BraveWeb Faculty and Advisor FAQ

What is my login?
Your login is your domain account information (the username and password that you use to access your UNCP email account and Blackboard).

What is an alternate pin and where do I find it?
The alternate pin is a 4 digit number that allows the student access to register for classes. The alternate pin is located on your ‘Advisee Listing’ in Braveweb. To access your ‘Advisee listing’, click on Faculty Services, click on Advisor menu and the Advisee Listing link is located at the bottom of the Advisor menu. The student receives a new pin prior to each registration period. The student is only prompted to enter their pin the first time they access registration for the specific term.

Why does a student on my advisee list not have an alternate pin?
In rare instances, a student may not be assigned an alternate pin. However, they are allowed to register without the system prompting them to enter the alternate pin. If a student on your list does not have an alt pin but the student is prompted to enter one, please send them to the Registrar’s Office.

Why are there students missing from my advisee list?
Only active, registered students who are allowed to early register are displayed on your advisee listing. Should you have concerns about a student whose name is not displaying contact the Registrar’s office. Note that students who have withdrawn for the semester or who have applied to graduate will not display on your listing.

How does a student know when they can register?
Students are assigned a time ticket based on earned hours. The student can access their time ticket when they log into Braveweb.

What is an override and how do I issue one?
An override is a means for the instructor to allow a student in a closed class or a class that has an ‘Instruction of Permission’ restriction. Refer to the ‘How to give an override’ link located in Braveweb. Note that the override does not register the student for the class but allows the student to register themselves without an error.

How do I email a student or an entire class?
To email and individual student do the following:

Beside each student’s name is an email icon, ex:

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Status</th>
<th>Degree</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Test, student</td>
<td>8400xxxx</td>
<td>Undergraduate</td>
<td>3.000</td>
</tr>
</tbody>
</table>

By clicking the email icon, an email message window from your default email program will open with the student’s email address in the ‘To:’ line. If you have difficulties emailing please contact the Helpdesk at 521-6260.
To email the entire class do the following:

Go to the bottom of the class listing click on Email class. The email message window from your default email program will open and all the students’ emails will be in the bcc (blind copy) field. It is recommended that you put your email address in the 'To:' field to send a copy of the email to yourself. If you have difficulties emailing please contact the Helpdesk at 521-6260.

Why would a student not have an email icon?
If a student withdraws from the university an email icon will not display.

Can I email all my advisees?
Yes, use the same instructions listed above for emailing a class.

How can I export my class list into Excel?
A cut and paste operation is used to export your class roster into Excel.
1. Display your summary class roster in Braveweb and scroll down until you see the beginning of your class list.
2. Using your mouse, highlight the first record and without releasing the mouse, drag to the last record so all rows are highlighted in blue.
3. From the Edit menu on the toolbar, select COPY.
4. Open a new excel workbook, making certain that cell A1 is selected
5. From the Edit menu of the toolbar, select PASTE. The entire summary class list should appear in the spreadsheet.

Is there a timeout feature?
Yes, if there has not been any activity in Braveweb within 25 minutes, you will be logged out.

How do I view an unofficial transcript?
1. From the faculty/advisor menu in Braveweb select Student Information Menu.
2. From the Student Information Menu, select Academic Transcript
3. If you have not already done so, you will be prompted to select a term, select the most recent term listed.
4. The page will appear for you to select the student, unless you already had a student in context from viewing other information.

Enter the student’s last name and first name or parts of name or the student’s ID.

Enter the ID of the Student/Advisee you want to process then press the Submit ID button.

Student or Advisee ID: ________

OR
Select the Student/Advisee that you wish to process and press the Submit Name button.

Student or Advisee: Locklear, Tammie R. 840077431

5. You will be prompted to select a level and transcript type, click Display Transcript
6. In progress (registered courses) or ungraded courses will appear at the bottom of the transcript.