



## SIS for Faculty

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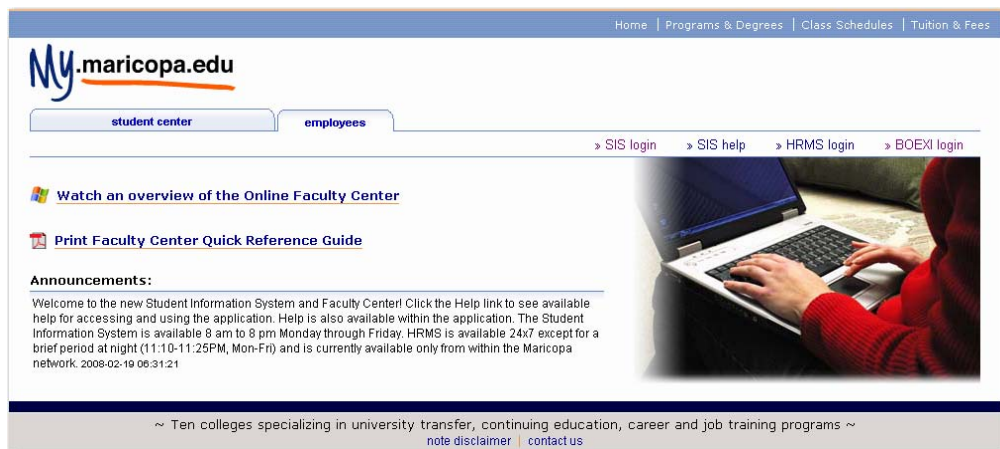
# FERPA Tutorial

In 1974, Congress enacted the Family Educational Rights and Privacy Act (FERPA), which places restrictions on the release of student records. **Everyone who needs to access SIS must complete the online FERPA tutorial before their account will be activated.**

You will find the FERPA tutorial at: <http://www.maricopa.edu/legal/ferpa/>

Once you have finished the tutorial, you will fill out the Online Completion Form. This will send an alert to the PVCC SIS Security Administrator, Shirley Green, that you have completed the tutorial so she can unlock your SIS account.


## Login to SIS Faculty Center



1.	Go to <a href="http://my.maricopa.edu">http://my.maricopa.edu</a> .
2.	Click the <b>employees</b> tab.
3.	Click the <b>SIS login</b> link.
4.	Enter your <b>MEID</b> (Maricopa Enterprise ID) into the <b>User ID</b> field.
5.	Enter your password into the <b>Password</b> field.
6.	Click the <b>Sign In</b> button.
7.	Click Employee Self Service.
8.	Click Faculty Center.


The screenshot shows the Faculty Center interface for William Petkovich. At the top, there is a 'My Info' dropdown menu with a double arrow button next to it. Below this, the user's name and 'Faculty Center' are displayed. The main content area shows the current term as 'Fall 2008 | Paradise Valley Comm College' with a green 'change term' button. There are three radio buttons for filtering: 'Show all classes', 'Only classes with enrollment', and 'View My Weekly Schedule'. Below these are links for 'Class Roster', 'Grade Roster', and 'Learning Management System'. A table titled 'My Teaching Schedule > Fall 2008 > Paradise Valley Comm College' lists two classes: ENG 101-0001 LEC 13292 and ENG 102-0036 LEC 13374. Below the table is a 'My Favorite Websites' section with an 'EDIT MY FAVORITE WEBSITES' button. At the bottom, there are navigation links for 'Faculty Center', 'Advisement', 'Class Search', 'Faculty Search', and 'Learning Management Systems'.

Callout boxes provide the following instructions:

- Click here to Set User Preferences:** Points to the 'My Info' dropdown menu.
- Click the Change term button to change term (semester) and/or college.** Points to the 'change term' button.
- Click here for calendar view of your schedule.** Points to the 'View My Weekly Schedule' radio button.
- Classes using Blackboard will have  next to them. Click it to open the Blackboard Login page.** Points to the Blackboard icon in the class list.
- View Class Roster:** Points to the 'Class Roster' link.
- View Grade Roster:** Points to the 'Grade Roster' link.
- Click Class ID link to view detailed class information.** Points to the class ID link in the table.

## Set User Preferences

**VERY IMPORTANT:** You will not be able to enter grades in the grade roster unless you set User Preferences.

1.	Click the <b>My Info</b> down arrow and select <b>User Preferences</b> .
2.	Click the double arrow button  .
3.	At <b>Institution</b> select Paradise Valley Community College. <b>Note:</b> If you teach for more than one college, select one to be your primary college. You will be able to use the green Change Term button to switch between colleges but one college must be selected in your Preferences.
4.	You are not required to make selections at Academic Career, Term, or Aid Year.
5.	Click Save.
6.	Click OK at the Save Confirmation screen.
7.	Click the Return to Faculty Center button.

