

MARCH 1, 2015



FACULTY CONNECT

USER GUIDE

ANGELA BOURGEOIS
NORTHERN COLLEGE

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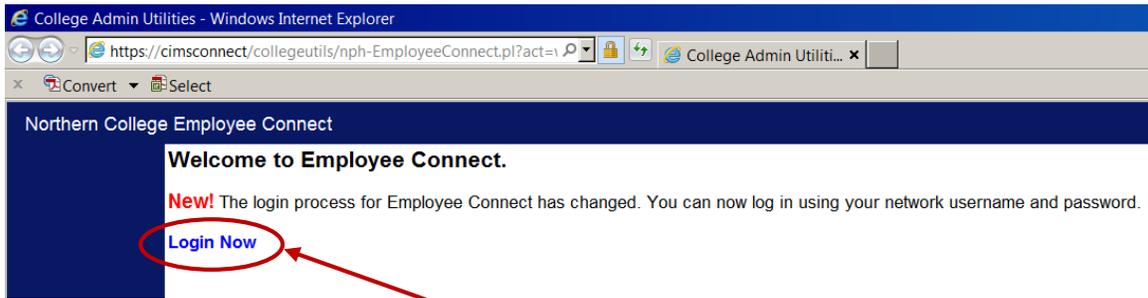
Coordinator Access Only

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Welcome to Faculty Connect

Faculty Connect Login

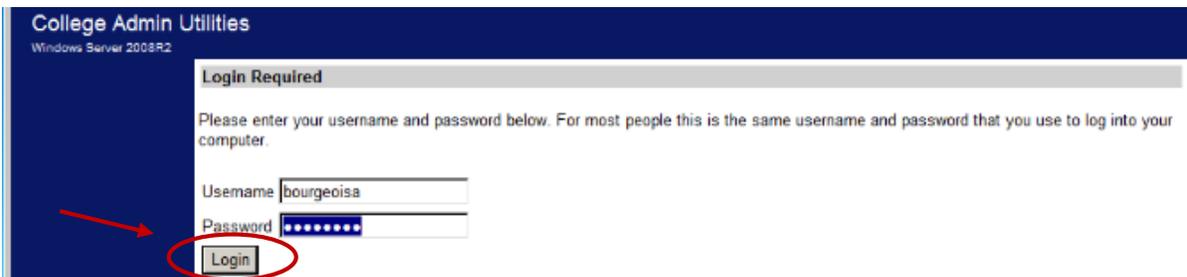
1. Faculty Connect can be accessed through Employee Connect found under your Citrix Apps.



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**.



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.



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

FacultyConnect

MyCourses | PassWord | Reports | Help | Logout

C-0001

QUINNND Select Term: 1 Refresh Sort by Term/Campus/Course Sort by Term/Course/Campus Student Amendment Form

Select	Campus	Course	Section	Subject Name	Term	Period	Days	Room
Select	CONTACT NORTH - TIMMINS	HS1022	106	COM SERV 1YR	1	14	MTWRFSSU	
Select	CONTACT NORTH - TIMMINS	PS1163	106	DEV. PSYCH.	1	04	TW	8104
Select	CONTACT NORTH - TIMMINS	PS3023	106	ABN. PSYCH.	1	07	MW	8104
Select	TIMMINS CAMPUS	HS1022	101	COM SERV 1YR	1	14	MTWRFSSU	
Select	TIMMINS CAMPUS	PS1163	102	DEV. PSYCH.	1	01	MTW	H116
Select	TIMMINS CAMPUS	PS3023	101	ABN. PSYCH.	1	09	MK	H116
Select			0					

List of courses

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**.

FacultyConnect

MyCourses | PassWord | Reports | Help | Logout

TC-0001 Teacher TimeTable

ANGELA Select Term: 1 Refresh Sort by Term/Campus/Course Sort by Term/Course/Campus Student Amendment Form

Select	Campus	Course	Section	Subject Name	Term
Select	TIMMINS CAMPUS	PN1004	101	NURS.PRAC.I	1
Select			0		
Select			0		
Select			0		
Select			0		
Select			0		

Do you want to open or save ANGELA.PDF from cimsconnect? Open Save Cancel x

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.

