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).
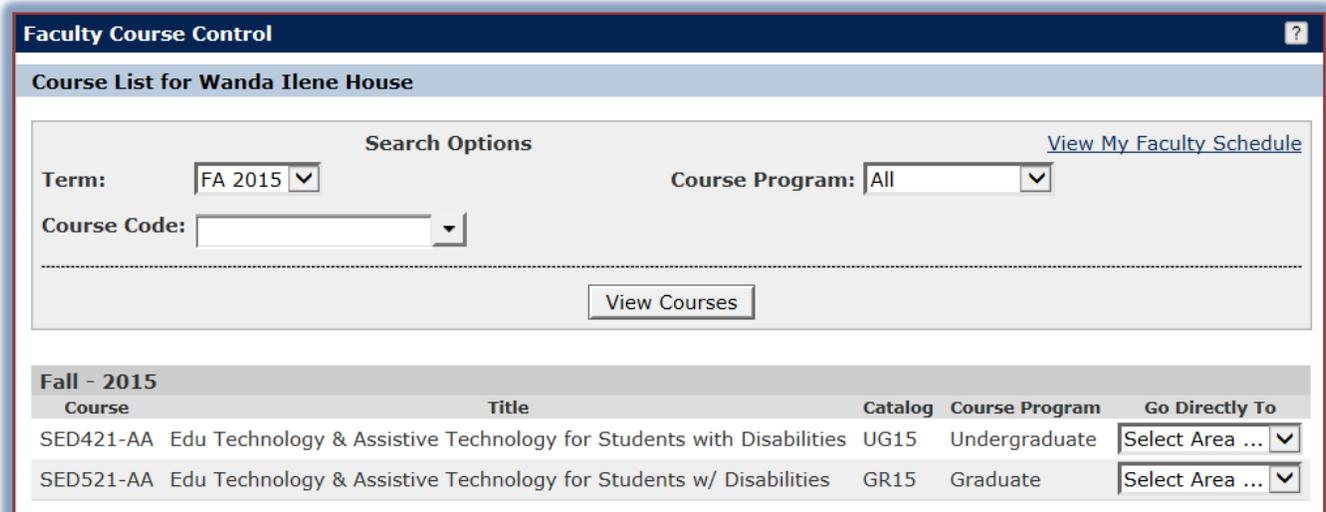
My Courses

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).

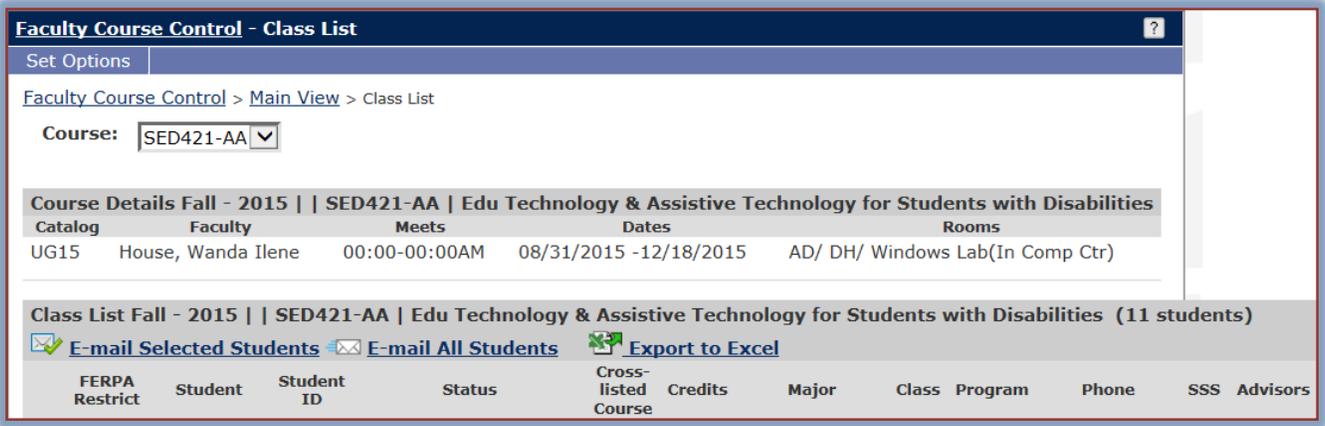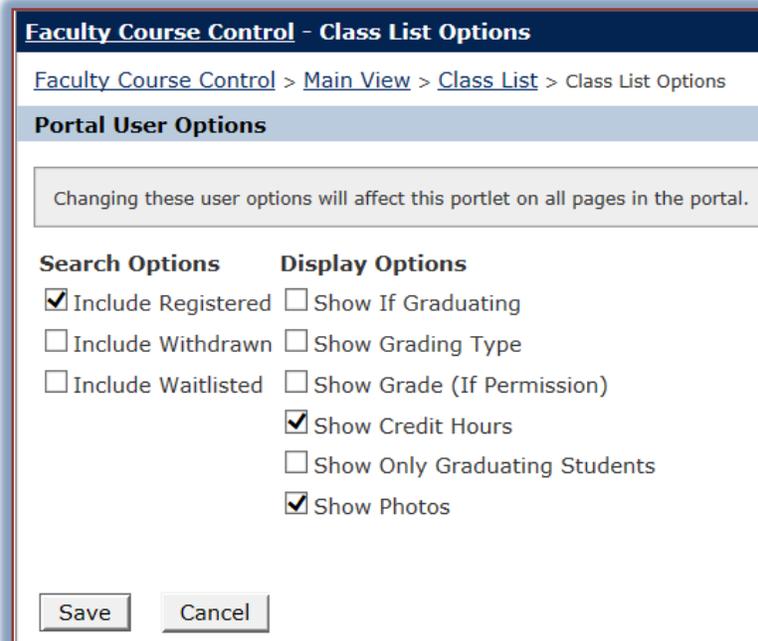✝ Click the list arrow under **Go Directly To** for the course for which the information is to be displayed (see illustration below).

✝ Select **Class Lists** from the list.
✝ The **Class Lists** window will display (see illustration on next page).

Faculty Course Control - Class List

Set Options

Faculty Course Control > Main View > Class List

Course: SED421-AA ▾

Course Details Fall - 2015 | | SED421-AA | Edu Technology & Assistive Technology for Students with Disabilities				
Catalog	**Faculty**	**Meets**	**Dates**	**Rooms**
UG15	House, Wanda Ilene	00:00-00:00AM	08/31/2015 -12/18/2015	AD/ DH/ Windows Lab(In Comp Ctr)

Class List Fall - 2015 \| \| SED421-AA \| Edu Technology & Assistive Technology for Students with Disabilities (11 students)

📧 E-mail Selected Students ✉ E-mail All Students   📊 Export to Excel

FERPA Restrict	Student	Student ID	Status	Cross-listed Course	Credits	Major	Class	Program	Phone	SSS	Advisors

- ✝ 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).

Faculty Course Control - Class List Options

Faculty Course Control > Main View > Class List > Class List Options

Portal User Options

Changing these user options will affect this portlet on all pages in the portal.

Search Options

☑ Include Registered
☐ Include Withdrawn
☐ Include Waitlisted

Display Options

☐ Show If Graduating
☐ Show Grading Type
☐ Show Grade (If Permission)
☑ Show Credit Hours
☐ Show Only Graduating Students
☑ Show Photos

Save   Cancel

- ✝ 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).