# Faculty Center Viewing Options



It may be helpful to temporarily hide the Menu while viewing the Faculty Center.

To do this, click the **Collapse Menu** button



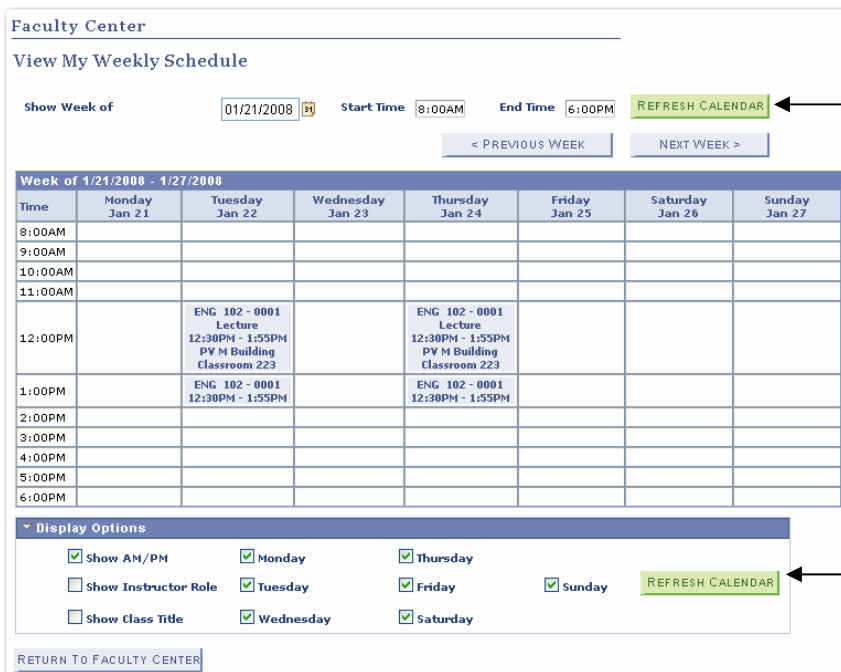
To redisplay the Menu, click the **Expand Menu** button



## View your Weekly Schedule



To view a calendar view of your weekly teaching schedule, click the **View My Weekly Schedule** radio button. The Weekly Schedule defaults to the first week of the term for the institution selected.



Show Week of Date, Start Time, and End Time can be changed to fit your schedule; then click Refresh Calendar




Use checkboxes to change Display Options; then click Refresh Calendar

The “Show Week Of” date can be changed as well as the Start Time and End Time. You must click the Refresh Calendar button after making changes.

- To change the week displayed, click the calendar icon ; then click Refresh Calendar. You can also scroll through the weeks using the Previous Week and Next Week buttons.
- Triple-click the Start Time or End Time to change it, then click Refresh Calendar.
- Below the calendar view are some additional display options. These display options can be changed and the view updated by clicking on the Refresh Calendar button.
- When you are finished viewing your teaching calendar, click the **Return to Faculty Center** button.

# View Class Details

1. Click the **Class link** to view class details including description, meeting dates and times, units, Instructor, location, total enrollment, available seats.

  	<a href="#">ENG 101-0001</a> <a href="#">LEC 13292</a>	First-Year Composition (Lecture)	17	TuTh 12:30PM - 1:55PM	M 223 - Classroom	Sep 9, 2008- Dec 11, 2008
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Click here to view class details.

**CLASS DETAILS**

<b>Status</b>	● Open	<b>Career</b>	Credit
<b>Class Number</b>	30445	<b>Dates</b>	1/22/2008 - 5/1/2008
<b>Session</b>	Dynamic Dated	<b>Grading</b>	Standard Letter Grades
<b>Units</b>	3 units	<b>Location</b>	Paradise Valley Comm College
<b>Instruction Mode</b>	In Person	<b>Campus</b>	Paradise Valley Comm College
<b>Class Components</b>	Lecture      Required		

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**Meeting Information**

Days & Times	Room	Instructor	Meeting Dates
TuTh 12:30PM - 1:55PM	M 223 - Classroom	Chrystle Hall	1/22/2008 - 5/1/2008

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**ENROLLMENT INFORMATION**

**Enrollment Requirements**      Prerequisites: ENG101 with a grade of "C" or better.

**Class Attributes**                      First-Year Composition (FYC)

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**CLASS AVAILABILITY**

<b>Class Capacity</b>	25	<b>Wait List Capacity</b>	0
<b>Enrollment Total</b>	24	<b>Wait List Total</b>	0
<b>Available Seats</b>	1		

