

MAY 23, 2023






## FACULTY CONNECT



USER GUIDE

ANGELA BOURGEOIS  
NORTHERN COLLEGE

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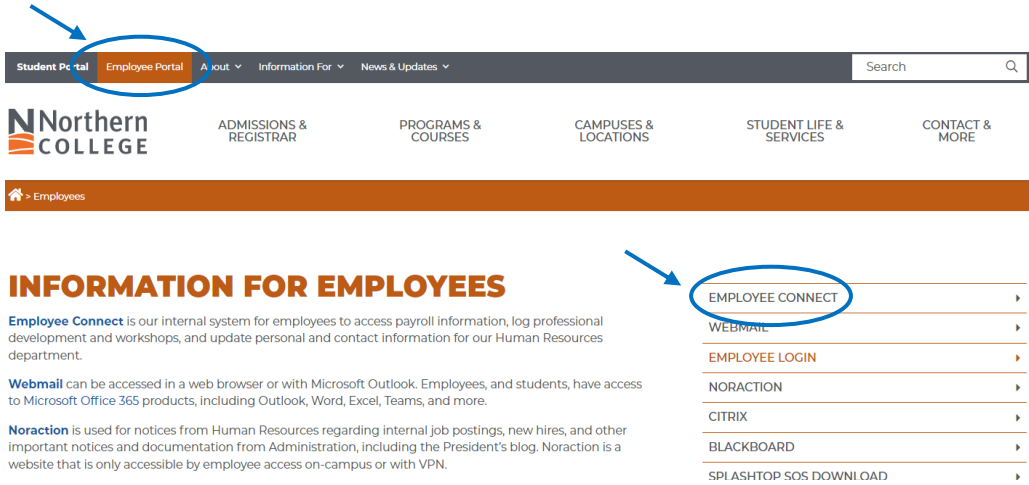
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# Faculty Connect Login

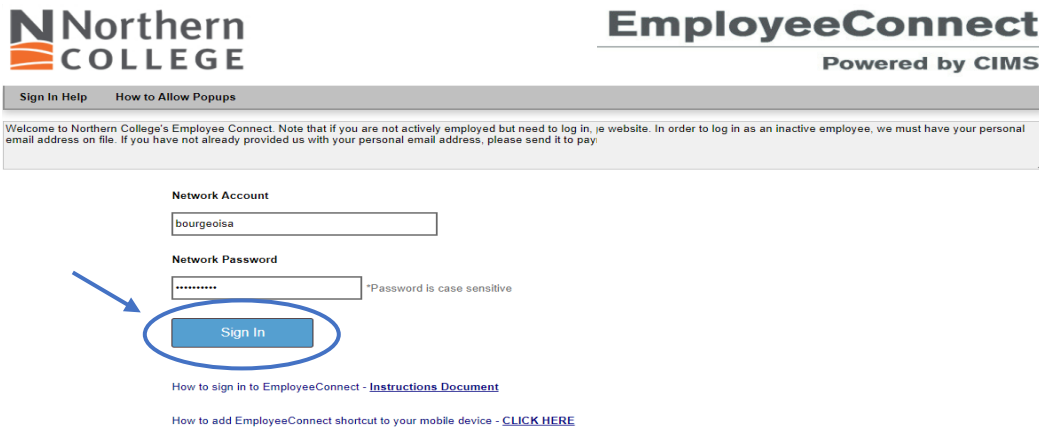
1. Faculty Connect can be accessed by launching Northern College's website (<https://www.northerncollege.ca/>) and clicking on **Employee Portal > Employee Connect**.



2. Enter your network account username and password in the spaces provided.

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

3. Click **Sign In**.



- Once you have signed into Employee Connect, you will see a link to **Faculty Connect** on the right-hand side of the screen.
- Click this button to enter Faculty Connect.

