TopNet for Faculty

Faculty Services Tab & Advisors & Student Data Inquiry Tab

Revised 2015
Access WKU’S “TopNet” at:
http://topnet.wku.edu

Type the address in the address field of your browser – Works best with Internet Explorer but will work with Safari, FireFox and Chrome.

TopNet Login form: Enter WKUID and PIN or NetID and Password (Note Instructions on form to retrieve that information if unknown) as you enter information boxes will appear Click Login Button. Links are supplied on the left and right side of the login area of the form to assist or answer some of your questions. Enter appropriate information to log on to TopNet.
Information asked for when using WKUID (800#) and 6 digit PIN

The first time you login, the system will request that you enter your Old PIN (Personal Identification Number). Your initial PIN has been created with the last 6 digits of your social security number. You will be required to change your PIN the first time you login. Re-enter your current (old) PIN and then enter 6 new digits in New PIN and re-enter the 6 new digits in the Re-enter new PIN box then select the Login button.

You will then be directed to create a Security Question and Answer. The purpose of this information is to help you access TopNet in the future if you forget your Login information.

Enter requested information:
Select a question from the drop down selection box:

Examples:
Make selection then enter the Answer and select the Set Security Question button.

Return message should be as follows if correct: Select the Continue link to complete the process.
You will receive this message if the original information does not match WKU records try again by selecting the Continue link:

This form will display current TopNet Bulletin Board information. Click the Continue Login button. ****You will only see the TopNet Bulletin Boards that pertain to your role at the university. ****
The information available to you in the main menu depends on the role you have at WKU. For example, if your role is faculty, you would have access to the following four options:

1. "Faculty Services"
2. "Advising and Student Data Inquiry"
3. "Employee Services"
4. "Personal Information"

In some instances an individual may carry several roles at WKU. They may be a faculty member, staff and a student, in which case they would also have access to "Student Services".

Plus there will be other menu links for different roles and processes at WKU as developed.

**SELECT THE “FACULTY SERVICES” OPTION**

Faculty Services Menu will appear (As applications are developed you will see those links added to your account). It is always best if you select a term when you start the TopNet process.
Term Selection

It is best to make a Term Selection before you try any other link.

From the drop down box select the term needed. The Registrar’s office will change the default term based on their timetable.

Once you select the Term click the Submit Term button.
You will be returned to the Faculty Services Menu

\[\text{CRN SELECTION}\]

Click the CRN (Course Reference Number) Selection link from the Menu.

From the Opened Form:

Use the drop down box to select the course you wish to work with from the list of courses you are assigned. (Note: Your Department must enter the information in Banner for you to have access to the CRN.) Highlight the course and click your left mouse button (MAC just click).
Highlight and select. Then click the Submit CRN button.

You will be returned to the Faculty Services Menu.

**Faculty Detail Schedule**

List of all the information for the courses

Return to the Faculty Services main menu by clicking the Faculty Services tab.
Faculty Schedule by Day and Time
Display of courses and their meeting day(s) and times.

Detail Class List
Displays information about the class and the student enrolled in the class.
Summary Class List
You have two choices for viewing your class list: Summary Class List or Summary Class With Drops. The Summary Class List has many functions attached to that link. We will use that link. Select the Summary Class List link from the Menu – Note: You will have information about the students enrolled in your course and pictures of your student if on file. All or just the one by using the View link. E-mail Entire Class button: This function will allow you to e-mail your entire class. Click the E-mail Entire Class button or select the Student Email link and email that student.

E-mail Entire Class
Complete Subject, Message and you may add attachment – will Blind copy students and you will receive a notice in your email account of success and errors. Select the Send Email button. Will return to TopNet Class List when sent
Summary Class List With Drops

This is a list of all students that enrolled in your course(s) active and inactive. Rows that show in “blue” are the students who have been dropped from the course or withdrawn from course. Check the status under the Reg heading.

Download Your Summary Class List to an Excel File

Select the Summary class list that you want to download and then scroll to the bottom of that class roster and select the Download to Excel button to start the download of your class roster.

You will see the following message select your correct option. I will select Open

You will see this error message select yes
Your Excel spreadsheet will appear work with it as you would any spreadsheet.

Final Grades
Make your term selection and CRN selection (Instructions earlier in booklet). Then select the link Final Grades.

Final Grade Worksheet appears
Click on the drop down box and select a grade. After entering the grades click submit grades.

Graded – Missing information errors in red
Completed Grade Worksheet no errors – make sure to select the submit button. You may select the Printable Grade Display to print a copy for your records.