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**Notes**

**Class Notes**                      Prerequisite Required - See Catalog

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**DESCRIPTION**

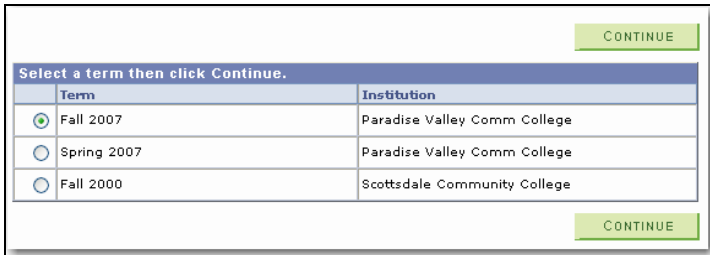
Emphasis on rhetoric and composition with a focus on persuasive, research-based writing and understanding writing as a process. Developing advanced college-level writing strategies through three or more writing projects comprising at least 4,000 words in total.

[CLOSE](#)

2. To return to the Faculty Center, click the **Close** button.

## View and Print Class Roster

1. Click on **Employee Self Service** and then **Faculty Center**.  
Links for the classes you are teaching will display.
2. If you teach for more than one college and for multiple terms, you can select a different term/college by clicking the  button. This will display a list of all the terms/colleges. Click the radio button to select the term/college you want to view. Then click Continue.



Select a term then click Continue.	
Term	Institution
<input checked="" type="radio"/> Fall 2007	Paradise Valley Comm College
<input type="radio"/> Spring 2007	Paradise Valley Comm College
<input type="radio"/> Fall 2000	Scottsdale Community College

3. Click the Class Roster icon. 

The Class Roster displays the Student ID, Name, Grade Basis, Units (Credits), Start Date, End Date (OE/OE classes only), Program, Plan, and Level for each student enrolled.

Names that appear as a link indicate that an email address has been entered for that student. The email functionality of the database will not be available at go-live. However, an instructor can still click on the name link and access the student's email address to send an email to the student from an email client not connected to the database.


An OE/OE Roster can be sorted by the Start Date column by clicking Start Date header. In addition, by entering a date in the Start Date field, the roster will then only include those students with the selected start date and beyond.

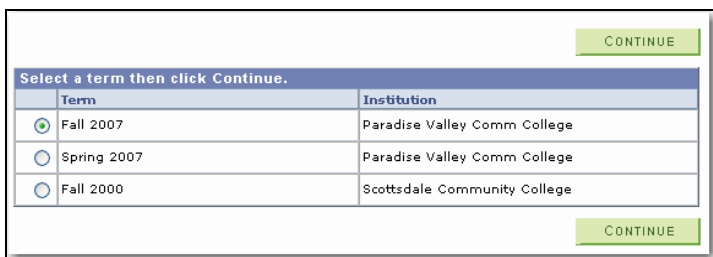
4. The **Enrollment Status** defaults to Enrolled. This can be changed by selecting All, Dropped, or Enrolled. The user would then click the Change button and the roster will be refreshed to show only those students with the enrollment status selected.
5. To print a roster, click the **Printer Friendly Version** button at the bottom of the roster.
6. Click the right mouse button on the roster; then select Print from the menu that displays.
7. Click the **Cancel** button (bottom of roster) to exit from the Printer Friendly version.
8. The Return button (bottom of roster) will return you to the Faculty Center. The Grade Roster button will take you directly to the Grade Roster.



<a href="#">RETURN</a>	<a href="#">GRADE ROSTER</a>
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# Submit Final Grades through Faculty Center

1. Click on **Employee Self Service** and then **Faculty Center**.  
Links for the classes you are teaching will display.
2. If you teach for more than one college and for multiple terms, you can select a different term/college by clicking the  button.
3. This will display a list of all the terms/colleges. Click the radio button to **select the term/college** you want to view. Then click **Continue**.