View Student	Course	Section	First Name	Last Name	Status	Program	AAL	Program Title
View Student	PN1004	101	SUPTY	ADU		H117 2014	01	Practical Nursing
View Student	PN1004	101	KIERSTEN	BEHARRIELL		H117 2014	01	Practical Nursing
View Student	PN1004	101	NATALIE	COCHRANE		H117 2014	01	Practical Nursing
View Student	PN1004	101	ALYSHA	COLEMAN		H117 2014	01	Practical Nursing
View Student	PN1004	101	MYSHA	FAUCHER		H117 2014	01	Practical Nursing
View Student	PN1004	101	SHERRY-ANNE	FERA		H117 2014	01	Practical Nursing
View Student	PN1004	101	MELISSA	GAUDET		H117 2014	01	Practical Nursing
View Student	PN1004	101	EMILIE	GOUDREAU		H117 2014	01	Practical Nursing
View Student	PN1004	101	JULIE	SUENETTE		H117 2014	01	Practical Nursing
View Student	PN1004	101	JENNA	QUERTIN		H117 2014	01	Practical Nursing
View Student	PN1004	101	ROBERT	HICKEY		H117 2013	03	Practical Nursing
View Student	PN1004	101	NASIRA	IMRAN		H117 2013	03	Practical Nursing

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

Return to List | Demog | Folder | Grades | Reports

TC-0004

Student# 201303954 Last Name BEHARRIELL First KIERSTEN Middle JAMIE Sex Female
 Title MISS Phone# (705)268-1319 Unlisted? N

Campus TIMMINS CAMPUS

Program H117 2014 Practical Nursing

AAL 01

Alternate Program

Student EMAIL Xo_Kierstenjamie_Ox@Hotmail.Com

College EMAIL beharriellki1@northemc.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**.

The screenshot shows the FacultyConnect interface for Timmins Campus. At the top, there are navigation tabs: Courses, Student List, Grades, Report, and Logout. The 'Grades' tab is selected, and the 'Input Grades' option is circled in red. Below the navigation, there is a search bar with '002' entered and a dropdown menu showing 'ANGELA'. There is also a checkbox for 'Include Dropped' and a 'Term' dropdown set to '1'. Below this is a table of student records with columns for 'View Student', 'Course', 'Section', 'First Name', 'Last Name', 'Status', and 'Program'.

View Student	Course	Section	First Name	Last Name	Status	Program
View Student	PN1004	101	GIFTY	ADU		H117 2014
View Student	PN1004	101	KIERSTEN	BEHARRIELL		H117 2014
View Student	PN1004	101	NATALIE	COCHRANE		H117 2014
View Student	PN1004	101	ALYSHA	COLEMAN		H117 2014
View Student	PN1004	101	MYSHA	FAUCHER		H117 2014
View Student	PN1004	101	SHERRY-ANNE	FERA		H117 2014
View Student	PN1004	101	MELISSA	GAUDET		H117 2014
View Student	PN1004	101	EMILIE	GOUDREAU		H117 2014
View Student	PN1004	101	JULIE	GUENETTE		H117 2014
View Student	PN1004	101	JENNA	GUERTIN		H117 2014
View Student	PN1004	101	ROBERT	HICKEY		H117 2013
View Student	PN1004	101	NASIRA	IMRAN		H117 2013

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.

The screenshot shows the 'Input Grades' screen in FacultyConnect. At the top, there are navigation tabs: Back to My Courses, Student List, Reports, and Logout. Below this, there is a search bar with 'ANGELA', 'PN1004', and '101' entered. There is a 'Worksheet Format' dropdown set to 'ENTER FALL FINAL MARKS' and a 'FALL' dropdown. There is also a 'Save' button and a 'Grade Change Date' field. Below this is a table of student records with columns for 'First Name', 'Course', 'Sec', 'FALL', 'MIS', and 'Comment Text'. The 'FALL' column is circled in red.

