



Cyprus College Limassol SIS Faculty Portal Manual

VERSION	6
DATE	25.07.2024
AUTHOR	Department of information systems and operations.



Document Version Control

Version	Date	Author	Description/Impact to Document
0.1	27/05/2024	Panayiotis Demetriou	<i>Production</i>
0.2	29/05/2024	George Koutsoudis	<i>Production</i>
0.3	30/05/2024	George Pallaris	<i>Production</i>
0.4	26/06/2024	Panayiotis Demetriou	Office Hours
0.5	18/07/2024	Panayiotis Demetriou	<ul style="list-style-type: none">• Menu “My Students” - Program Coordinators to be able to see transcripts of students• Menu “My Courses”
0.6	24/07/2024	Panayiotis Demetriou	<ul style="list-style-type: none">• “My Students” menu• EFFE Students



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General Info about instructor portal

The student information system faculty portal will be used from instructor during phase 1 to:

1. Create and submit office hours.
2. Take attendance of registered students.
3. Mark students.

In the following pages, you will find a comprehensive overview of the system along with detailed sections on the tasks mentioned earlier, including attendance and grading.

Please note: Faculty members will continue utilizing Blackboard as usual. The SIS Faculty portal is set to replace the use of Excel files for tracking attendance and managing grade rosters.



Dashboard

This is the Faculty Portal initial page. At the left side you can navigate in the 'Menu'.

The 'Menu' can be hidden by selecting this button.

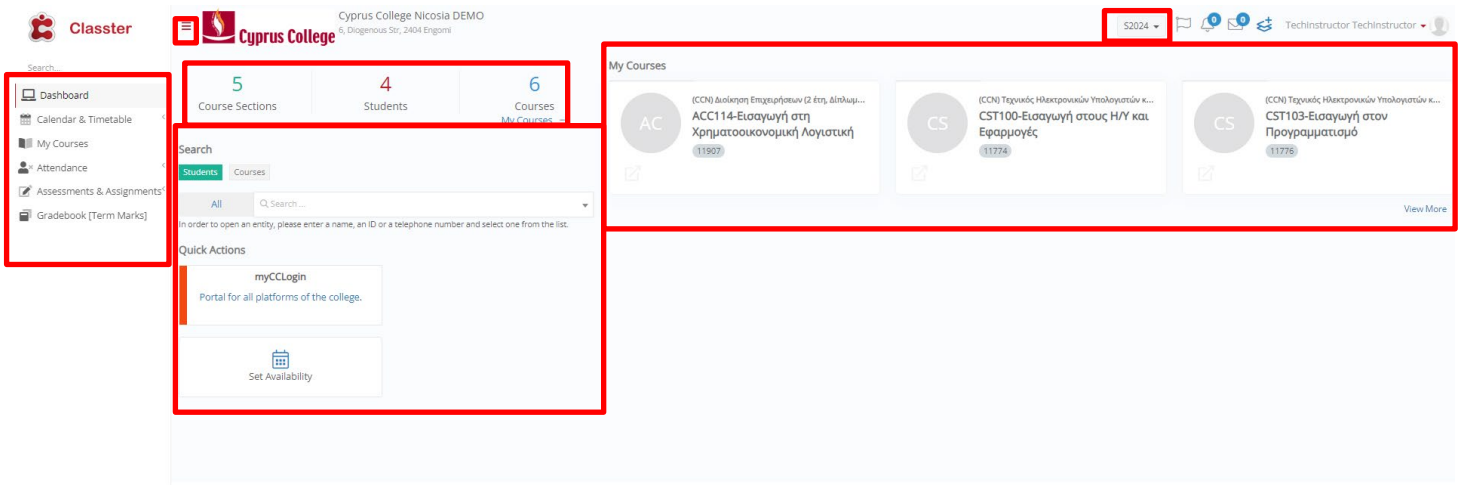


At the top right side, you can use the 'User Actions' area i.e.:

- Select [Semester](#)
- Access [internal messages](#). Internal messages are messages sent through classter.

At the main area of the page, you can view the instructor 'Dashboard' i.e.:

- Number of sections, students (enrolled to your courses) and courses. (that you teach)
- A timeline with messages about new emails and announcements.
- Course assigned to faculty.
- Menu bar on the left of the page.



