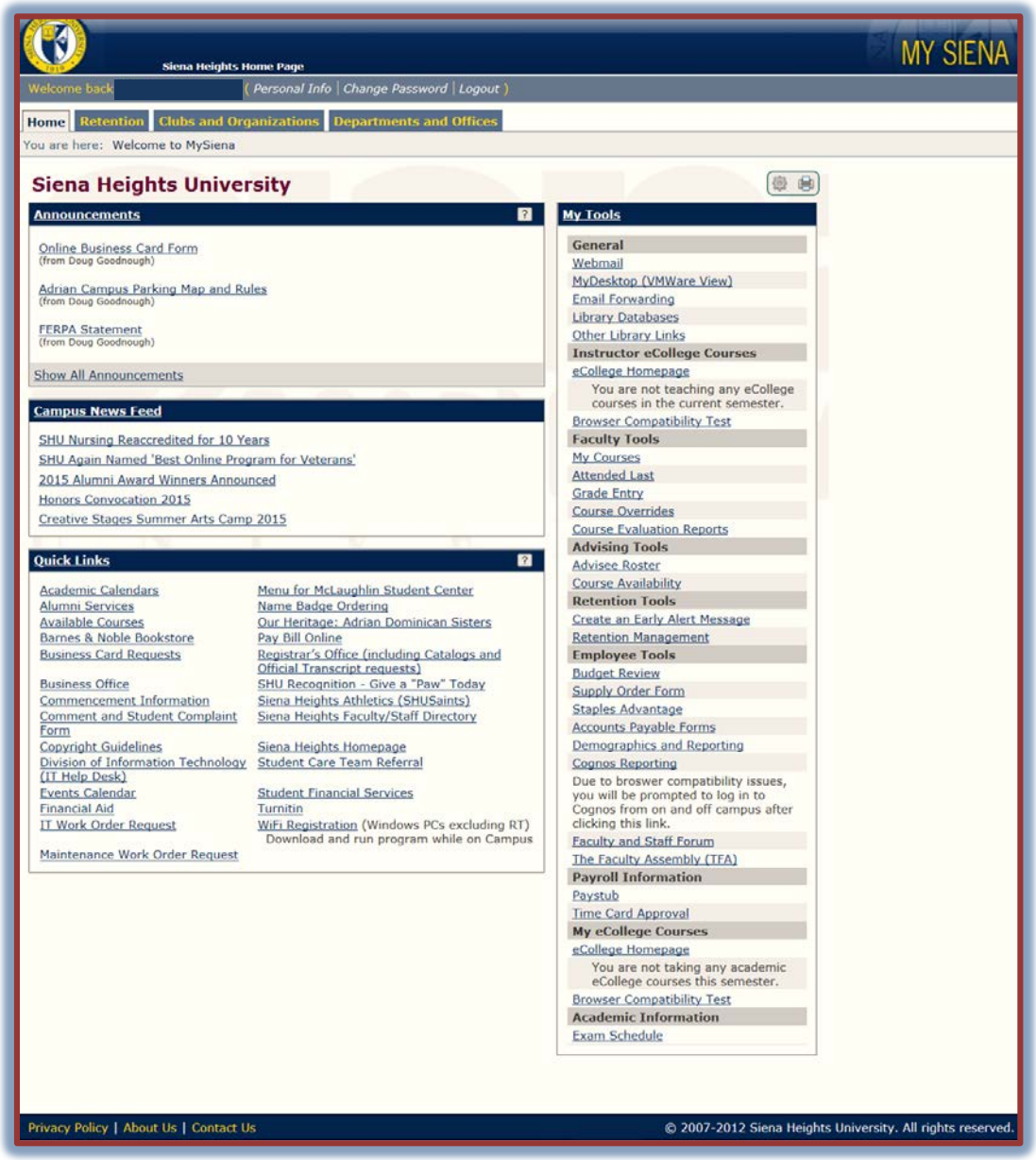
My Siena – Faculty



When you are logged into My Siena, you cannot use the Browser's Back and Forward buttons to navigate from one area to another. You need to use the tabs at the top of the My Siena page or the links directly under the tabs.

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This document has been developed for Siena Heights University faculty to explain how to use the My Siena feature of the Siena Heights University Web site.

Log In To My Siena

- Access the Siena Heights University Web site (www.sienaheights.edu).
- If you are on the **Adrian** campus, the **My Siena** page will display when the Web browser opens if the default Home Page has not been changed.
- When the page opens, click the **My Siena** link (see illustration below).

- The **My Siena** page will display.
  - The left side of the page will display **Announcements**.
  - Under the **Announcements** area, you will find the **Campus News Links** portlet and the **Quick Links** portlet.
  - On the right side of the window, you will see a list of **Frequently Asked Questions (FAQs)**.
- Click the **User Name** box at the top of the window (see illustration below).

- Input your **User Name**.
  - This usually consists of the first letter of your first name and the first seven characters of your last name.
  - If there is a "clash" with another person's User Name, a number will be added to the end of the User Name.
- Click the **Password** box and input your password.
  - The default password is your **CARS ID** number.
  - If you have changed your password for the Windows Network and your Email, you must use that password.
  - When you log in, you may be prompted to change your password.
    - Input your old password into the **Old Password** box.
    - Input your new password into the **New Password** box.
    - Confirm the password in the **Confirm Password** box.
  - If you are not sure what your username and password are, please call the **Siena Help Desk** at 517-264-7655.
- Click the **Login** button.
- The **Faculty and Staff My Siena** page will display (see illustration on cover page).

