MARCH 1, 2015

# Northern COLLEGE

# FACULTY CONNECT

USER GUIDE

ANGELA BOURGEOIS NORTHERN COLLEGE

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## Welcome to Faculty Connect

#### **Faculty Connect Login**

1. Faculty Connect can be accessed through Employee Connect found under your Citrix Apps.



2. Click on *Login Now* and enter your username and password.

\*\* This is the same username and password that you use to sign onto your computer\*\*

3. Click *Login*.

College Admin U Windows Server 2008R2	Utilities
	Login Required
	Please enter your username and password below. For most people this is the same username and password that you use to log into your computer.
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- 4. Once you have signed into Employee Connect, you will see a link to **Faculty Connect** on the right hand side of the screen.
- 5. Click this button to enter Faculty Connect.

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#### Home Page - My Courses Screen

- 1. On your main **"My Courses"** screen you will see listed the courses that you are teaching for the current semester.
- 2. If you would like to see other courses that you have taught the previous semester, change the number in the *Select Term* section. Hit *Refresh* once you have entered the desired number.
  - a. 1 = Fall
  - b. 2 = Winter
  - c. 3 = Summer
  - d. Leave blank to see all courses for that year

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#### **Teacher Schedule**

1. From the main *My Courses* screen you are able to view your teaching schedule. Click the *Reports* tab and choose *Teacher Timetable*.

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2. A pop up window will appear prompting you to open or save the created pdf document. Opening it will display your schedule and allow you to print it or save it to your computer.

#### Student List & Demographic Screen

- 1. From the main *My Courses* screen, you can access details about each of your courses by clicking on the *Select* button located to the left of the course name you wish to view. This provides you with the *Student List* screen from where you can view student information, transcripts and enter course grades.
- 2. The main **Student List** screen provides you a list of all students registered within that course.

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- 3. From here, you can click on *View Student* to reach the *Student Demographic* screen that provides the students:
  - a. Name
  - b. Student Number
  - c. Campus & Program
  - d. Address & Phone Number
  - e. College & Personal email address
  - f. Student Picture

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College EN	IAIL	beharri	ellki1@northern	c.on.ca					

#### **Input Student Grades**

1. From the *Student List* screen, you can input student grades. Click on the *Grades* tab, and choose *Input Grades*.

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2. Input students grades in the appropriate semester column (in this case Fall Ses). When complete, click the *Save* button to save students grades. You can go back and add comments or edit the students grades at a later date. Marks are to be entered in numerical format with the exception of CR for credit and CO for continue.

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FERA	SHERRY-ANNE	PN1004 101			
GAUDET	MELISSA	PN1004 101			
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GUENETTE	JULIE	PN1004 101			
GUERTIN	JENNA	PN1004 101			
HICKEY	ROBERT	PN1004 101			
IMRAN	NASIRA	PN1004 101			
KING	AMY	PN1004 101			

3. From here you can view the overall Student Grades sheet by clicking on the *Reports* tab and choosing *Mark Verification Sheet*. This creates a pdf document that you can then save or print.

#### In Course Reports - Program Timetable, Class List & Grade Verification List

From the *Student List* screen you can generate three reports – the *Course Grid List* (Class List), *Grade Verification and Program Timetable*. To run a report click on the *Reports* tab and choose one of the three options.

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2. Once selected, a pop up window will appear prompting you to open or save the created pdf document. Opening it will display the class list or grade verification list on screen and allow you to print it or save it to your computer.

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# **Coordinator Access Only**

#### **All Students Tab**

1. As a coordinator, you can access any previous or current student via the *All Students* Tab. From here you can view their demographic information &/or any transcripts on file for that student.

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#### 2. You can browse all students and filter by:

- a. Campus
- b. Program
- c. Course Name
- d. Student Name

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3. Click *View Student* to see all student demographic information and to access any previous transcripts available.

#### Student Transcripts, existing ROA's and Quick View Grades & Courses

- To view a student's previous transcript or existing ROA on file, navigate to the *Student List screen* (either from the *All Students* window or your *My Courses* window), click on View Student and select the *Folder* tab. A list of all previous transcripts and ROA's will appear click the *View* button beside the report you wish to see.
- 2. A pop up window will appear prompting you to open or save the created pdf document. Opening it will display the student's transcript/ROA and allow you to print it or save it to your computer.

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3. You also have access to a "quick view" Grades screen that will provide you with a fast look at the student grades and courses they are registered in. To see this, click on the *Grades* tab.

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4. By default, you will see the transcripted grades screen (*Transcript* button) which will show all completed courses and marks for any course they have taken.

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- \*\*Note: You cannot save from this screen. It is meant as a quick view only. To save and print student marks, please use the *Folder* tab for access to the official transcripts \*\*
- 5. To view the current year's courses and grades click on the *Current Grades* button. This screen will only show marks if you are viewing it in the winter or summer semester but will show all courses they are currently enrolled for this year so far.

Current Grades	Transcrip	pt					~		
GRADES Course	Sec	Stat	Subject	Teacher	/	Transcript Grade	FALL	WINT ER S	SUMM ER S
AA1063	102	s	BEHAV INTERV	MCGIRS		60	55	$\mathbf{\Lambda}$	
AA1093	101	s	DEV.DISABILI	SMITHN		73	73		
CM1913	101	s	COMM I - B	RIDEOP		75	75		
EC1023	101	S	PRIN OF CC	HOLMEE		71	71		
EC1033	101	s	METH OF CC	HOLMEE		67	67		
EC1053	101	s	SCH AGE ENVR	HOLMEE		66	66		
H51022	101	s	COM SERV 1VR	QUINND		CR	CR	/	
P51163	103	s	DEV. PSVCH.	KLOOSS		62	62		

**\*\* Please note** – There are two columns that display the student grades. The columns for Fall, Winter & Summer semester show the originally inputted grades. The *Transcript Grade* column shows an updated grade if a Grade Change was requested in an ROA. Here, the course Behavioral Intervention had an original mark of 55% and you can see it now has an updated mark of 68%.

#### **Generating Tote Sheets (OCI.505 Report)**

- 1. From the *All Students* tab you can generate your tote sheets for any program. Choose the campus and program name in the drop down menus and select your options for the report on the right. You can choose to print by Sections, Worksheets, Grades or Sections & Grades. You can also choose from the Fall, Winter or Summer semesters.
- 2. Click on the *Print Students in Program* button to run the report.

Cime Leas	FacultyConnect
Back to My Courses Se	ndMsg Logout
Select Campus	TIMMINS CAMPUS  AAL AII  *Program required*
Select Program	A003 PC Early Childhood Education
Select Course	Find     *No Course Selected*     Include Students who Dropped Course
Position to Last Name:	First Name (no campus):   Refresh   Term   Winter

#### **Printing Year Specific Program Pathways**

- From the All Students tab you can generate Program Pathway Reports for any program. Choose the campus and program name in the drop down menus and select the year you want the pathway report for on the right.
- 2. Click on the *Pathway* button to run the report.

CIMS Faculty Connect - Student List - Windows Internet Explorer				
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### **Generating Record of Amendment Forms**

 Faculty Connect holds one of the links for coordinators to generate Record of Amendment forms. The <u>Student Amendment Form</u> link is located within the Student Demographic screen just below the student's name. For help on how to complete the Record of Amendment process please refer to the How-To guide for detailed instructions.