Faculty Tools

This area is used to gain access to documents and information pertaining to the classes you are teaching. For more detailed information on the options under this area, see the Advisor Tools document. This document can be found under the My Siena link on the Siena Training Web Site (My Siena, Quick Links, Division of Information Technology, Training Assistance Site).

My Courses
The My Courses area provides access to course class lists, details about the course such as the prerequisite, and a link to grade entry.

✦ Click My Courses in the Faculty Tools category under My Tools (see illustration below).

✦ The Faculty Course Control window will display (see illustration below). This window lists all the courses you are teaching for the semester.

✦ To change the semester for which the courses are listed, click the Term list arrow.
✦ Select the program from the Program list. The options are: All, Graduate, or Undergraduate.
✦ Click the View Courses button.
✦ The courses for the specified semester will display.

Attended Last
This area should be used to specify when a student last attended a course that you are teaching.

✦ Click the Attended Last link in the Faculty Course Control category under My Tools.
✦ The Set Options window will display (see illustration on next page).
✦ Select the appropriate options under Program and Session.
✦ Input the Year for the term for which the grades are being submitted.
✦ Click Submit Options.
The **Update Attendance** window will display (see illustration below).

- Click the course for which the **Attended Last** update is to be entered.
- Click the **Submit** button.
- The second screen of **Update Attendance** will display.
- The names of the students in the course will be listed.
- Click the check box next to the name if the student has never attended the selected course.
- If the student has stopped attending, input the date of last attendance in the appropriate box.
- Click the **Submit** button.

**Class Lists**
This option will display a list of the students in the course.
- Click **My Courses** in the **Faculty Tools** category under **My Tools** (see illustration below).

- Click the list arrow under **Go Directly To** for the course for which the information is to be displayed (see illustration below).

- Select **Class Lists** from the list.
- The **Class Lists** window will display (see illustration on next page).
To email specified students in the course:
★ Click the check box under Email for the student(s) to whom the message is to be sent.
★ Click the Email Selected Students link.
★ The Email window will display.

To send an Email to all the students in the course, click the E-mail All Students link.
★ To send a list of the students to Microsoft Excel, click the Export to Excel button.
★ Click the Faculty Course Control link (see illustration above). DO NOT use the Back button on the Browser toolbar.

Set Options for Class Lists
★ Click the Set Options button in the upper left corner of the window.
★ The Set Options window will display (see illustration below).

★ Click the check boxes for any of the desired options.
★ Click the Save button.

NOTE: Setting these options will affect the Class Lists portlet on all pages of the portal.
Grade Entry
This area is used to enter the Midterm and Final grades for the selected course.

- Click the Grade Entry link under the Faculty Tools area.
- Click the View Course List link.
- The Grade Entry window will display (see illustration below).

- Click the Course link for the course for which the grades are to be submitted.
  or
- Click the My Courses link under Faculty Tools.
- Click the list arrow under Go Directly To for the course for which the information is to be displayed.
- Select Grade Entry from the list.
- The Update Student Grades window will display (see illustration below).
† In the **Student List** select the class for which the grades are to be entered.
† Click the list arrow next to the name of each student and select the grade.
† To set **Default Options**:
  ✫ Click the **Default Grade** list arrow to view a list of grades that will appear in all the grade boxes for the students.
  ✫ Click the **Set Default Grade** button to insert the grades for the students.
  ✫ To set the **Default Last Date of Attendance** do one of the following:
    ✫ Input a date into the appropriate text box.
    ✫ Click the **Calendar Icon** and select the appropriate date.
  ✫ Click **Set Default LDoA** button.
    ✫ This date is required if a student receives an “E” or an Incomplete (I) in the course.
    ✫ It is also required if a student quits attending before the end of the semester.
  ✫ When all the grades have been entered, click the **Save** button.
  ✫ An **Email Message** will be sent showing the grades that were submitted.

**Course Overrides**

When a course is filled or the student doesn’t have the correct prerequisite, this area can be used to authorize the student to register for the course.
† Click the **Course Overrides** link under **Faculty Tools** in the **My Tools** area.
† The **Course Overrides** window will display (see illustration below).

† **Select the term for which the override is to be granted.**
† **Click the Course List link at the bottom of the window.**
† The **Course Overrides – Course List** window will display.
† Click the link for the **Course** for which the override is to be granted.
† The **Course Overrides – Details** window will display (see illustration on next page).
† Click the **Add New Authorizations** link.
† The **Course Overrides – Add New Authorizations** window will display.
† Input the pertinent information into the proper areas.
† Click the link for the course for which the override is to be granted.
† Complete the necessary steps to submit the override.
Course Evaluation Reports

Course Evaluations can be viewed by individual faculty members through My Siena after the evaluations have been published. This means faculty will not be able to access the evaluations for a particular term until after the last date the students are able to access them. The reports are usually published the week after the last date of access. These reports are sent to Division Chairs as soon as they are published. You are only able to see the evaluations that were completed for you. You will not be able to see evaluations for other faculty. For information on how to access these evaluations is available on the Siena Training Web Site (My Siena, Quick Links, Division of Information Technology, Training Assistance, My Siena).