Quick Links

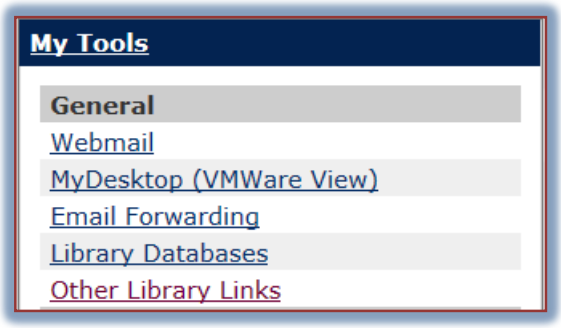
This area provides links to other areas of the Siena Web page, such as the Business Office, Financial Aid, the Faculty/Staff Director, and the Bookstore. Some of the Quick Links may be accessed even if you are not logged into My Siena.

My Tools

This is the area on My Siena where you can access the My Desktop (VMWare View), eCollege, Library Databases, Other Library Links, Email Forwarding, and your Webmail. You also have access to advising tools, faculty tools, and The Faculty Assembly. This area provides access to the registration and academic information that students have access to.

General

This area of My Siena is used to connect you to Webmail and Library materials without the need to log in to each one separately. It is also the area where faculty can set up options for



forwarding their email from their Siena account to a different email address.

Webmail

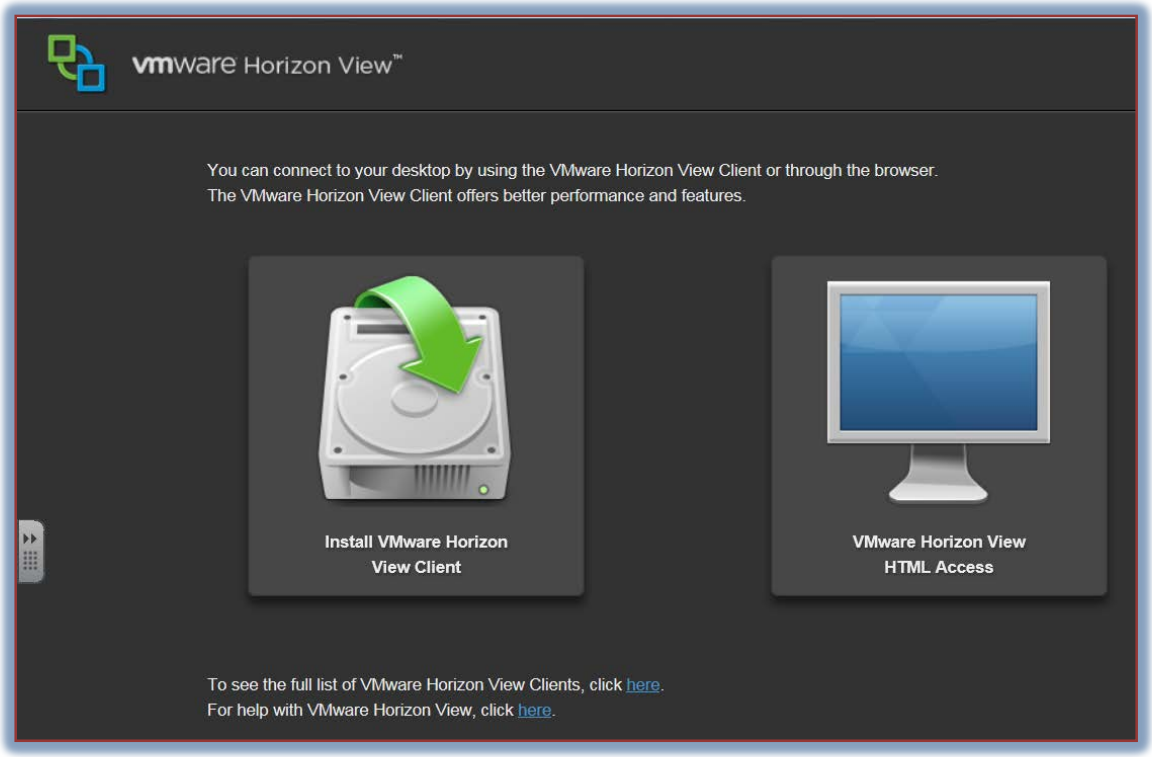
This will take you to the Outlook Web Access page. This is the Email package that allows Siena faculty and staff to access their Siena email accounts through the Internet.

- Click the **Webmail** link in the **General** category under **My Tools**.
- You will be logged into **Outlook Web Mail**.
- You will be able to access your email, calendar, and contacts through this page.
- It will display the same information that you have in your Outlook client account on your computer in your office or on your laptop.

My Desktop (VMWare View)

This is a Web-based program that faculty can use to access any of the computer programs that are available to Siena faculty such as the Microsoft Office suite of programs as well as other programs. Documents are automatically saved to your Siena Network Folder so that you can access them when you come back to campus or at any location where you have Internet access. The link on the My Siena page allows you to install VMWare on your local computer. Once the program is installed, you can access it through the Start menu or through an icon on your desktop.

- Click the **My Desktop (VMWare View)** link in the **General** category under **My Tools**.
- The VMWare View window will display (see illustration on next page).
- Click the image on the left side of the window to install the program.
- Click the image on the right side of the window to access VMWare View from the Internet.

