Using the Engaged/Not Engaged Data Entry Screen:

1. Go to the SUNY Canton homepage or URL http://www.canton.edu

2. Hover over *Quick Links* in the upper right hand corner of the page and click on the UCan Web icon.

3. Click on *Enter Secure Area*. Type in Social Security Number or Generated ID for user ID and your PIN. If you are a new faculty and you don't have a PIN yet, please contact the Registrar's Office.

4. From the Main Menu, click on *Faculty & Advisors*.

5. Click on ***Engaged/Not Engaged***.

6. A pull-down list of terms will appear defaulted to current semester. Click Submit.

7. A pull-down list of your classes for the selected term will appear. Select class you wish to process and then click Submit.

8. The roster for the selected class will now appear.

9. Each student will have a pull-down list of various Engaged/Not Engaged ratings. There are 6 choices:

    a. Engaged

    b. Not Engaged (Attendance/Participation)

    c. Not Engaged (Attitude/Behavior)

    d. Not Engaged (Effort/Performance)

    e. Not Engaged (Other)

    f. Missing

10. Note that the ratings are all defaulted to Engaged. Therefore, you only need to change the rating for students whose rating is Not Engaged or Missing.

11. When you are ready to turn in the ratings, click on the Submit button at the bottom of the page.

12. Please take note of the Save Status Alert column on the right-hand side of the page. If you see at least one that displays Not Yet Saved! please click on the Submit button at the bottom of the page. This just means that not all ratings have been posted to the database. You will know that you are all set if all the statuses display the word Saved.

13. To switch to another class click on the *Switch Engaged/Not Engaged CRN* link at the bottom of the page. You will then see the pull-down list of your classes to select from.

14. When you are done, exit UCanWeb by clicking on the Exit link on the upper right corner of the webpage.

Using the Engaged/Not Engaged Advisee Listing Screen:

1. Go to the SUNY Canton homepage or URL http://www.canton.edu

2. Hover over *Quick Links* in the upper right hand corner of the page and click on the UCan Web icon.

3. Click on *Enter Secure Area*. Type in Social Security Number or Generated ID for user ID and your PIN. If you are a new faculty and you don't have a PIN yet, please contact the Registrar's Office.

4. From the Main Menu, click on *Faculty & Advisors*.

5. Click on *Advisor Menu*.

6. Click on *Advisee Listing (Engaged/Not Engaged)*.

7. A pull-down list of terms will appear. Select the desired term and click Submit.

8. **You will see a roster of your advisees registered for the selected semester. Please note you will ONLY see your advisees who are reported as Not Engaged or Missing by one or more of their faculty members. The list will be sorted alphabetically by student.**

9. To switch to another term, click on the Term Selection option of the Advisors Menu, select the new term, click Submit and go back to the Advisee Listing (Engaged/Not Engaged) screen.

10. When you are done, exit UCanWeb by clicking on the Exit link on the upper right corner of the webpage.