First Name	Course	Sec	FALL	MIS	Comment Text
ADU	PN1004	101			
BEHARRIELL	PN1004	101			
COCHRANE	PN1004	101			
COLEMAN	PN1004	101			
FAUCHER	PN1004	101			
FERA	PN1004	101			
GAUDET	PN1004	101			
GOUDREAU	PN1004	101			
GUENETTE	PN1004	101			
GUERTIN	PN1004	101			
HICKEY	PN1004	101			
IMRAN	PN1004	101			
KING	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

1. 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.

The screenshot shows the FacultyConnect interface for Timmins Campus. The 'Reports' tab is selected and highlighted with a red circle. A dropdown menu is open, showing three options: 'Course Grid List', 'Grade Verification', and 'Program TimeTable'. A red arrow points to the 'Reports' tab. Below the menu, the user name 'ANGELA' is visible, along with an 'Include Dropped' checkbox and a 'Term' dropdown set to '1'. A table of student records is displayed below, with columns for Course, Section, First Name, Last Name, Status, and Program.

Course	Section	First Name	Last Name	Status	Program
PN1004	101	GIFTY	ADU		H117 2014
PN1004	101	KIERSTEN	BEHARRIELL	*FL/With	0
PN1004	101	NATALIE	COCHRANE		H117 2014
PN1004	101	ALYSHA	COLEMAN		H117 2014
PN1004	101	MYSHA	FAUCHER		H117 2014
PN1004	101	SHERRY-ANNE	FERA		H117 2014
PN1004	101	MELISSA	GAUDET		0
PN1004	101	EMILIE	GOUDREAU		H117 2014
PN1004	101	JULIE	GUENETTE		H117 2014
PN1004	101	JENNA	GUERTIN		H117 2014

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.

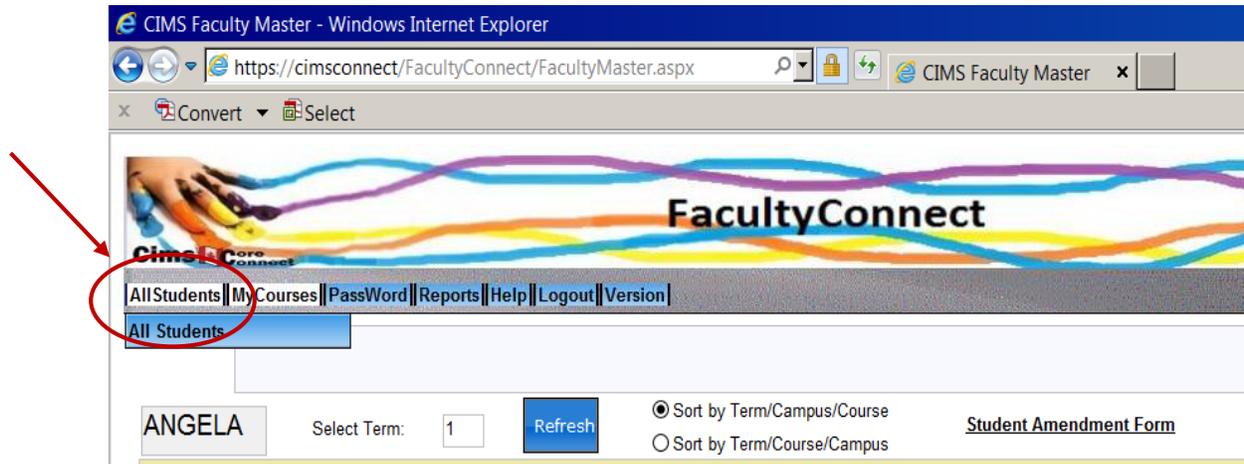
The screenshot shows the FacultyConnect interface with a PDF save dialog box open. The dialog box asks 'Do you want to open or save ANGELA.PDF from clinsconnect?' and has buttons for 'Open', 'Save', 'Cancel', and 'x'. A red arrow points to the 'Save' button. The background shows the same student list table as in the previous screenshot, but with an additional 'AAL' column.

