**Employeeweb** allows faculty and instructors to access many web services such as mid-term grading, final course grading, faculty web page and syllabus posting and pay information.

1. To logon to Employeeweb: Type [www.palmbeachstate.edu/employeeweb](http://www.palmbeachstate.edu/employeeweb) in your browser:

2. Log in to Employeeweb using the same **user ID and password** you use for email:
3. Functions are located both in the **Quick Links** area and in the **yellow bar pull-down** menus:

![Quick Links](image)

4. The **Faculty Home Page Utility** allows faculty/instructors to add information that builds their faculty/instructor home page – each of the categories on the **blue side bar** may be updated with your information:

![Faculty Home Page Utility](image)
5. Clicking **Teaching Assignment** will allow you to upload syllabi for your classes, in compliance with District Board of Trustees policy. Syllabi must include all required information and use the syllabus template (see [http://www.palmbeachstate.edu/academicservices/information-and-reference/academic-affairs-policies-and-documents/faculty-web-pagesyllabi-resources.aspx](http://www.palmbeachstate.edu/academicservices/information-and-reference/academic-affairs-policies-and-documents/faculty-web-pagesyllabi-resources.aspx)).

6. The **Faculty/Advisors Tab** provides many utilities for faculty/instructor use including class rosters and grading, mid-term grades, textbook certification, student assessments of courses and faculty results, and the faculty home page utility.
Faculty/Instructor Resources under Employeeweb

Functions:

Class Rosters and Grading, At-Risk Reporting – Clicking this link will display all class rosters to which your name is attached. You should print all class rosters and ensure that all students in the class are on the class roster. Students attending but not on the class roster should be directed to the Registrar’s office. Final course grading is the way that faculty/instructors report final course grades for all classes. Please be aware of the deadlines for grading your classes. The class roster also gives you the ability to refer students who are “at risk” academically or personally to student services.

Mid-Term Grades – Faculty are required to provide mid-term grades to students. Faculty may choose to use this web utility, which will email the mid-term grade to the student. Please use the grading method that matches the type of grades used in the class (i.e. issue a grade A-F if that is the type of final grade the student will be issued; do not use S or a U grade).

Textbook Certification – To be in compliance with Florida State Statute and the 2008 Higher Education Act, faculty must certify that the textbooks require students to purchase are utilized in class and the value of a new edition (if applicable).

My Evaluation Reports – This will display the results of any student assessment of courses and faculty that have been processed for your classes.

Faculty Home Page Utility - This is an additional link to the faculty home page utility mentioned previously.

Employeeweb also provided access to personal information:

If you have any other questions about Employeeweb, please contact your supervisor.

Updated 11/2013