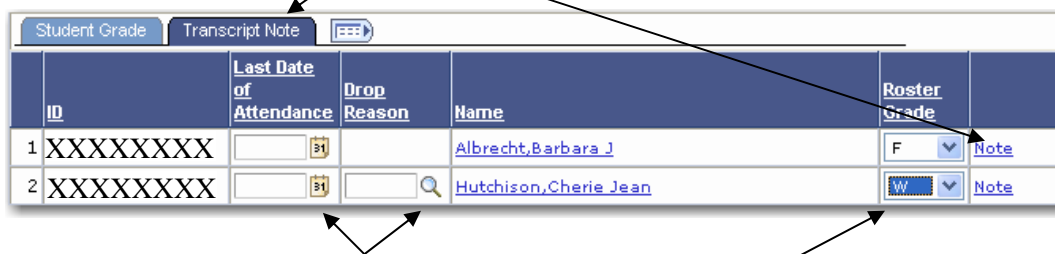
Term	Institution
<input checked="" type="radio"/> Fall 2007	Paradise Valley Comm College
<input type="radio"/> Spring 2007	Paradise Valley Comm College
<input type="radio"/> Fall 2000	Scottsdale Community College





4. Click the Grade Roster icon  for the class you wish to grade.



Class	Class Name	Enrolled	Days and Time	Room	Class Dates
 <a href="#">AAA 115-0008</a> <a href="#">LEC 34846</a>	Creating College Success (Lecture)	20	We 6:30PM - 8:10PM	M 129 - Classroom	Jan 16, 2008 - Mar 5, 2008

5. It is recommended to use the **Transcript Note** tab to enter the grades. It is less busy looking, and **this tab contains a Note link that is required when entering an I grade.**




ID	Last Date of Attendance	Drop Reason	Name	Roster Grade
1 XXXXXXXX	<input type="text"/> 	<input type="text"/>	<a href="#">Albrecht, Barbara J</a>	F <a href="#">Note</a>
2 XXXXXXXX	<input type="text"/> 	<input type="text"/> 	<a href="#">Hutchison, Cherie Jean</a>	 <a href="#">Note</a>

6. Use the drop-down boxes under the Roster Grade column to select and assign a grade to each student.

**Note: If the Grade Roster drop-down menu does not display grades, you need to set your User Preferences. See page 2 for instructions. Once you have set User Preferences, the grades will appear in the Grade Roster drop-down menu.**

Grades will only be available for the grading basis attached to the student. For example, if a student has a P/Z Grading Basis the only grades that will appear are P, Z, W and I.

**Entering a Grade of F or Z** opens the Last Date of Attendance (LDA) field. A date must be entered before the grade roster can be saved. Click the  icon to select the LDA.

**Entering a Grade of W or Y** opens the LDA field along with the Drop Reason field.

Click the  icon to display a list of Drop Reasons.


7. Once grades have been added for each student, Click the **Save** button.

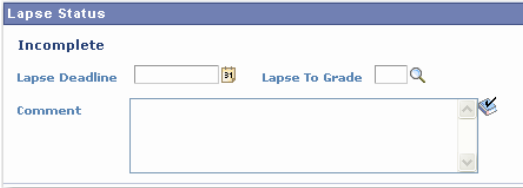
**Note:** Although it may not appear that your grades have been “submitted,” clicking Save is all that is required to submit your grades. Grades are posted to the students’ records through an automatic overnight process. You can verify this has occurred by viewing your grade roster the next day. You will see the posted grade in the Official Grade column, and you will no longer be able to change the grade from your online grade roster. **Once grades are posted, changes must be made by submitting a paper grade change form to the Admissions and Records office.**



8. If you wish to print the grade roster,  
Click the **Printer Friendly Version** button at the bottom of the roster.  
Click the right mouse button on the roster; then select Print from the menu that displays.  
Click the Cancel button (bottom of roster) to exit from the Printer Friendly version.
9. Click the **Return** button to return to the Faculty Center.

## Entering a Grade of Incomplete

The Incomplete Contract information must be entered and is found using the Note link.

1. Select **I** (Incomplete) in the Roster Grade column.
2. Click the **Note** link (**ensure you are on the Transcript Note tab**).
3. Click the **Incomplete Detail** Button. 



4. Click in the **Lapse Deadline** field. Click the  icon to select the deadline by which the student must complete the assignments. District policy only allows 7 months maximum from grade date.
5. Use the  icon to enter the **Lapse to Grade**. This is the grade the student is to receive if they do not complete the work by the Lapse Deadline.
6. Enter information in the **Comment field** as to what the the student must accomplish to reach a desired grade.

