

Fitchburg State University
Office of the Registrar
Online Instructions for Accessing Class/Grade Rosters

Launch **Internet Explorer** on your personal computer.

***Firefox is not supported** by Self Service Banner (Web4)

1. Enter the following URL into the address bar: <https://web4.fitchburgstate.edu> and press the Enter key on your keyboard.

2. Click on Enter Secure Area.

3. **All faculty who have accessed Faculty Services at least once** (to obtain class rosters or enter grades, etc.) should use their **existing User ID** - Student ID/Employee ID number preceded by the @ sign (ex. @00010000) or Social Security number (ex. 000010000), and enter their **existing PIN** (Personal Identification Number).

4. **If you are using Web4 for the first time:**

a. In the User ID space, enter your Student ID/Employee ID number (same format as outlined in step 4. Tip – your ID number is located on your One Card ID) or your SSN (same format as above). If neither of these options work and you do not yet have your One Card ID, please contact IT Services at 978-665-4545 to obtain your system generated ID.

b. Enter your secure PIN (if you have not accessed your online records before this will be your birth date – mmddyy). If neither of these options work, please contact the IT Help Desk at 978-665-4500 to obtain your secure PIN. Click on Login.

c. You will immediately be told that your old PIN has expired. You must choose a new pin. Your PIN must be exactly 6 characters (numbers or letters or both).

d. Once you have entered the new PIN twice, you will then be asked to create a question and response to help you remember your PIN if you forget what it is. The new PIN will be the one you will use to access your online records in the future.

5. Click on the Faculty Services tab or Faculty & Advisors link.

6. Click on Term Selection – (ex. Spring 2011). Click on Submit.

7. Click on Final Grades.

8. Select each course, enter students' final grades and click on Submit. **For courses with more than 25 students, be sure to look at the Record Sets just above the Submit button near the bottom of the screen. For these courses, you will need to click on the second record set (26 – 33, for example) to enter and submit grades for the other students in the course whose names are not displayed on the first page of the class/grade roster.**

To print your class/grade roster: click on the print icon in the toolbar at the top of the screen. To exit, click on the exit button at the top of the screen.

To enter your grades: Select the appropriate grade for each student listed in the grade column. When finished, click on Submit. Your grades will be immediately submitted.

Note: You will only be able to enter grades in the Grade column if you are listed as the primary instructor for the course. If you are not able to enter grades, contact the Registrar's office at 978-665-4196 so that we may list you as the primary instructor. Any grade changes can be made **online** until grades are rolled (i.e. moved to students' permanent record). If they have been rolled changes must be made in writing to the Office of the Registrar.

- ◆ If a student is not listed on your grade roster, it means that the student is not officially registered. The student will need to receive the Dean's approval to register late for the course. The grades for these students must be submitted in writing.
- ◆ Rolled grades will immediately be viewable to students online.

If your PIN does not work or you have forgotten it, please contact IT at 978-665-4500

If you have problems finding your course, please contact Sheila Casey at 978-665-3139 Monday – Friday 8-4:30 P.M.