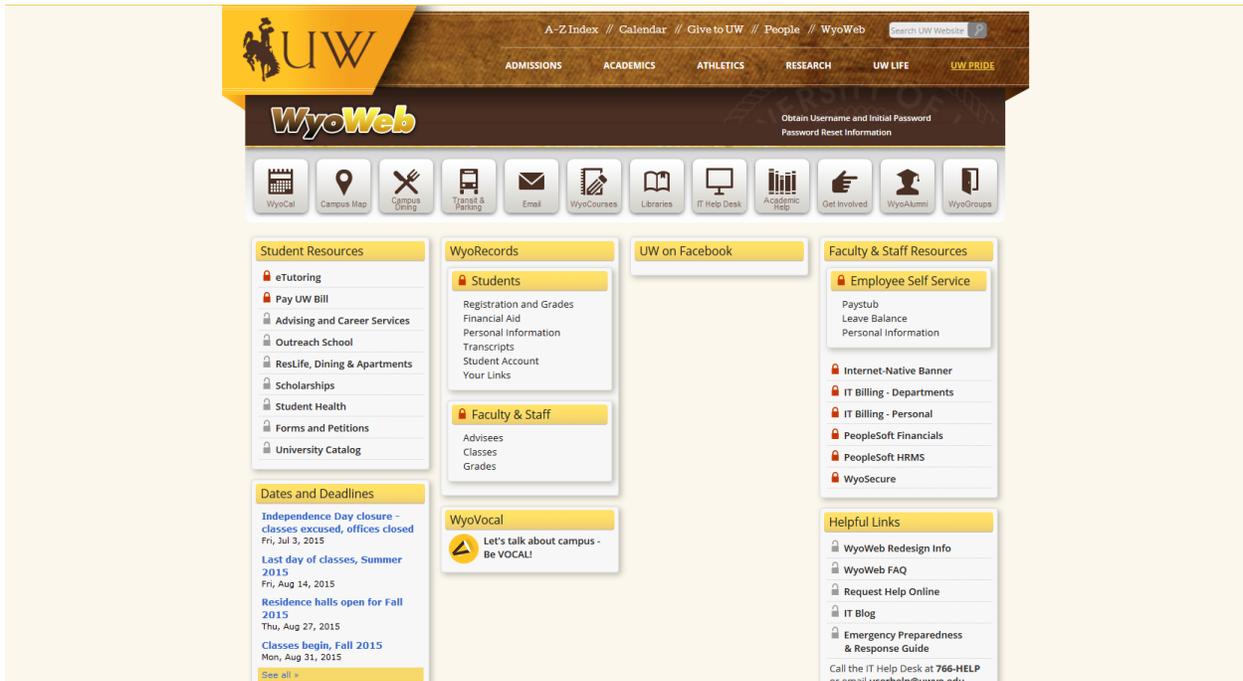


Step One: Navigate to the wyoweb.uwyo.edu page.



Step Two: Click the “Faculty & Staff” link, then log in with your account. You should be taken to a page that looks like the following:



Step Three: Click on “Faculty and Advisors” to be brought to a page that will allow you to do several things within WyoRecords

Personal Information Registration Student Account Faculty and Advisors UW Alumni

Update addresses or contact information; customize your directory profile.

View your account summaries, statement/payment history and tax information

Enter grades and registration overrides, view class lists and student information.

Click Here

Step Four: You will be taken to the Faculty and Advisors page. Once here click on “WyoCourses Supplemental Access”

UW WyoRecords Sign Out | Help Find a page...

Welcome, Test Faculty1

Home > Faculty and Advisors

Personal Information Faculty and Advisors UW Alumni

Advisee Listing	Advisee Search Advisee and Student Search	Class Information	Courses Active View Class List, Office Hours, and Email your class
Courses Past	CRN Selection	Degree Works	Early Alert Grading
Grades	Look Up Classes	Office Hours	Schedule
Student Information Menu	Term Selection	WyoCourses Supplemental Access	

SITE MAP

Step Five: Select the term in which your course is located

Select a Term:

UW Contact Info

Select Term and click the "Submit" button

Step Six: Select the Course

Select a CRN

CRN:

Enter CRN Directly ■ UW Contact Info

Choose the course you need and the click "Submit" button

Step Seven: On this page, you will see records for all supplemental access users in the specified course. This is the page you will use to check what access people are allowed.

UW WyoRecords

Personal Information Faculty and Advisors UW Alumni

WyoCourses Supplemental Access

Home > Faculty and Advisors > WyoCourses Supplemental Access

Fall 2015
Jun 23, 2015 12:17 pm

This page is used to give people other than the instructors assigned to a course limited access to the course in WyoCourses.

- Add a Person: Use this button to add people to the course. People who are enrolled in this course can't be added.
- WyoCourses Access: This dropdown lists the available WyoCourses access each person is eligible for.
- Sent to WyoCourses: After the Submit button is clicked, this will show if the change was sent to WyoCourses.
- WyoCourses Participation: By selecting View Only that person will no longer be able to add files or participate in discussions. They can still view the course.
- Remove: This will completely remove the person from the course. Anything added to the course by this person will be deleted including files and discussion posts.