The screenshot displays the EmployeeConnect web interface. At the top, a dark navigation bar contains the text "EC-0024 | Version - 2023.01.26 | Welcome: Angela Bourgeois - 980144" on the left and "Contact Payroll | Contact HR | Help | Tools | Sign Out" on the right. Below this is the "Northern COLLEGE" logo on the left and "EmployeeConnect Powered by CIMS" on the right. A secondary navigation bar includes "Home", "Absences", "Evaluations", "Finance", "Folder", "Payroll", "PD", "Profile", "Resources", and "Workshop".

The main content area is divided into sections:

- Immediate Attention Items:** A box containing two red text alerts: "Expire - FIRST AID/CPR/DEFIBRILLATION 06/08/2020" and "Expire - WHMIS 2015 - GHS 03/02/2021".
- Most Recent Deposit:** A field showing "02/24/2023".
- Current Leave Request:** A field showing "Vacation Day (Current Year) - Support" and a sub-field showing "Approved 04/06/2023 - 04/10/2023".
- Assignment Links:** A section with a blue button labeled "Faculty Connect" circled in blue. A blue arrow points to this button. To its right is a dropdown menu showing "FAC.PC:ANGELA".
- The Bulletin Board:** A section with a yellow header, "# of Bulletins: 1", and "Last Updated: 02/17/2023". Below it, a text box contains the message: "2022 T4s are now available in Employee Connect in your Folder tab. IMPORTANT NOTF - Please be aware that the".

## 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 semester in the **Select Term** section. If it does not refresh automatically, hit **Refresh** once you have entered your desired option.
  - a. Fall
  - b. Winter
  - c. Summer
  - d. All Terms

ROBIND NORCO22 Select Term **WINTER**  Sort by Term/Campus/Course  Sort by Term/Course/Campus Refresh

Include Courses with No Students  
Show 25 entries

Select	Campus	Course	Section	Subject
Select	TIMMINS CAMPUS	SK2208	201	ELECT.THEO 2
Select	TIMMINS CAMPUS	SK2214	201	ELECT.LEV2

View class

List of courses

## Teacher Schedule

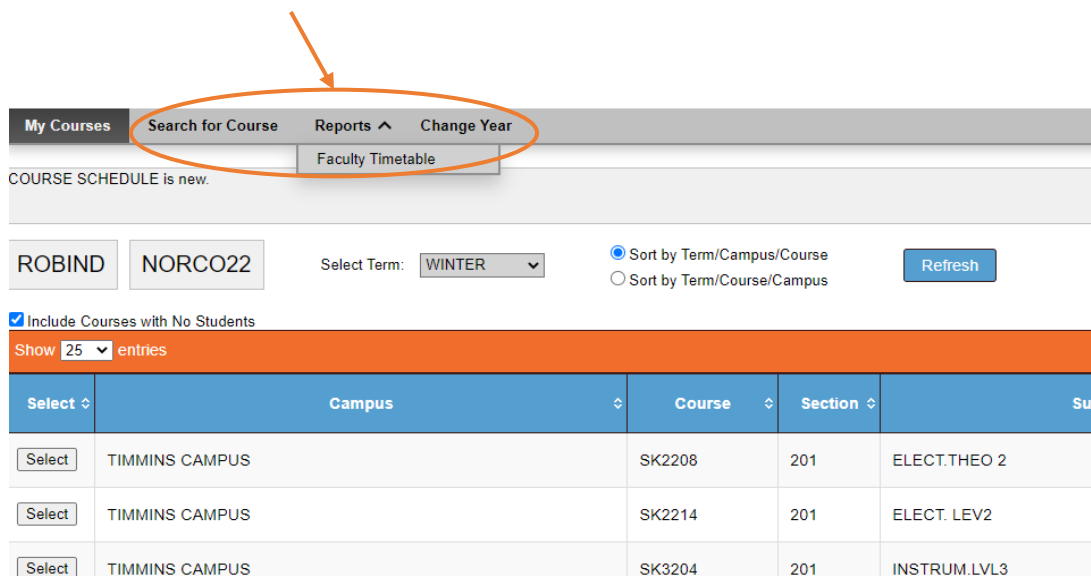
1. From the main **My Courses** screen you can view your teaching schedule. Click the **Reports** tab and choose **Faculty Timetable**.
2. The document will automatically download in pdf format to your Downloads folder.