Course	Section	First Name	Last Name	Status	Program	AAL
PN1004	101	GIFTY	ADU		H117 2014	01
PN1004	101	KIERSTEN	BEHARRIELL		H117 2014	01
PN1004	101	NATALIE	COCHRANE		H117 2014	01
PN1004	101	ALYSHA	COLEMAN		H117 2014	01
PN1004	101	MATTHEW	DUMONT		H117 2014	01
PN1004	101	MYSHA	FAUCHER		H117 2014	01
PN1004	101	SHERRY-ANNE	FERA		H117 2014	01
PN1004	101	MELISSA	GAUDET		H117 2014	01
PN1004	101	EMILIE	GOUDREAU		H117 2014	01
PN1004	101	JULIE	GUENETTE		H117 2014	01
PN1004	101	JENNA	GUERTIN		H117 2014	01
PN1004	101	ROBERT	HICKEY		H117 2013	03
PN1004	101	NASTRA	IMRAN		H117 2013	03
PN1004	101	AMY	KING		H117 2014	01
PN1004	101	ABENA	NYARKO		H117 2014	01
PN1004	101					01

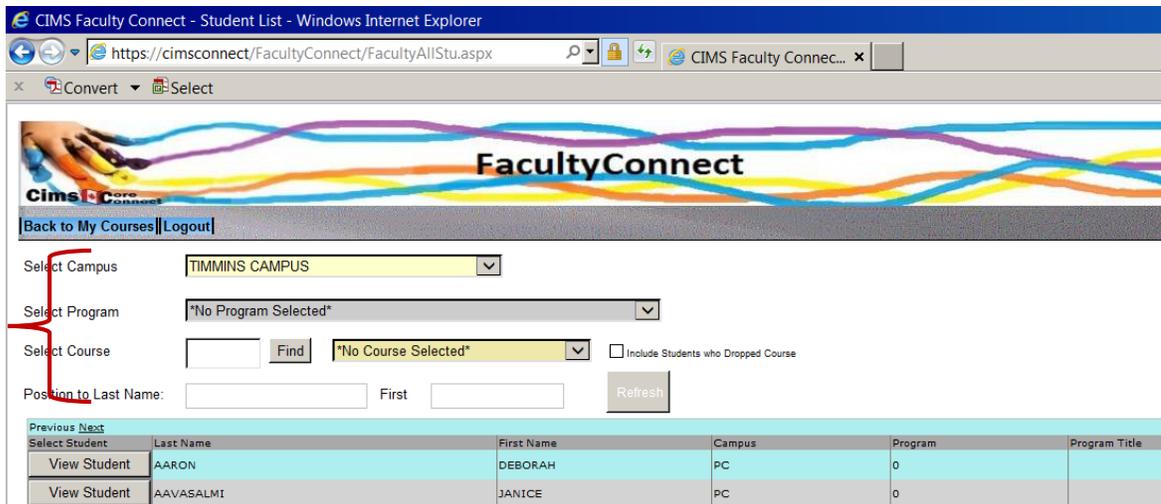
Coordinator Access Only

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.



2. You can browse all students and filter by:
 - a. Campus
 - b. Program
 - c. Course Name
 - d. Student Name



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

1. 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.

FacultyConnect
TIMMINS CAMPUS

Return to List | Demog | Folder | Grades | Reports

C-0004

Student# 201303214 Last Name KING First AMY Middle Sex Female

Limit To: No Category

View Image	Category	Description	Add Date	Change Date	User	Name
View	TRN	2014 Student Transcript	08/08/2014	09/16/2014	JOANE	TRANSCRIPT14
View	TRN	2013 Student Transcript	06/19/2014	08/25/2014	MALLETTEC	TRANSCRIPT13
View						
View						
View						
View						

Do you want to open or save ANGELAPDF from cimsconnect?

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.

FacultyConnect
TIMMINS CAMPUS

Return to List | Demog | Folder | Grades | Reports

TC-0004

Student# 201303214 Last Name KING First AMY Middle Sex Fen

GRADES Course	Sec	Stat	Subject	Teacher	FALL SES	WINT ER S	SUMM ER S	CD & T
B11003	101	S	ANAT&PHYS I	SHEEHC				
CM1913	104	S	COMM I - B	HUGHEE				

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

FacultyConnect

Navigation: Home | List | Demog | Folder | **Grades** | Reports

Student: 201301257 | Last Name: STRINGER | First: MARISSA | Middle: | Sex: Female