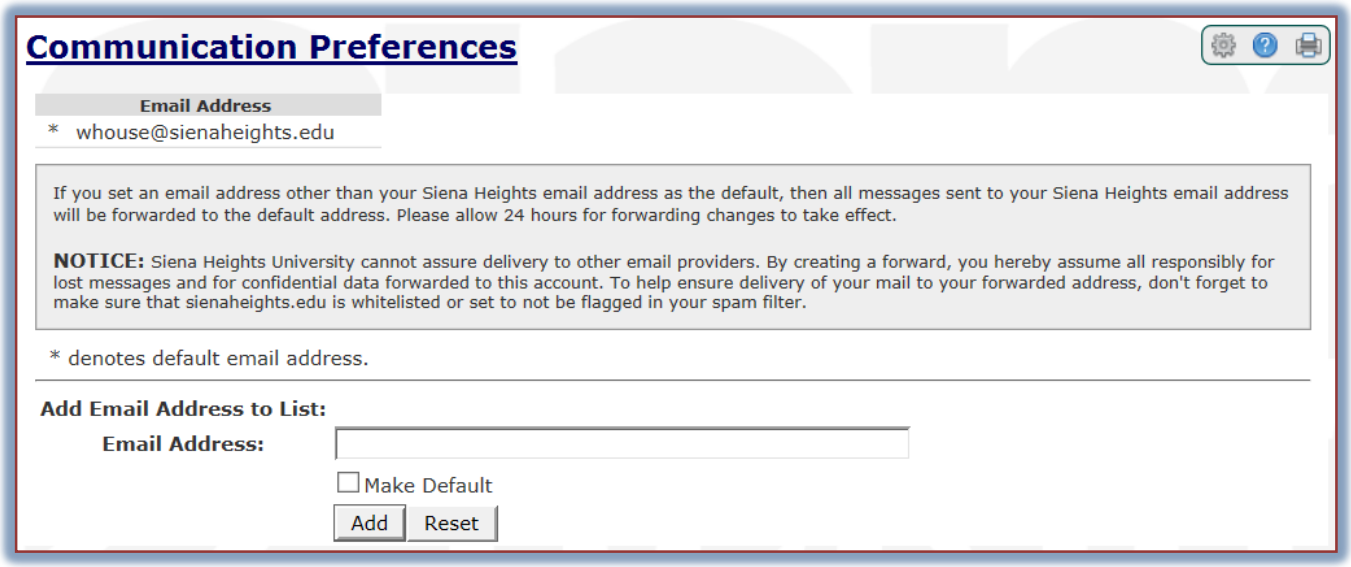


- For information on installing and working with VMWare view, go to the Division of Information Technology FAQs page.

Email Forwarding

This link is used to change your default email address.

- Click the **Email Forwarding** link in the **General** category under **My Tools**.
- The **Communication Preferences-Email Preferences** window will display (see illustration below).



- Input the new **Email Address** into the appropriate box.
- Click the **Make Default** button to make this address the default email; the address that your email will be forwarded to.

- Click the **Add** button.
- The address will be added under **Email Addresses** at the top of the window.
- To make the **Siena Email Address** the default, click the **Set Default** button beside the **Siena** address.

Library Databases

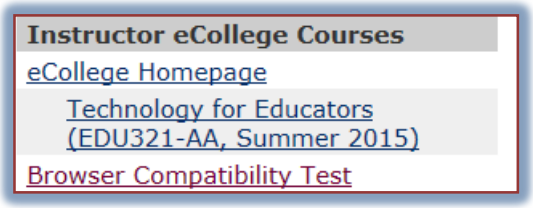
This area can be used to access the Library Databases such as First Search that are available through the Siena Heights Library.

Other Library Links

This link will take you to the Siena Heights University Library page. On this page faculty will have access to the Library Catalog, Library Databases, and the Interlibrary Loan Request form.

INSTRUCTOR ECOLLEGE COURSES

This area provides links that allow faculty and staff to access their eCollege courses. Faculty will always have access to the courses they taught by clicking the eCollege Homepage link and then the Academics PSH tab.



- When you click on any course link in this area, you will be taken directly to the eCollege course.
  - If two courses have been combined in eCollege, both courses will appear in the list under Instructor eCollege Courses. To display the eCollege course, click either one of the links.
  - These links will be available to faculty 21 days before the Start Date of the course.
  - This link will display for 14 days after the End Date of the course.
  - The Start and End Dates are the ones specified in the Administrative Computer System, not in eCollege.
- When you have finished working in the course, click the browser **Close** button, the **x** in the upper right corner of the window.
- This will return you to the **My Siena** page.
  - If the course is not available in this list, click the **eCollege Homepage** link.
    - Click the **Academics PSH** tab in the **eCollege** page.
    - Look for the course under the current term or a previous term.
  - If the course is not displayed in either of these areas, it means:
    - The course is not available in eCollege.
    - The faculty member is not listed as a faculty member for the course.
- Click the **Browser Compatibility Test** link to check your Browsers compatibility with eCollege.
- When the eCollege page displays, click the **Technical Requirements** link.
- Click the **Browser Check** link and follow the instructions.
  - If the browser is compatible with eCollege, a check mark will appear beside True for all the requirements.
  - This area will provide a link to fix the problem, if it is possible to do so.