## Change Year

1. You can change the year of the courses you are viewing by clicking **Change Year** and choosing between the current or upcoming year.

## Search for Course

1. You can view the demographics of any course by clicking on the **Search for Courses** link. This will show you Course ID, Campus, Name, Faculty, Term, Max Cap, # Enrolled, Description, Pre-Req and the Program it attached to.



The screenshot shows the 'My Courses' interface. At the top, there is a navigation bar with tabs: 'My Courses', 'Search for Course', 'Reports ^', and 'Change Year'. The 'Search for Course' tab is highlighted with an orange circle, and an orange arrow points to it from above. Below the navigation bar, there is a sub-tab for 'Faculty Timetable'. The main content area displays course information for 'ROBIND' and 'NORCO22'. It includes a 'Select Term' dropdown set to 'WINTER', sorting options ('Sort by Term/Campus/Course' selected), and a 'Refresh' button. A checkbox for 'Include Courses with No Students' is checked. Below this, there is a table with columns: 'Select', 'Campus', 'Course', 'Section', and 'Su'. The table contains three rows of course data.

Select	Campus	Course	Section	Su
Select	TIMMINS CAMPUS	SK2208	201	ELECT.THEO 2
Select	TIMMINS CAMPUS	SK2214	201	ELECT. LEV2
Select	TIMMINS CAMPUS	SK3204	201	INSTRUM.LVL3

## Student List 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 a list of all students registered within that course. You can print this list or download a copy in a pdf or excel format.

## Student Demographic Screen

1. From the student list screen, you can click on **View** to reach the **Student Demographic** screen that provides the following additional information:

Select Student	Student#	Course	Section	Alert	First Name	Last Name	Fee Type	Status	Program	AAL	Program Title
<a href="#">View</a>	201201179	SK2208	201		NOLAN	ARCHIBALD	R		W0671 2022	01	Electrical Apprenticeship - Intermediate
<a href="#">View</a>	200703461	SK2208	201		RYAN	BARRETTE	R		W0671 2022	01	Electrical Apprenticeship - Intermediate
<a href="#">View</a>	201400342	SK2208	201	Red Alert	KIEVAN	BECKETT	R		W0671 2022 M001 1609	01	Electrical Apprenticeship - Intermediate
<a href="#">View</a>	201403185	SK2208	201	Red Alert	DALTON	BRUCE	R		W0671 2022 T007 1509	01	Electrical Apprenticeship - Intermediate Electrical Engineering Technician
<a href="#">View</a>	201907986	SK2208	201		BRAEDEN	BYRNES	R		W0671 2022 H099 2009	01	Electrical Apprenticeship - Intermediate Paramedic
<a href="#">View</a>	202105623	SK2208	201		CODY	CLEMENT	R		W0671 2022	01	Electrical Apprenticeship - Intermediate

- Name
- Student Number
- Gender
- Campus, Program & Term
- Birth Date
- Age
- Phone Number
- College & Personal email address
- Student Picture
- Student Picture (if uploaded)

2. You can also click on the **Schedule** link to see the students schedule on screen or choose the **Reports** link to download a copy of the students' schedule.

Return to List Demog Folder Reports Schedule

Student #: 200703461  
 Last Name: BARRETTE  
 First: RYAN Middle: RAYMOND  
 Gender: Male

Campus: TIMMINS CAMPUS  
 Program: W0671 | 2022 | Electrical Apprenticeship - Intermediate  
 AAL: 01

Alternate Program:   
 OCAS Program:

Student EMAIL: Ryan.Barette@ontarionorthland.ca  
 College EMAIL: barretter10@northern.on.ca  
 Birth Date: 03/27/1990 Age: 33

3. Click on **Return to List** to go back to your student listing for that course.

## Input Student Grades

- From the **Student List** screen, you can input student grades. Click on **Input Grades**.