Descriptions for the WyoCourses roles can be found at <http://www.uwyo.edu/hwyocourses/roles.html>

Course Information

Test Course 1 - UWYO 9990 01
CRN: 14858
Instructors: Test Faculty1 (Primary) 100% Responsible*
*Workload percent responsibility is set by the department

Add a Person

Record Number	ID	Name	WyoCourses Access	Sent to WyoCourses	WyoCourses Participation	Remove
1	A00000012	Faculty2, Test	None	No	Participation Allowed	No
2			None	No	Participation Allowed	No
3			None	No	Participation Allowed	No
4			UW Graduate Assistant	No	Participation Allowed	No

Submit

Term Selection CRN Selection UW Contact Info

SITE MAP UNIVERSITY OF WYOMING

You may have to add the person if the person you are wishing to add is not in the current list. If you don't see the person you are looking for, then click the "Add a Person" button.

Course Information

Test Course 1 - UWYO 9990 01

CRN: 11736

Instructors: Test Faculty1 (Primary) 100% Responsible*

*Workload percent responsibility is set by the department

Add a Person

Record Number	ID	Name
---------------	----	------

Step Eight: After you press the "Add a Person" button you will see the ID Selection page. Here you can search for users based on their W# or their name. Use one or the other, then click "Submit."

Step Nine: From this screen, you will see a drop-down menu. Select the desired user from this list, then click “Submit to add them to the course.

Step Ten: You will be taken back to the test course with the user added in. Under the “WyoCourses Access” column, you should be able to change their role if they have the proper permissions. If this

column displays “Not eligible for access” then the user does not have a FERPA on file and will not be able to be added until they submit a FERPA.

WyoRecords

WyoCourses Supplemental Access

Home > Faculty and Advisors > WyoCourses Supplemental Access

Fall 2015
Jun 23, 2015 12:46 pm

This page is used to give people other than the instructors assigned to a course limited access to the course in WyoCourses.

- Add a Person: Use this button to add people to the course. People who are enrolled in this course can't be added.
- WyoCourses Access: This dropdown lists the available WyoCourses access each person is eligible for.
- Sent to WyoCourses: After the Submit button is clicked, this will show if the change was sent to WyoCourses.
- WyoCourses Participation: By selecting View Only that person will no longer be able to add files or participate in discussions. They can still view the course.
- Remove: This will completely remove the person from the course. Anything added to the course by this person will be deleted including files and discussion posts.

Descriptions for the WyoCourses roles can be found at <http://www.uwyo.edu/wyocourses/roles.html>

Course Information

Test Course 1 - UWYO 9990 01
CRN: 14858
Instructors: Test Faculty1 (Primary) 100% Responsible*
*Workload percent responsibility is set by the department

Add a Person

Record Number	ID	Name	WyoCourses Access	Sent to WyoCourses	WyoCourses Participation	Remove
1	A0000012	Faculty2, Test	None	No	Participation Allowed	No
2			None	No	Participation Allowed	No
3	A0000005	Student1, Test	Not eligible for access. More Information	No	Participation Allowed	No
4			None	No	Participation Allowed	No
5			UW Graduate Assistant	No	Participation Allowed	No

Submit

Term Selection ■ CRN Selection ■ UW Contact Info

SITE MAP

UNIVERSITY OF WYOMING

Step Eleven: What do the different columns mean?

WyoCourses Access	Sent to WyoCourses	WyoCourses Participation	Remove
UW Guest Instructor	Yes	Participation Allowed	No
Not eligible for access. More Information .	No	View Only	No

“WyoCourses Access”:

This column shows either tell you if the person is eligible for access or give you a dropdown menu to select which role you want to give the person in your WyoCourses Course.

“Sent to WyoCourses”:

This will show you if your request was sent to WyoCourses the last time you hit the submit button. If the system detects no change or the person already has the role in WyoCourses it will not send and this column will say no for the particular student.

If I add people to my course through this page the “Sent to WyoCourses” column will say “yes” for the individuals that were added the last time I hit the submit button.

WyoCourses Access	Sent to WyoCourses	WyoCourses Participation
Not eligible for access. More Information.	No	
Not eligible for access. More Information.	No	
UW Suppl Instruction Leader	Yes	Participation Allowed
Not eligible for access. More Information.	No	Participation Allowed
UW Teaching Assistant	Yes	View Only
Not eligible for access. More Information.	No	

After hitting submit to add people to my course this column will say "Yes"

When I reload the page or make any changes and hit submit again the "yes" will change to "no" even if people are still in course.

WyoCourses Access	Sent to WyoCourses	WyoCourses Participation
Not eligible for access. More Information.	No	
Not eligible for access. More Information.	No	
UW Suppl Instruction Leader	No	Participation Allowed
Not eligible for access. More Information.	No	Participation Allowed
UW Teaching Assistant	No	View Only
Not eligible for access. More Information.	No	

The "Yes" changes to "no" when the page is reloaded or other people are added to course.

This is nothing to worry about, the people are still in the course and if you are worried that they are not in the course anymore, then be sure to check the course in WyoCourses to see if they are in the people tab of the course.

"WyoCourses Participation":

If you select "View Only" the person will be taken out of the course if they were in it to begin with or won't be put into the course if they were not in the course to begin with. If you select "Participation Allowed" the person will put into the course and will be able to participate in the course.

"Remove":

Select "no" to keep them in the Course. Select "yes" to remove them from the course and from this list.