WEB SUITE (NOAH)
FACULTY/STAFF GUIDE

WEB SUITE SIGN-ON

1. Open a web browser and go to the NACC.EDU web site.
2. At the top of the home page, click NOAH ACCOUNT LOG-IN.
3. You will be required to enter your USER ID and PIN numbers. Your user ID is your social security number or faculty number. Your Northeast faculty number is assigned when you are entered as a college employee and will remain the same regardless of employment status. This number can be obtained from the payroll clerk or Ms. Stewart in the Dean of Instruction's office. Your PIN is your date of birth, mm/dd/yy format (unless you have changed your pin). All six digits are required with no slashes or dashes in either field. Click "login".

REGISTRATION via Web

Only instructors with advisor status (normally full-time) have the authority to register a student on-line. A student must be authorized to register via web before you can enter his/her schedule.

1. Click on <u>Advisee Registration.</u>
2. You will be presented with a screen to enter a student's student number or pick from one of your advisees. If you know the student's student number, you may register any active student. If you do not, you can search by using the student look-up option..
3. Upon selection of a student, you will be offered the options of adding/dropping classes from his existing schedule or simply adding to create the schedule. Remember that this option is only valid during pre-registration, registration, and the valid drop-add period. The student has these same options on his web page and can manipulate his schedule during this same time frame if student has been authorized. After the official last day to drop-add, any changes in schedule are handled in the traditional manner by filling out a drop-add form and directing the student to the proper office for processing (Dean of Instruction, Financial Aid, Technical Dean, Evening Dean).
4. To see the student's schedule, you must "arrow down" on the page. When the correct schedule has been entered, click on "Complete Schedule."
5. You will then be given the option of printing a mailer by clicking on the "print mailer" button at the bottom of the screen or by clicking the printer icon on your tool bar at the top of the screen.
6. To get back to the previous screen so that you may register another student, you may either click on the words "change student" above the large blue title bar

"ADVISEE REGISTRATION" or click on "Main Menu" in the smaller blue title bar at the top of the screen and eliminate step #1.

ATTENDANCE VERIFICATION VIA WEB

There is a time-out issue associated with this option. The maximum amount of time allowed between actions is 30 seconds. Please identify those students who have stopped attending or never attended before accessing the program. Looking up information during this process will cause you to time-out and have to begin again. You are only being asked to identify those who have stopped attending or never attended.

1. Attendance Verification is located in your "FACULTY INFORMATION CENTER." Click on Attendance Verification.
2. You will be presented with a list of classes which are assigned to you through the schedule creation. If this list is incorrect, contact the Dean of Instruction's office.
3. Click on the course you wish to verify. That course will come up in the heading beneath your name. Click on the control number and a listing of registered students will appear.
7. Beside each student is a status box. In that box place the appropriate code. Valid codes are listed at the bottom of the screen. No notation is necessary if the student is attending.
8. Press save.
9. Complete data entry for the entire class before pressing "Post Attendance." This will make the information available to the registrar's office and financial aid. No changes can be made after posting except through the Registrar's Office.

GRADE ENTRY VIA WEB

There is a time-out issue associated with this option. Because you only have 30 seconds between activities or entries, looking up information during this process will cause you to time-out, requiring you to start again. Careful planning will eliminate this issue.

1. Record Grades is located under the Faculty Information Center. Click on Record Grades.
2. You will be presented with a screen listing all courses for which you are responsible in the current schedule. Click on a course and number for grade entry, ie. MTH 100.
3. An alphabetical listing of students registered for the class will be displayed. Place the grade earned for each student in the appropriate space by the student's name. Numeric grades are not acceptable, except for dual enrollment

students. If a student is dual enrollment, a place for his/her numeric grade will be available at the right of the screen. Audit grades are not allowed (audit must be done in advance through the Dean of Instruction's office). All grades must be entered before posting. After entry, click on "POST GRADES."

4. Record grades for all courses assigned to you from the schedule using the same sequence of steps. Click on the "Change Course" line beneath your name at the top of the screen.
5. You must print, sign, and return a copy of your grades to the Registrar's office after term completion. It is advisable to print two copies retaining one copy for your files. You can access your posted grades by displaying the official course roll and utilizing the printer icon on your tool bar if you did not print before posting.

ADDITIONAL ACCESS OPTIONS YOU NEED TO KNOW

Students who wish to register on the web must be authorized to do so. A change in degree plan will automatically remove authorization. Advisors have the ability to authorize a student by WEB SUITE or the GREEN SCREENS.

AUTHORIZATION TO SELF-REGISTER

On the web, click on UPDATE AUTHORIZATION. Choose the student you need from a drop down box or enter a valid student number. Choose the student from the name search or enter a valid social or student number. This is a toggle action and will authorize or unauthorized as needed.