FACULTY TOOLS

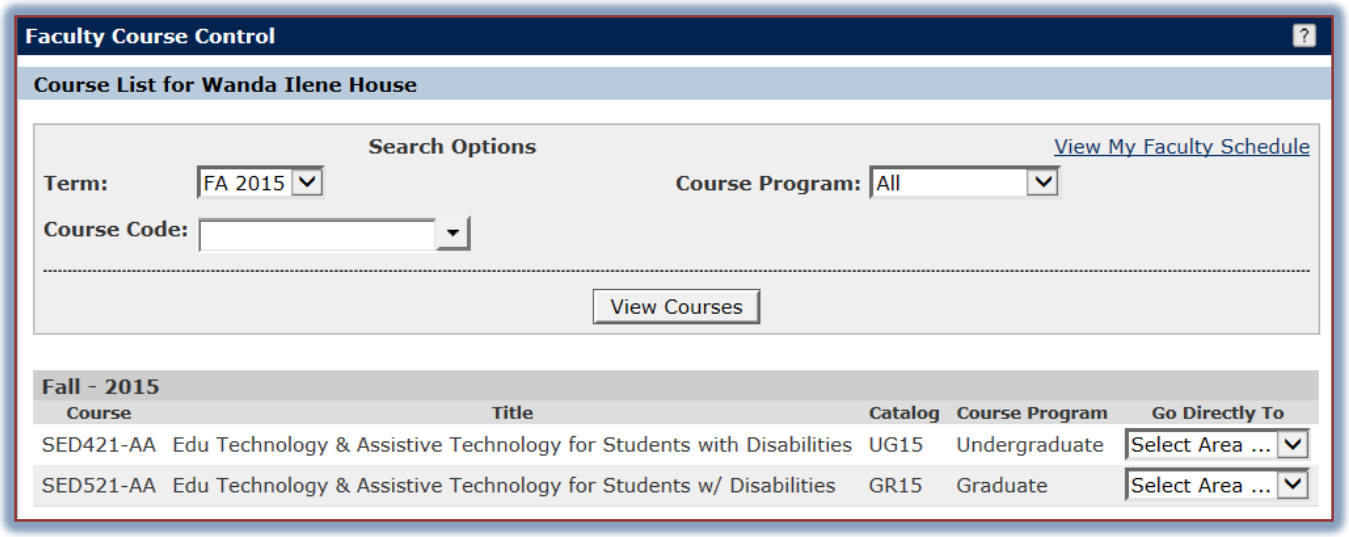
This area is used to gain access to documents and information pertaining to the classes you are teaching. For more detailed information on the options under this area, see the **Advisor Tools** document. This document can be found under the **My Siena** link on the **Siena Training Web Site** (My Siena,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



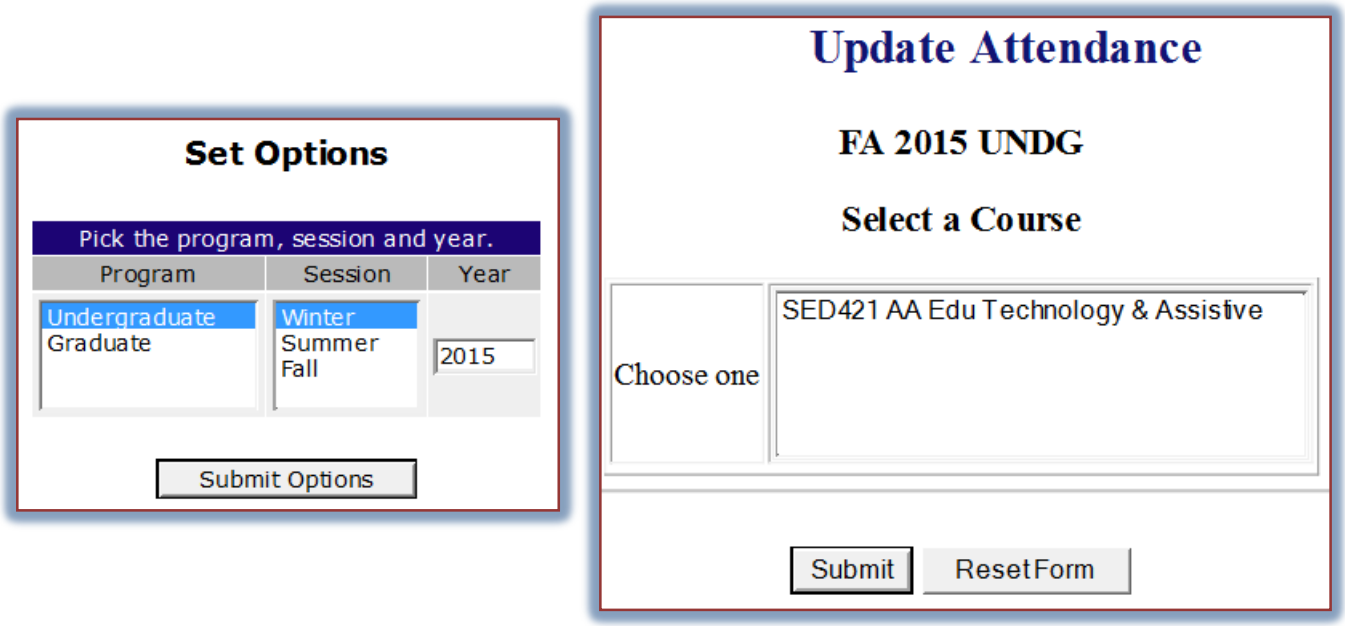
- To change the semester for which the courses are listed, click the **Term** list arrow.
- Select the program from the **Program** list. The options are: **All**, **Graduate**, or **Undergraduate**.
- Click the **View Courses** button.
- The courses for the specified semester will display.

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).



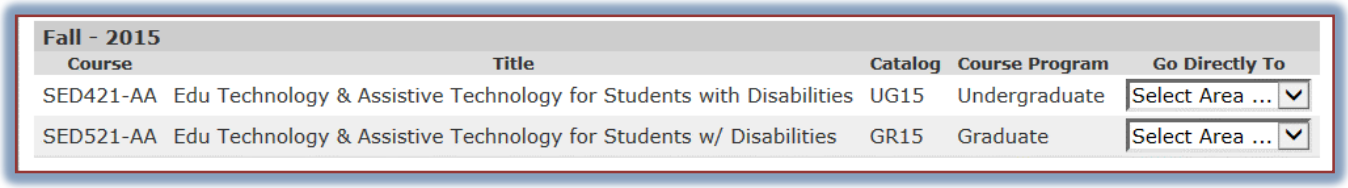
- Click the course for which the **Attended Last** update is to be entered.
- Click the **Submit** button.
- The second screen of **Update Attendance** will display.
- The names of the students in the course will be listed.
- Click the check box next to the name if the student has never attended the 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).