### Printable Grade Display: for you to print

<table>
<thead>
<tr>
<th>Rec. #</th>
<th>Reg. Degr</th>
<th>Student Name</th>
<th>Credits</th>
<th>Reg. Status/Date</th>
<th>Grade</th>
<th>Last Attend Date</th>
<th>PRK Grade</th>
<th>Reg. Status/Dtr</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>B</td>
<td>Cit</td>
<td>3.00</td>
<td>Registered (Feb)</td>
<td>A</td>
<td>Mar 10, 2015</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>B</td>
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<td>Registered (Feb)</td>
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<td>3.00</td>
<td>Registered (Feb)</td>
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<td>Mar 10, 2015</td>
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</tbody>
</table>
Select Change of Grade link from the Faculty Services Menu: This form appears

Select a term from the change of grade term box and click continue.

Select CRN from menu and select Submit Button
Change of Grade Worksheet.

Select a grade from the drop down box and enter a date if required (see instructions). Click on the “Submit Grades” button to complete your transaction.
Registration Overrides

Faculty members will be able to perform Registration Overrides based on the department’s policy. Select the Registration Overrides link. (Authority to process registration overrides will be determined by your academic department head. Some departments prefer that all overrides be handled centrally, while other departments will permit faculty to override course limits and to allow students into restricted courses they teach.) Make sure that you have selected the correct term for override from the using the Select Term function.

Perform Student ID and Name Selection: Enter 800# or NetID in first field or Last Name (at least two characters) and First Name optional then select Submit button.

Will return with Student Verification form with name of student or Menu with multiple matches if you are doing the Name Search function (select person from list) then select the submit button.

Faculty members will only have the ability to enter overrides on their courses. First use the Override drop down box to select the correct override function and then select the correct course from the Course drop down box, then click the Submit Changes button.
Select the correct Override from drop down menu.

Select the correct course from the Course drop down menu.

Click the Submit Changes button.

Confirm the override by clicking the Submit button.

Will return you to the form and show that the override has been entered. (Student will now be able to register for the course.) Make sure that you enter the correct overrides if restricted and at capacity make sure that you enter both overrides.
Course Syllabi Maintenance

This web form maintains a centralized link to course syllabi for all courses across the campus and enables students to access the syllabi from several centralized access points in TopNet – Online Schedule Bulletin, Students Summary Course Schedule and Look-up Courses to Add feature. Select the Term, then select subject Area or Course Number & Section Number or Instructor or CRN then select the Go button.

Steps:
First select the term from the Select Term page

Syllabi Maintenance Search form will appear: Make your selection from the drop down menus – broaden selection or narrow selection based on search boxes. Click the GO button when your values are selected
Selection will display: Ready for you to either enter URL or upload Syllabi.

If you have a website for your Syllabus just type or copy your URL in the Syllabi URL field and then select the Save Changes button. Your link is now active for individuals to view from various sites.

To Upload your Syllabus it first must be in a PDF format – no other format is acceptable for upload.

Find the course you wish to upload the syllabi information on and select the Upload Link.
The following page loads – review information and following instructions: Select the Browse button and find your PDF document where you have it located.

Choose file upload screen – select file from your list – example uploading document located on desktop. Highlight file then select Open button

Returns to the upload page – note filename information now in field – select the Upload button
Returns to the display page – Will displays the following when uploaded, make sure to check for the success message.

Select the view link to view the uploaded information; should display all of your information.

If you need to remove the information – highlight the URL – select the delete key on your keyboard and then select the Save Changes button

**Drop for Non-Attendance Worksheet**

Select the CRN needed for the report
Check with the Registrar’s office to review this policy. Faculty may drop students from the class after the first two meetings if the student does not attend the class. For those students that need to be dropped find their name on the roster and select the drop down menu and select – Drop for Non-Attendance

When finished marking all drops scroll to the bottom of the form and click the button Submit Drops.
A list of the students that you are planning to drop will appear. You must click the Submit Pending Drops button to actually drop the students from the course.

This form will be returned: Shows the students that will be dropped from the course.
Course Calendar
This will show you the meeting dates of your courses. Select a Term then list appears – select link Course Calendar

Calendar generated showing meeting days of course and break days

List is downloadable to and Excel file

Course Roster Lookup
Select link then perform Select Term. Then select either Subject or other possible selection with it or Instructor. Then click Show Me Classes button. Subject – Account (Univ) selected.
List of courses for the Subject area selected below. Click the link ACT and you will see a Summary Class Roster for any class in that term.