Buttons: Current Grades | **Transcript**

Year	Term	AAL	Course	Title	Program	Message	Grade	GPA	Credit Earned	Credit Attempted
2013	2-Summer	NP	GN7230 - 280 - TIME MGMT	Time Management	2013 Paramedic		I	0.0000	0.000	0.000
2013	2-Winter	02	AA2041 - 202 - COM SER LEAR	Community Service Learning	HD99 2013 Paramedic	WITH DISTINCTION	CK	0.0000	0.000	1.000
2013	2-Winter	02	BI2013 - 201 - ANAT&PHYS II	Anatomy and Physiology II	HD99 2013 Paramedic	WITH DISTINCTION	98	4.0000	3.000	3.000
2013	2-Winter	02	BI4308 - 213 - BIOLOGY I	Biology	2013 Paramedic		CO	0.0000	0.000	8.000
2013	2-Winter	02	CH4309 - 219 - CHEMISTRY I	Chemistry	2013 Paramedic		CO	0.0000	0.000	8.000
2013	2-Winter	02	PR2001 - 201 - LIFT/TRANGP2	Patient Lifting & Transfer Techniques II	HD99 2013 Paramedic	WITH DISTINCTION	CK	0.0000	0.000	1.000
2013	2-Winter	02	PR2014 - 201 - PAT.CARE-THE	Patient Care Theory II	HD99 2013 Paramedic	WITH DISTINCTION	90	4.0000	4.000	4.000
2013	2-Winter	02	PR2016 - 201 - AMB.FIELD 1	Ambulance Field Experience I	HD99 2013 Paramedic	WITH DISTINCTION	S	0.0000	0.000	6.000
2013	2-Winter	02	PR2022 - 201 - CRISIS INTER	Crisis Intervention II	HD99 2013 Paramedic	WITH DISTINCTION	97	4.0000	2.000	2.000
2013	2-Winter	02	PR2024 - 201 - PAT.CARE-LAB	Patient Care Procedures II - Laboratory	HD99 2013 Paramedic	WITH DISTINCTION	CK	0.0000	0.000	4.000
2013	2-Winter	02	PR2032 - 201 - ADV SKLS I	Adv Skills for Primary Care - Theory I	HD99 2013 Paramedic	WITH DISTINCTION	54	4.0000	2.000	2.000
2013	2-Winter	02	PR2036 - 201 - FIT & WELL 2	Fitness and Wellness II	HD99 2013 Paramedic	WITH DISTINCTION	83	4.0000	4.000	4.000
2013	1-Fall	01	BI1003 - 101 - ANAT&PHYS I	Anatomy and Physiology I	HD99 2013 Paramedic		91	4.0000	3.000	3.000
2013	1-Fall	01	CM1903 - 108 - COMM I - A	Communications I - Model A	HD99 2013 Paramedic		90	4.0000	3.000	3.000

****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****

- 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.

Buttons: **Current Grades** | Transcript

GRADES Course	Sec	Stat	Subject	Teacher	Transcript Grade	FALL SES	WINTER 5	SUMMER 5
AA1063	102	S	BEHAV INTERV	MCGIRS	60	55		
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		
HS1022	101	S	COM SERV 1YR	QUINN D	CR	CR		
PS1163	103	S	DEV. PSYCH.	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.

FacultyConnect

Back to My Courses SendMsg Logout

Select Campus: TIMMINS CAMPUS AAL: All

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

Program required

Print Students in Program

Sections

Term: Winter

Printing Year Specific Program Pathways

1. 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

https://cimsconnect/FacultyConnect/FacultyAllStu.aspx

FacultyConnect

Back to My Courses SendMsg Logout

Select Campus: *No Campus Selected* AAL: All

Select Program: *No Program Selected*

Select Course: Find: *No Course Selected* Include Students who Dropped Course

Position to Last Name: First Name (no campus): Refresh

Program required

Print Students in Program Timetable

Sections

Term: Winter

Pathway 2015

Include Pre-Requisites

Select Student	Last Name	First Name	Campus	Program	Program Title
View Student	EAKRAM	KISHAN	PC	0	
View Student					

Generating Record of Amendment Forms

1. Faculty Connect holds one of the links for coordinators to generate Record of Amendment forms. The **Student Amendment Form** 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.