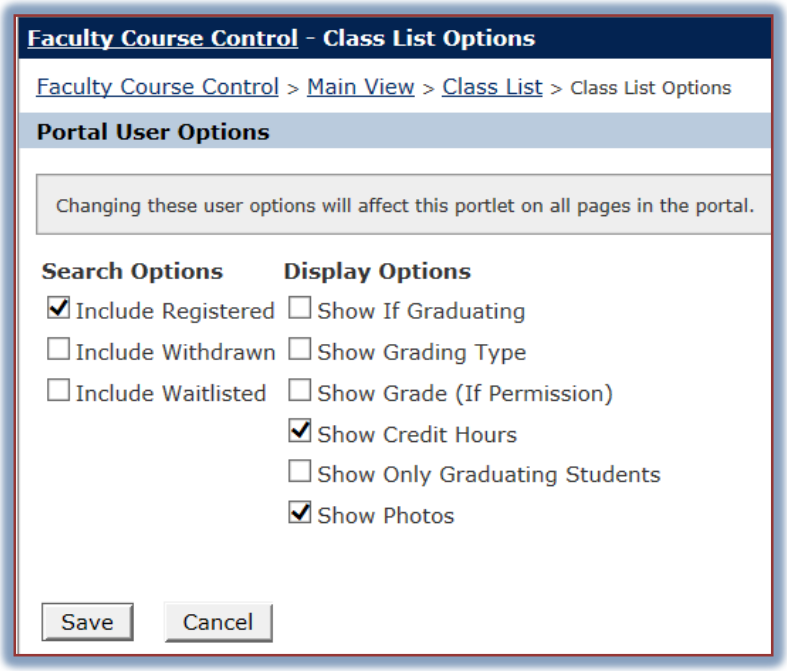


- Select **Class Lists** from the list.
- The **Class Lists** window will display (see illustration on next page).

- 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).



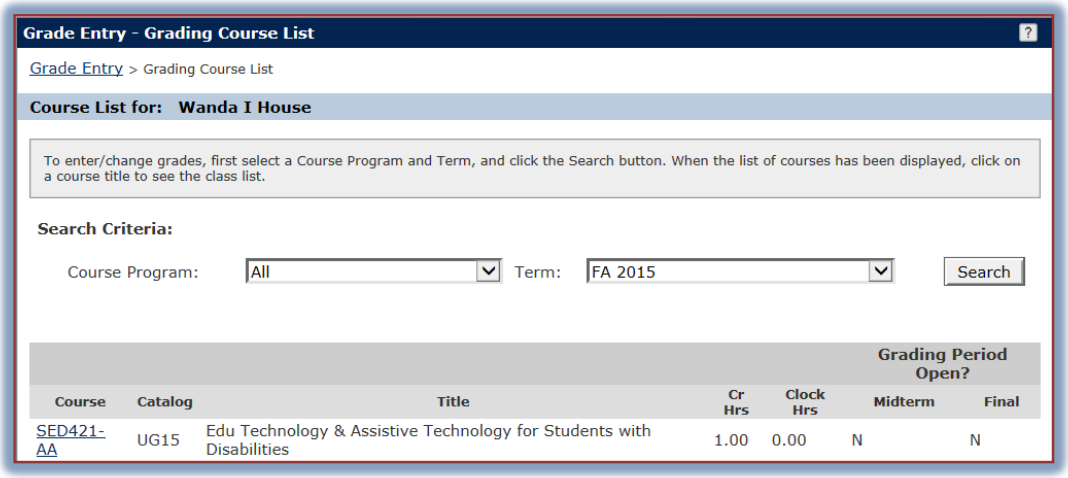
- Click the check boxes for any of the desired options.
- Click the **Save** button.

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.

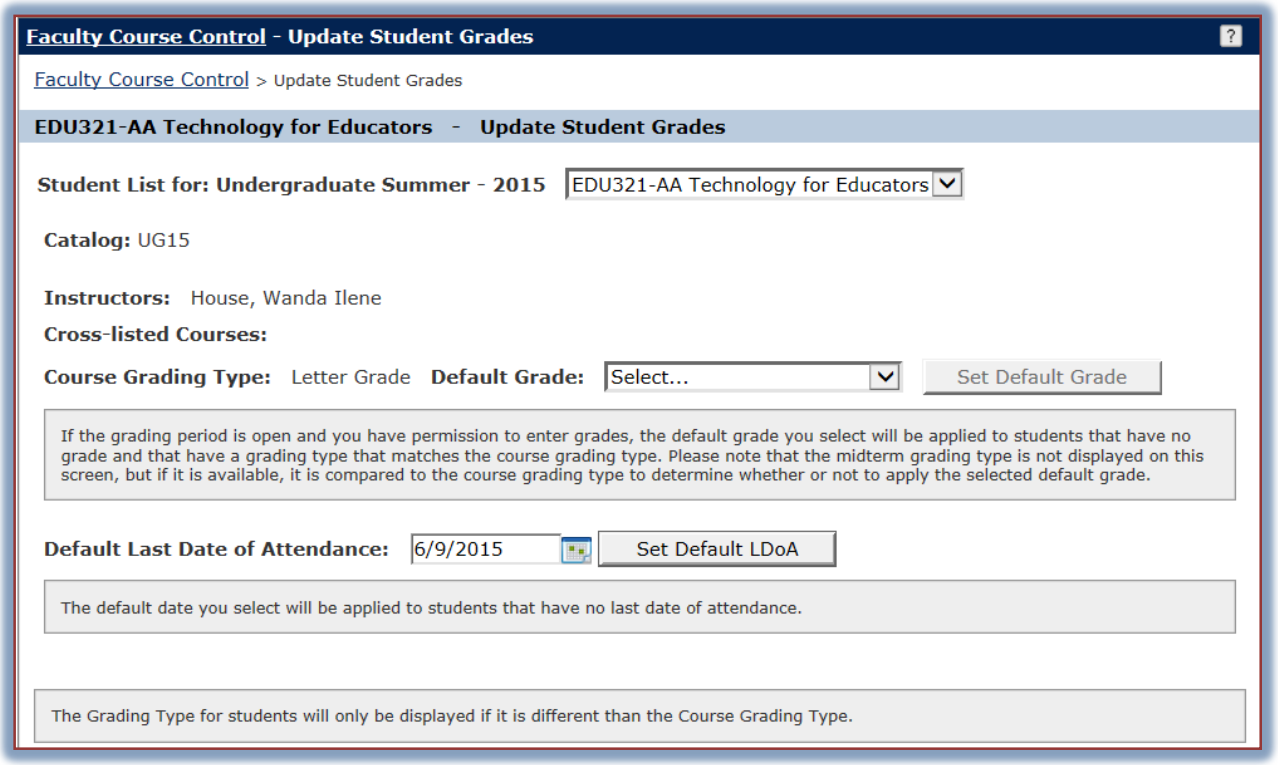
- Click the **Grade Entry** link under the **Faculty Tools** area.
- Click the **View Course List** link.
- The **Grade Entry** window will display (see illustration below).