The screenshot shows the 'Student List' interface. At the top, there is a navigation bar with tabs: 'Back to My Courses', 'Student List', 'Input Grades', 'Send Message', and 'Reports'. A red arrow points to the 'Input Grades' tab. Below the navigation bar, there are input fields for 'ROBIND', 'NORCO22', a checkbox for 'Include Dropped', 'Term' set to '2', and '#Students'. Below these fields, there is a table with columns: 'Select Student', 'Student#', 'Course', 'Section', 'Alert', and 'Firs'. The table contains three rows of student data. The first row has a 'View' button, student ID 201201179, course SK2214, section 201, and name NOLAN. The second row has a 'View' button, student ID 200703461, course SK2214, section 201, and name RYAN. The third row has a 'View' button, student ID 201400342, course SK2214, section 201, a red 'STOP' icon in the 'Alert' column, and name KIEVAN. Above the table, there are buttons for 'Print', 'Print Current Page', 'PDF', 'Excel', and 'Copy'.

- 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 S for Supplemental, CR for credit and CO for continue.

The screenshot shows the 'Student Grades' input form for student ANGELA PN1004 101. The form includes a 'Save' button, a 'Worksheet Format' dropdown set to 'ENTER FALL FINAL MARKS', and a 'Term' dropdown set to 'FAL'. Below these fields, there is a 'Grade Change Date' field with dates 09/01/2014 and 12/31/2014. A red circle highlights the 'FALL' column header in the table below. The table has columns: 'First Name', 'Last Name', 'Course', 'Sec', 'FALL', 'SPR', 'MIS', and 'Comment Text'. The table contains 13 rows of student data. The first row is ADU GIFTY, PN1004 101. The second row is BEHARRIELL KIERSTEN, PN1004 101. The third row is COCHRANE NATALIE, PN1004 101. The fourth row is COLEMAN ALYSHA, PN1004 101. The fifth row is FAUCHER MYSHA, PN1004 101. The sixth row is FERA SHERRY-ANNE, PN1004 101. The seventh row is GAUDET MELISSA, PN1004 101. The eighth row is SOUDREAU EMILIE, PN1004 101. The ninth row is GUENETTE JULIE, PN1004 101. The tenth row is GUERTIN JENNA, PN1004 101. The eleventh row is HICKEY ROBERT, PN1004 101. The twelfth row is IMRAN NASIRA, PN1004 101. The thirteenth row is KING AMY, PN1004 101.

- 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.



## Reports - Class List & Grade Verification List

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

2.

The screenshot shows the 'Student List' interface. At the top, there is a navigation bar with tabs: 'Back to My Courses', 'Student List', 'Input Grades', 'Send Message', 'Reports', and 'Catalogue'. The 'Reports' tab is selected and has a dropdown menu open, showing 'Course Grid List' and 'Grade Verification'. A red circle highlights the 'Reports' tab and its dropdown menu, with a red arrow pointing to the 'Reports' tab. Below the navigation bar, there are input fields for 'ROBIND' and 'NORCO22', a checkbox for 'Include Dropped', a 'Term' dropdown set to '2', a '#Students' field set to '16', and a 'Print' button. Below this is a table with an orange header bar containing 'Show 25 entries' and buttons for 'Print', 'Print Current Page', 'PDF', 'Excel', 'Copy', and 'Column Visibility'. The table has columns: 'Select Student', 'Student#', 'Course', 'Section', 'Alert', and 'First Name'. Two rows are visible, each with a 'View' button in the 'Select Student' column.

Select Student	Student#	Course	Section	Alert	First Name
<a href="#">View</a>	201201179	SK2214	201		NOLAN
<a href="#">View</a>	200703461	SK2214	201		RYAN

## - Coordinator Access Only -

### All Students Tab - Coordinator

- 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, ROA's or Documentation on file for that student.

COURSE SCHEDULE is new.

