WyoWeb For Faculty

WyoWeb is the University of Wyoming portal system. It is designed to put several functions at your fingertips. This worksheet will provide information on accessing these features.

WyoRecords for Faculty

Information for faculty is available through WyoRecords under Faculty & Staff. The Faculty and Advisors tab can be used to quickly access information about courses you are teaching in any given semester. This tab contains yellow boxes with various links for faculty. Some examples are below:

• Class Information
- Contains class lists in a variety of formats
• Grades
- Submit Midterm and Final Grades
• Schedule
- Access your faculty schedule
• Courses Past
- Review course information from previous semesters

To Download class lists:
• Access the Summary Class List under Class Information
• Click on the download class data button at the bottom of the list
• Click on Open to view the data or Save to save it

WyoRecords for Advising

Information to assist with advising is available through WyoRecords under Faculty & Staff. The Faculty and Advisors tab contains yellow boxes with various links for advsiors. Some examples are below:

• Degree Works
- Access degree evaluations for students
• Student Information Menu
- Use the ID Selection link to access information for a specific student. Once the student is selected the other links under the Student Information Menu will take to you the records of that specific student
• Advisee Listing
- Obtain a list of your assigned advisees and other information related to their account, including their PERC number. You can also email all of your advisees in this screen.

Note: If the student is not assigned to you as an advisee
• Go to ID Selection under the Student Information Menu
• Enter W number for student or search by name

WyoCourses

At the top of the WyoWeb page are gray boxes. Find the box for WyoCourses. Course tools include access to a course shell to assist with communication with students in your class, allow for loading of files, notes and links; sending announcements to class members and conducting live chats.

For information on WyoCourses go here, http://www.uwyo.edu/wyocourses/ and then click on Faculty under the Helpful Links list on the left.

Online Grade Submission

Grades for courses are submitted through WyoWeb via WyoRecords. Midterm grades are due by noon on the third working day after midterm. Midterm grades are required for all courses below the 5000 level, but can be submitted for all courses. Final grades are due by noon on the fourth working day after the end of the final examination period. Grades are posted to the students' records normally by the next day after they are submitted. When grade submission opens go to WyoWeb and log into the Faculty and Advisors link under WyoRecords.

To submit grades:
• Click on the Faculty and Advisors button
• Click on the Grades box
• Select Final Grades and then select the course from the drop down menu
• Submit all or part of the grades for the course
If there are more than 25 students registered for the course, click on the additional 'record sets" at the top or bottom of the form to enter additional grades.

More detailed instructions for submiting grades are available on the Office of the Registrar website: http://www.uwyo.edu/registrar/faculty_and_staff/. This link has a list of resources including a link for "How to Submit Final Grades via WyoWeb".

Note: You may change the grade as long as it has not been rolled to history, which happens every evening. Once the grade has been rolled to history, the drop-down box will disappear. After grades have been rolled to history, all grade changes require a change of grade form available through the Registrar's office.