- 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).

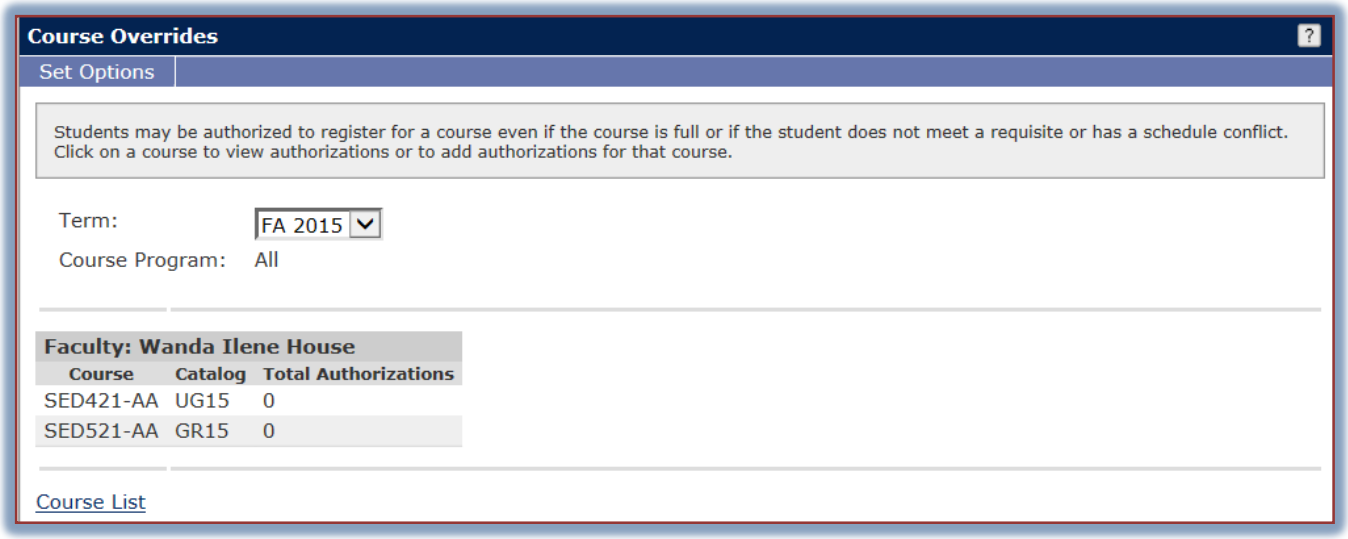


- In the **Student List** select the class for which the grades are to be entered.
- Click the list arrow next to the name of each student and select the grade.
- To set **Default Options**:
  - Click the **Default Grade** list arrow to view a list of grades that will appear in all the grade boxes for 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.

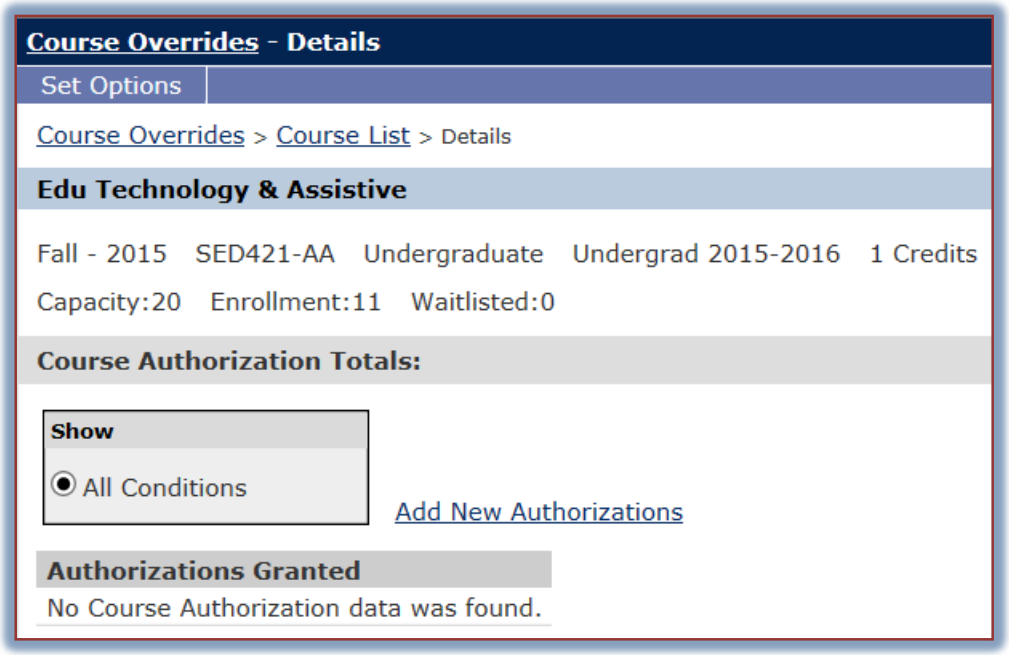
Course Overrides

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).