ANGELA NORCO22 Select Term: SUMMER

Sort by Term/Campus/ (selected) Sort by Term/Course/C

Include Courses with No Students

Show 25 entries

Select	Campus	Course
--------	--------	--------

- You can browse all students and filter by:
  - Campus
  - Program
  - Semester (AAL)
  - Course Name
  - Student Name
  - Student #

Filter here

Back to My Courses Change Year Send Message

Select Campus: No Campus Selected\* NORCO22

Select Program: No Program Selected\*

AAL: All

Select Course: Find No Course Selected\*

Include Students who Dropped this Course

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

Position to Student#: Refresh

Print Students in Program Print Program Timetable Print Program Pathway

\*Program Required \*Program Required \*Program Required

Format Sections \*Term Required Version 2023

Term Summer \*Term Not Required

Include Pre-Requisites

Print Statistics

Maximum 200 students listed \*\*

Show 25 entries

Select Student	Student#	Last Name	First Name	Campus	Program	Program
<a href="#">View Student</a>	201705911	--	AAKASHDEEP	PC	0	
<a href="#">View Student</a>	201703654	--	ARPIT KAUR	PC	0	
<a href="#">View Student</a>	201704109	--	HARMANJOT	PC	0	

- Click **View Student** to launch a new window to see all student demographic information, folder info (ROA's, transcripts), grades, program map & /or schedule.

## Print Students in a Program (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.

## 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 **Print Program Pathway** button to run and download the report.

## Print Program Timetable

1. From the All Students tab you can generate a program timetable for any program. Choose the campus and program name in the drop down menus and select the term you want to run.
2. Click on the **Print Program Timetable** button to run and download the report.

select Campus: TIMMINS CAMPUS NORCO22

select Program: T007W Electrical Engineering Technician

AL: All

select Course: [Find] \*No Course Selected\*

Include Students who Dropped this Course

osition to Last Name: [ ] First Name (no campus): [ ]

osition to Student#: [ ] Refresh

Format: Sections \*Term Required: [ ] Version: 2019

Term: Summer \*Term Not Required: [ ]

Include Pre-Requisites

Print Statistics

how 25 entries

Select Student	Student#	Last Name	First Name	Campus	Program	Program Title
View Student	202104046	AMRINDERPAL SINGH	AMRINDERPAL	PC	T007W 2022	Electrical Engineering Technician

## View Student List Screen – Coordinator

### View Student Transcripts & ROA's

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. Click **View** to download and view the report. It will automatically save to your Downloads folder.

Return to List Demog **Folder** Grades Program Map Reports Schedule

Student #: 202003024  
Last Name: BOURGEOIS  
First: AIDEN Middle:   
Gender: Male

Limit To: ..No Category..

Show 25 entries

View Image	Category	Description	Add Date	C
View	RAF	Record Amendment Form	2022/01/10	2022/01
View	RAF	Record Amendment Form	2022/01/04	2022/01

### View Student Grades

1. Click on the **Grades** tab to access the students' grades. The default landing for this page is on the **Transcript** screen where you can view all previous grades on file. To access current semester grades only click on **the Current Grades** button or choose **Print** to print a copy of the grades.

Return to List Demog Folder **Grades** Program Map Reports Schedule

Student #: 202003024  
Last Name: BOURGEOIS  
First: AIDEN Middle:   
Gender: Male

Current Grades Transcript Print

Transcript Grades

Show 25 entries

Campus	Year	Term	AAL	Course	Title	Program	Message	Gr
TIMMINS CAMPUS	2022	2-Winter	04	EE2014 - 201 : ELECTRI MACH	Electrical Machines I	T007 2021 Electrical Engineering Technician	WITH DISTINCTION - GRADUATED WITH HONOURS	89
TIMMINS CAMPUS	2022	2-Winter	04	EE4013 - 201 : DATA CABLING	Data Cabling	T007 2021 Electrical Engineering Technician	WITH DISTINCTION - GRADUATED WITH HONOURS	95
TIMMINS CAMPUS	2022	2-Winter	04	EE4043 - 201 : P.L.C. I	Programmable Logic Control I	T007 2021 Electrical Engineering Technician	WITH DISTINCTION - GRADUATED WITH HONOURS	85
TIMMINS CAMPUS	2022	2-Winter	04	EE4103 - 201 : POWER SYSTEM	Power Systems	T007 2021 Electrical Engineering Technician	WITH DISTINCTION - GRADUATED WITH HONOURS	89
TIMMINS CAMPUS	2022	2-Winter	04	EE5003 - 201 : INSTRUMENTAT	Instrumentation	T007 2021 Electrical Engineering Technician	WITH DISTINCTION - GRADUATED WITH HONOURS	99