Class Roster

Scroll to the bottom of the list to Download to Excel just like you do the Summary Class list.

**Freshman 5-Week Assessment**
Click link Freshman 5 Week Assessment: perform Select Term and Select CRN click Submit Button.
Freshman assessment will be processed on any 199 level courses or below on only those students that are classified as freshman. A list of the students that need to be assessed for grade and attendance will appear.

Enter the FR Grade by using the drop down menu. Choices are: None, Pass or D/F

Also you must report if they have had Excessive Absences in the other field. Make sure to click the submit button at the bottom of the form.
You should receive a returned message “Your Freshman Assessment updates have been submitted!!!”.

**Course Material Request**
Select Term that you need the materials for from the drop down menu and then a List of CRN’s in the drop down menu. Follow the instructions on the form once you have selected the Course.

**Athlete Grade Review**
Click the menu link and then select your CRN from the drop down box.
List of athlete’s in that course.

Enter the required information if you have any questions contact the Student Athlete Success Center. Once you have entered the information click the submit grades button.

KAP Grade Review and Forensics Grade Review will be similar to the Athlete Grade Review the timing of each one of these processes will be controlled by the Registrar’s Office. You may also see other links enabled during the semesters and new processes added as needed by WKU.
Always do a Term Selection before accessing any information. From the drop down box select your term. The Registrar’s office will change the default term based on their timetable.

Once you select the Term click the Submit button.
Advising/Administrative Tasks

To view student’s information select the link in the list.

Advising Calendar / Scheduling (Contact AARC for additional information if needed.)

Select your term for scheduling your appointment and your calendar will display.
Advising Calendar Appointments

Advising Comments:

Advisor Contact Information: all advisors assigned for the selected term will display.
**Advisees Eligible to Register:**
This list shows advisors the students that are assigned to them and whether they are currently enrolled in courses at WKU. This report also includes those students who are not enrolled but are eligible to do so either by signing up for classes or being re-admitted to WKU. This form contains the registration hours allowing the advisor to view if the student is currently registered for courses.

**Error:**

Our records indicate you do not currently advise official advisees. We are limiting access to the Advisees Eligible to Register to advisors with advisees assigned to them through Banner.

**List of Advisees eligible to register:** You may use the Email All Advisees button to email all students or mark the selected students and the use the Email Selected Advisees button.

**Advisee(s) Email List:** Select Term View their picture or email them as a group or individually.

**Fifth Week Freshman Assessment Follow-up Advising Comments – Freshmen Assessment –** View the comment about a freshman after the first five weeks of a semester.
Major/Course Pre-Registration Maintenance

Select link Major/Course Pre-Registration Maintenance and select term

Select Continue button

Select the Department:

Drop down list of all Departments highlight your selection

Select the Continue button
Select the major from the menu:

Complete form

SASC (Athlete Advising) (Only available for selected individuals)

Athlete Advisees Eligible to Register – perform select term
Then select Advisee Sport

List of the advisees for that sport is displayed – note function button on form and links

Return to the SASC menu and select Athlete Advising Comments

Advising Comments: if no advisees you will see an error message

Information for selected advisees assigned to advisor
**WKU Email Utility:** Select the WKU Email Utility link. This will Invoke the Email Utility.

Opens form: Enter address(es), Subject, Message, and/or an attachment then click Send Mail.

**Student Info / Maintenance**

**Academic Transcript:**
You will be able to view any transcript by selecting the Academic Transcript link. First you must select the Transcript Level and Transcript Type: Select the Display Transcript button. Degree information will be located in the first section, transfer information in following area, and then course work at WKU with GPA information and the last section would have registered and pre-registered course work.
Transcript will display scroll through to view all information on transcript or use quick links to sections.

Course work will be in order of oldest to most recent. Note semester totals, transfer totals, cumulative, overall GPA’s and course work in progress at the end.
**Student Address/Phone**: Displays current active information on file for the student

**Billing Account Information (Special Approval required to view)**. Will list all charges and receipt information for the student by semester.

**Change Major, Minor, Concentration, Advisor**: Select the function and complete the form following the instructions on the form completing all steps.
**Electronic Imaged Documents**: Banner Document Management System (BDMS) will allow you to view the various electronic documents which WKU has on file for the selected student or applicant. Documents of interest to advisors are available here; please choose the document type you would like to view from the menu below. (This function will not have information for all students.)