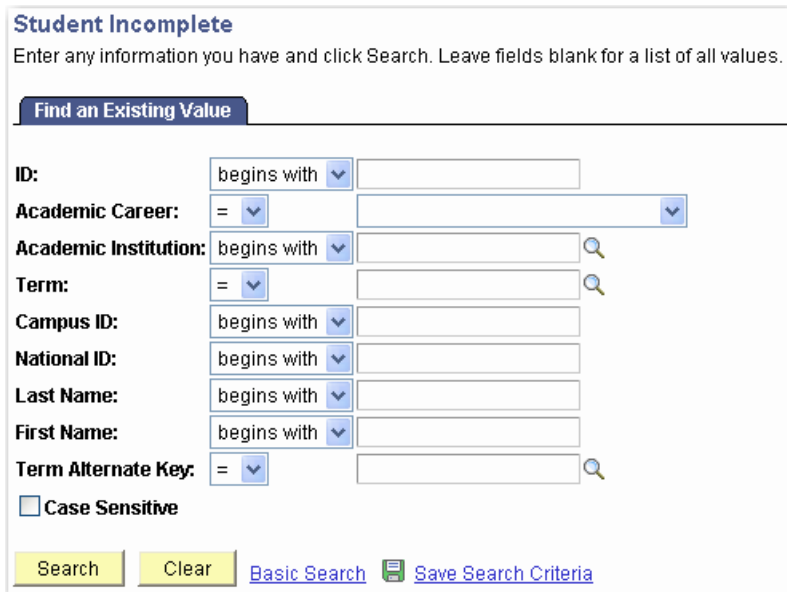
**Note: It is highly recommended that you print 2 copies of the incomplete grade information; one for the student and one for your records.**

7. Click the **OK** button twice to return to the grade roster.

## View Incomplete Grade Info after Grades are Posted

Once an Incomplete Grade is posted, the Incomplete Contract information is no longer visible from the Grade Roster in the Faculty Center.

1. Navigate to **Records and Enrollment>Student Term Information>Student Incomplete.**



The screenshot shows a web form titled "Student Incomplete". Below the title is a instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There is a button labeled "Find an Existing Value". The form contains several search criteria, each with a dropdown menu and a text input field: "ID:" (dropdown: "begins with"), "Academic Career:" (dropdown: "="), "Academic Institution:" (dropdown: "begins with"), "Term:" (dropdown: "="), "Campus ID:" (dropdown: "begins with"), "National ID:" (dropdown: "begins with"), "Last Name:" (dropdown: "begins with"), "First Name:" (dropdown: "begins with"), and "Term Alternate Key:" (dropdown: "="). There is also a checkbox for "Case Sensitive". At the bottom, there are buttons for "Search" and "Clear", and links for "Basic Search" and "Save Search Criteria".

2. Enter information to search for the student incomplete you wish to view.

You may search for the student by entering their SIS ID number or by entering their Last and First Name.

Additionally, you should enter the following:

Academic Institution: select your college

Term: (optional) enter the term in which the Incomplete was assigned






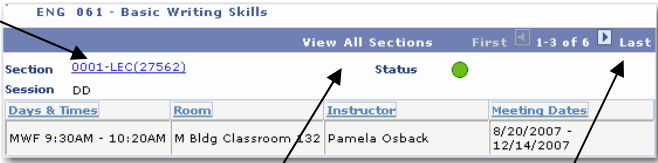


3. Click **Search**.

## Edit My Favorite Websites

Can be used to add links to websites the instructor would like quick access to while using Faculty Center.

1. From within the Faculty Center, click the **Edit My Favorite Websites** button.
2. For each website, enter a **Link Name** and the **full web address** for the site.
3. Click **Save**.
4. Click the **Return** button to return to the Faculty Center.

## Search for a Class (search the class schedule)

1.	Click on <b>Employee Self Service</b> and then <b>Faculty Center</b> .
2.	Click the <b>Class Search</b> link at the bottom of the Faculty Center window.
3.	Click the <b>Institution</b> list and select the desired college.  To search across all Maricopa colleges, leave the institution field blank. If you have set User Defaults for institution, you will not be able to leave the institution field blank until you clear the default.
4.	At <b>Term</b> (semester), click the Lookup icon  and select the desired term.  <b>Note:</b> An instructor can also Browse the Catalog by selecting the Browse Catalog radio button.
5.	Click the  button.
6.	Enter the 3 letter course prefix into the <b>Course Subject</b> field. (e.g. <b>eng</b> ).  <b>Hint:</b> You could also use the green select subject button to find and enter a Course Subject.
7.	Enter the desired information into the <b>Course Number</b> field. (e.g. <b>101</b> ).  <b>At least two search criteria must be selected.</b> The Show Open Classes Only check box defaults as selected and is considered as one of the two required criteria.  Use the <b>Legacy Section Number</b> field to conduct a search for section numbers as they were created in the Legacy system.
8.	Click  to further define your search criteria to include meeting times/days, instructor name, key words, etc.
9.	Click the <b>Search</b> button.   When there are over 50 classes found, the system will display a message asking if you would like to continue. You can choose Cancel and discontinue the search or click the OK button to continue.
10.	Click the Section link to view class detail information.   You may need to Click the  link or click the  in order to view all classes within the chosen subject.