## View Program Map

1. Click on **Program Map** to see a complete program mapping for the program that student is taking. This screen will list the course, status of the course, semester taken, whether its mandatory or elective, name of the course, any pre-reqs, co-reqs, minimum marks, student mark, credit weight and credit earned. You can Print this screen, save it as a pdf or excel file or copy the information to the clipboard to paste it elsewhere. You can also manipulate the column visibility to your requirements.

Return to List Demog Folder Grades **Program Map** Reports Schedule

Student #: 202003024  
 Last Name: BOURGEOIS  
 First: AIDEN Middle:   
 Gender: Male

Show 25 entries

Graduation Date	Program	Year	Term	Status
23/06/09	T007	2021	2	F

Showing 1 to 1 of 1 entries

Select Program: T007 2021 : Electrical Engineering Technician

Note: This program map is for illustration purposes and it is the responsibility of the student to ensure that all program requirements, prerequisites and co-requisites are met.

Print Print Current Page PDF Excel Copy Column Visibility **Report Options**

Status	AAL	Type	Course	Title	Pre-Req	Co-Req
<i>*Not Official*</i>				<b>BOURGEOIS, AIDEN</b>		<b>T007 2021 : Electrical Engineering Technician</b>
	Year 1 Semester 1 Fall					
Complete	1	Mandatory	CM1903	Communications I - Model A		
Complete	1	Mandatory	EE1206	Electrical Fundamentals		IT1024
Complete	1	Mandatory	EE3204	Measuring Instruments		
Complete	1	Mandatory	IT1024	Introduction to Business		

## View Student Schedule

1. Click on **Schedule** for a quick look at the student's schedule on screen or choose Report > **Student Grid Schedule** to download a copy of the schedule into your Downloads folder.

Return to List Demog Folder Grades Program Map Reports **Schedule**

Student #: 202003024  
 Last Name: BOURGEOIS  
 First: AIDEN Middle:   
 Gender: Male

**Student Schedule**

Show 25 entries

Campus	Term	Course	Section	Subject	Instructor	
PC	1	EE1034	101	DIGITAL CIRC	R. DUBEAULT	F106
PC	1	EE3014	101	3 PHASE THEO	D. ELLIOTT	F104
PC	1	EE3114	101	ELEC.MTR CON	M. VEILLEUX	F024
PC	1	GN2133	101	LAW & ETHICS	J. SULLIVAN	OFS
PC	1	IN3263	101	EMBED PRG/NT	S. STORRING	F106

## Generating Record of Amendment Forms /Internal Transfer Credit Forms

1. Faculty Connect holds one of the links for coordinators to generate a Record of Amendment Form as well as an Internal Transfer Credit Form. These links are 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.

The screenshot shows a student demographic form with the following fields and values:

Student #:	202104046		
Last Name:	AMRINDERPAL SINGH		
First:	AMRINDERPAL	Middle:	
Gender:	Male		
<b><u>Internal Transfer Credit Form</u></b> <b><u>Student Amendment Form</u></b>			
Campus:	TIMMINS CAMPUS		
Program:	T007W	2022	Electrical Engineering Technician
AAL:	02		
Alternate Program:			
OCAS Program:			
Student EMAIL:	amrinderpalsingh.wmk@gmail.com		
College EMAIL:	amrinderpalam1@northern.on.ca		
Birth Date:	06/10/2002	Age:	20
Phone#:	(705)288-9794	Unlisted?:	N

Two purple arrows point to the circled links: one to 'Internal Transfer Credit Form' and one to 'Student Amendment Form'.