**Email Addresses**: Emails on record for the student; multiple types may be listed

**Final Grades for selected term**: (Additional Approval required for access)
Select Term from Menu:

Will display grades for the selected term for student in context:
**General Student Information:** will display the information about the student for the selected term

**Holds - Update** Select Term then make sure you have the correct student

**Update Student Advising Hold:** Select your student and click the Update Hold Flag link. If the student must be advised you will see the following selection box. Use the drop down box to change the student from “Not Advised” to “Advised”. To do this click down arrow, highlight advised then click “Submit Changes” button. Note: This form will also list other “non-advising” holds if the student has any.
Confirms your change

Holds View – only: All active holds on a student will appear.

iCAP Degree Audit: select iCAP – Degree Audit  Then select Submit Audit Request to process new request or View audit run in the last 14 days
Runs audit for student in context – You may run for their current Degree Program Audit or What-if or GenEd Audit by selecting the different buttons. Running the Degree Program Audit

Select View Submitted Audits.

Current audits displayed select the View Link.
Audit displayed. Close window or tab and return to TopNet

Power Enter Course Grades (Only for selected users)
Select term from term select form – enter CRN

Select Get CRN Button and enter grades and select the Submit Changes button when finished
Registration Drop/Add link:

Enter CRN(S) and select the Submit Changes Button

Results returns: You may search for classes by clicking the Class Search button and do the lookup
Once a student has registered changes may be made by using the drop down box.

Registration History will show a list of all registration activity for the student by term – Active and all withdrawal activity made by student or university.

Registration Overrides (Global) (Only for Selected users)
Select the override from the drop down menu by highlighting and selecting

Then enter the CRN that the override is for and then select the submit button.

Returns the form with information loaded -- select the submit button again

Returns you to the Registration Permits/Overrides (Global) page shows your change and all others
**Schedule Summary**: This will display the student’s schedule for the selected term

```
View Summary Student Schedule: Summer 2013

Current Summer 2013 Schedule for: Test Student 1
Advisor: Henry Joel Lenor, Ctr. for Eng. & Bio. Sciences 2118
Honors College: Good Standing

Total Enrolled Credit Hours: 3.00

<table>
<thead>
<tr>
<th>CFN</th>
<th>CourseID</th>
<th>Course Title</th>
<th>Hours</th>
<th>Days</th>
<th>Time</th>
<th>Date</th>
<th>Location</th>
<th>Instructor</th>
<th>Syllabus</th>
<th>Src</th>
</tr>
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<tr>
<td>0523</td>
<td>ACCT 205-001</td>
<td>ACCOUNTING - FINANCIAL</td>
<td>3.00</td>
<td>MWF</td>
<td>8:00 am - 10:15 am</td>
<td>06/10-07/13</td>
<td>TBA</td>
<td>Ashley C. Fox</td>
<td></td>
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</tr>
</tbody>
</table>

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```

**Tax Notification**
Select the Tax Notification year that you wish to view.

```
Tax Notification (1098-T) for 2012

1. Payments received for qualified tuition and related expenses $ 5424
2. Amounts billed for qualified tuition and related expenses $ 5423

OMN No. 1345-674 12.
Form 1098-T 2012

If this box is checked, your educational institution has changed its reporting method for 2012

X

For Student

4. Adjustments made for a prior year $ 0 5. Scholarships or grants $ 1100
6. Adjustments to scholarships or grants for a prior year $ 0
7. Check if the interest in box 1 of 2 includes amounts for an academic period beginning January 1, 2013
8. This is important tax information and is being furnished to the Internal Revenue Service

Form 1098-T Keep for your records Department of the Treasury - Internal Revenue Service
```
Select **Test Scores and Course Eligibility**: You will be able to review all test scores, all eligibility scores and all placement scores for students.
**TopNet Reports**: Select the Menu link on TopNet Reports to run the information.

By selecting the link you will be able to run InfoView reports from the TopNet application instead of using InfoView, by selecting and/or entering the Parameters requested in the process. Reports to view student transfer general education equivalency, obtain an official grade report for the student, View course enrollments by department or colleges, schedule of classes for academic year and summer, other reports as developed and needed for campus community.

**Exit TopNet**

Click the Exit link top right.

**TopNet Thank you page**

**Note**: Check your links under your menus. We add new applications and remove applications so keep checking to see what has been changed for your role. Call 270-745-8812 if you have questions. If your employment status changes your access may be changed – tabs removed, links removed until you complete new approval forms and they are processed.