ADVISING TOOLS

This area of the page is used to locate information about your advisees. For detailed information about the materials available through these links, see the Advising Tools Section of the Training Assistance site. To access these materials log into My Siena. In My Siena, click the Division of Information Technology link in the Quick Links area. When the Information Technology page displays, select the Training Assistance tab and then My Siena.

Advisee Roster

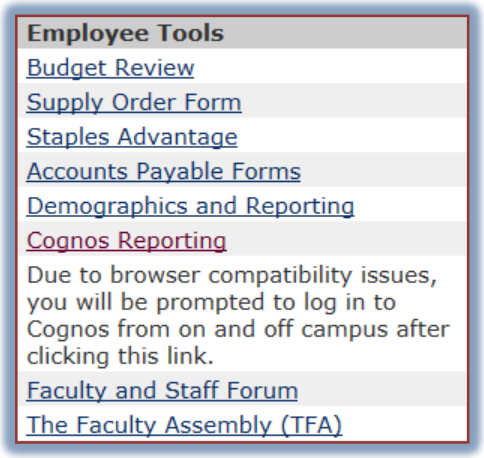
This area is used to access information about your advisees. It is possible to search for your active advisees, those advisees who are currently registered, for your inactive advisees, for those advisees who need to be cleared for registration, for those advisees who are new to Siena, or for those advisees who are not yet registered for a selected semester.

Course Availability

This area is used to search for available courses meeting the specified criteria. It is possible to search for courses by criteria such as semester, department, course code, program, faculty, day of the week, time of day, campus, or building.

EMPLOYEE TOOLS

This section of My Siena provides links to budget review documents and links to the supply order form, student assistance program forms and explanation, historical reports, a forum for faculty and staff, and the Teaching Faculty Assembly.



Budget Review

This link allows division chairs and others who have the authorization to review the budget for their division and/or department. If you do not know the account number you wish to access, leaving the field blank will show all accounts you are authorized to see.

Supply Order Form

To order supplies for your office, click on this link. A list of different supplies will display on the left side of the window.

Staples Advantage

This site is used to access the Staples Advantage Web site. Once in the site, you need to login to order supplies for your office.

Accounts Payable Forms

To access forms for accounts payable, click this link. A list of different forms with an explanation of each will appear.

Demographics and Reporting

This page provides reports on historical trends such as degree trends, credit hour trends, and semester hour trends. There is also information on student surveys for the theological studies program and the general education program.

Cognos Reporting

This is the area where faculty and staff can obtain reports about student trends by semester. When the report is run, a set of criteria will appear. Which reports are available is determined by whether you are faculty, staff, or administration. Different departments will also have access only to specified reports.

Faculty/Staff Forum

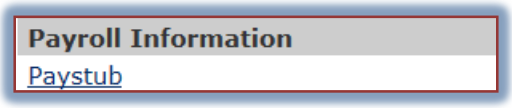
In this area, faculty and staff can post announcements that only other faculty and staff can see.

The Faculty Assembly

This area contains information pertinent to this organization. In order to add documents to this page, faculty and staff must be granted permission. For information on using this page and uploading documents to the page, click the **Faculty Assembly** link on the **Training Assistance Site** (My Siena/Division of Information Technology/Training Assistance/My Siena.

PAYROLL INFORMATION

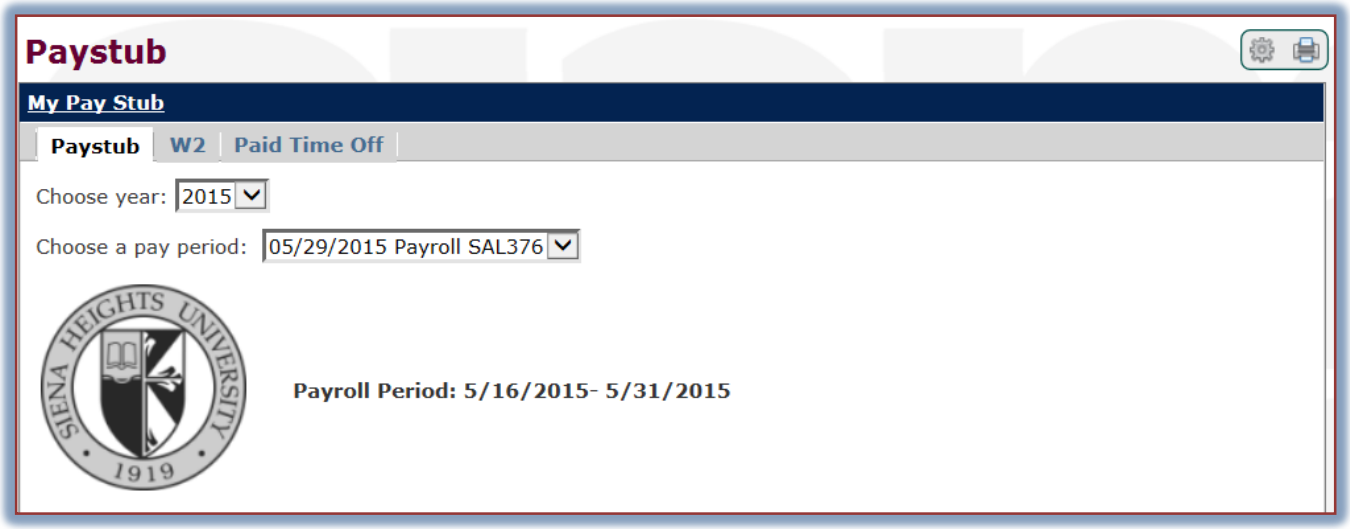
This area is used to locate information about your employee pay record.



