the grade column shows **None**.

**IGNORE the Last Attend Date and Attend Hours 0-999.99**

Click on the **down arrow** to the right of the word **None** and a list appears so you can select the proper grade for the student. The grade you select then appears in the grade column.

If a **W** grade has already been entered for a student, those grades came from the drop cards you turned in to the Admissions Office, **do not make a change on any W grade. If there's a mistake, you must send in a grade correction form to the Admissions Office.**

If you change the **W** to a grade of **B**, for example, the student will receive a grade of **B**, **but their transcript will show 0 credit hours!** Therefore, if you allowed the student to return to class and complete the course

after you turned in a drop or cutout card to Admissions, you must use a grade correction form to make that grade change official.

Once you've entered all grades, check them carefully for errors, make any corrections necessary.

**Submit Changes**, click on this button at the bottom of your screen to **save** the grades you entered. You don't have to wait until a whole class is entered to Save, submit often, there is a time limit!

**If you discover that you've made a mistake**, you can make corrections until the grades are rolled to *Academic History* (remember, only Final Grades are rolled).

How do you know if grades have been rolled to Academic History?

There is a column titled **Rolled** and there will be a **Y** (Yes) in the column. If this column does not have the **Y** in it, make the necessary corrections and click on Submit Changes.

**CRN Selection**, (Course Reference Number) select the next class to continue entering grades.

### **How do I print my gradebook from wildcat web?**

Faculty & Advisors

Print Gradebook Sheets

Get Gradebook

Print (You can print the entire gradebook or select specific pages)