Pay Stub

To access information regarding your pay for a particular week, click this link.

- The **Paystub** window will display.
- A box will appear asking you to select a year.
- Once the year has been input, another box will ask you to choose the **Pay Period**.
- Select the **Pay Period** and then click the **Go** button.



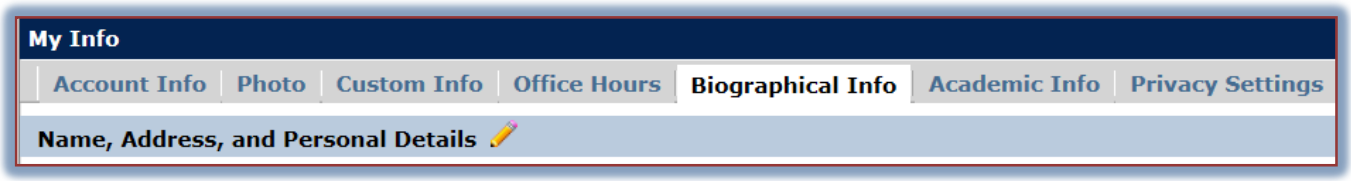
- Your **Pay Statement** for the specified period will display.

Personal Information

This area of My Siena is used to view your personal information, such as your Biographical Information and your Academic Record. It is possible to specify which personal information to display on My Siena.

- Click the **Personal Info** link at the top of the **My Siena** page (see illustration below).

- The **My Info** page will display.
- Click the **Biographical Info** tab.



- Review the information on this page.
- To make changes to the information:
  - Click the **Edit** button (pencil shape) next to **Name, Address, and Personal Details** (see illustration below). This area appears in the top left corner of the page.
  - The **Update Personal Information** page will display.
  - Make the changes in the designated boxes.

- Click the **Submit** button to save the changes.
- Click the **Cancel** button to return to the **My Info** page without making any changes.

- Click the **Academic Info** tab to review information about your degree and competencies.
- Click the **Exit Admin** link to return to the main My Siena page.

Change Password

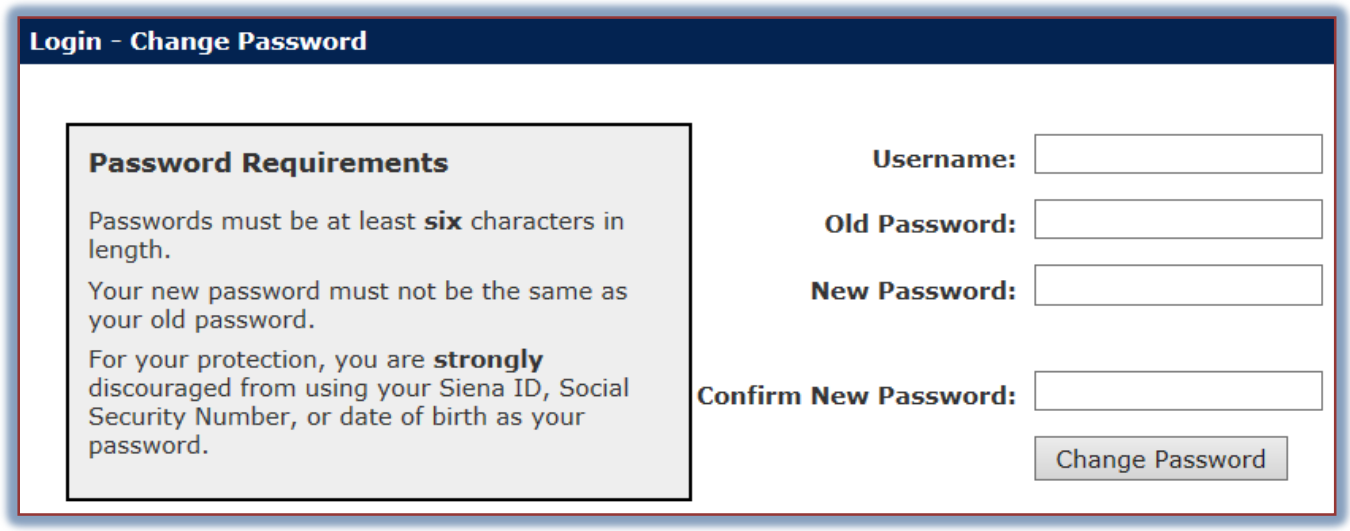
While in My Siena, it is possible to change your password and other personal information.

- Open your Internet browser window and go to the **Siena Heights University** web page (www.sienaheights.edu).
- Click the **My Siena** link in the top frame of the window (see illustration below).

  - The **My Siena** page may display instead of the **Siena Home Page** when you open the browser window.
  - If this happens, you don't have to click the **My Siena** link.
- The **My Siena** page should display.
- Input your **Username** and **Password** in the appropriate boxes (see illustration below).

- Click the **Login** button.
- Log into **My Siena.**
- Click the **Change Password** link (see illustration below).

- The **Change Password** window will display (see illustration below).



- In the **Username** box, input the username that was assigned to you when you enrolled at Siena.
- In the **Old Password** box, input your **Student ID** or the **new password** that you **created earlier**.
- In the **New Password** box, input a **new password**.
- In the **Confirm New Password** box, input the **new password** again.
- Click the **Change Password** button.
- The new password will be used the next time you log into the **Windows Network** and **My Siena**.