Note: You can, at any time, return at Faculty Portal initial page, by clicking the 'Dashboard' option in the main menu.



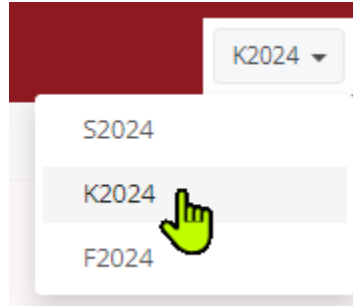
User Actions

Semester

In order to select a semester:

- ➔ Click on the drop-down button and select a semester from the available list.

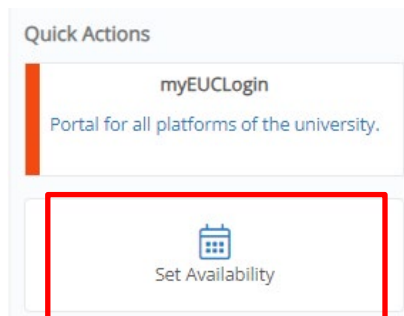
The page will be refreshed and will represent the academic data of the selected semester.



Note: The academic semesters available in the list are based on access rights given by the administrator. The default (pre-selected) semester is set by the institution administrator and is usually the active semester.

Create Office Hours

Under Dashboard\“Quick Actions” you will find a button for “Set Availability”. Click on it to create your office hours.



Click “+Add” to create your office hours. Check the following prinscreen on what information to include. The information are:

- Description: Office Hours
- Availability Status: Available
- Valid For: Instructor/Students’ Meetings
- Day: The day that you have office hours



- Start time
- End time

Edit ✕

Office Hours

Please note that in case of edit, any existing records in your timetable or appointments will not be affected.

Description *

Availability Status Valid For

Available Instructors'/Students' Meetings

Day

Tuesday

Start Time End time

🕒 10:00 🕒 10:50

ADVANCED

Custom Duration (minutes) Available only in Programs

Available Meeting Types Available Only To Staff

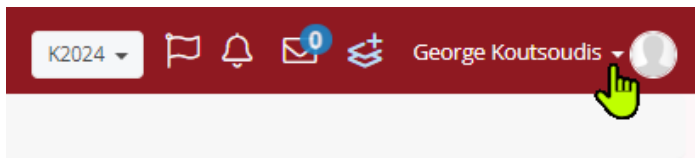
 OFF

After you finish setting up your office hours, you can click “Save” & “Save”. Office hours will appear in your timetable and will be visible from school administration personnel and students.

User Profile

To edit your profile, go to the User Actions area:

- ➡ Click on the arrow next to your name label.



- ➡ Click on ‘My Profile’.



[Sign out](#)



George Koutsoudis

G.Koutsoudis@cycollege.ac.cy

[My Profile](#)

[Manuals & Videos](#)

[Support](#)

[Refer Classter & Get Benefits](#)


At the instructor's profile page, you can:

- Add or remove your photo.
- ➔ Click on 'Save'.

My Profile

My Profile

✓ Save



[Remove Photo](#)

[Image Upload](#)

Contact Information	Edit Profile Entries	
	Official Entry	Profile entry
Address	176 Triq Clarence	
City	Karakas	Karakas
Post Code		
Area/State	None	
Mobile Phone	99524173	
Home Phone	43020243450	
Contact e-mail	eborg@classter.com	

Advanced Actions

- [Messaging Signature](#)
- [User Files](#)

Basic Data

First Name: Elaine

Last Name: Borg

Username: eborg@demo

External Provider Email: t01@demo.classter.eu

Security Preferences

Reminder e-mail:

Preferred Contact Method: --Please Select--

Hide my birthday from other users

Online Meetings Preferences

Online Meeting Provider: None

Meeting URL:

Password:

Students'/Parents' Meetings URL:



Main Menu

Timetable

➔ Select Calendar & Timetable at the main menu.



Calendar & Timetable>Timetable

The Timetable presents the instructor’s weekly school timetable. This is the “static” and “default” timetable that you will follow during the semester unless any changes occur.

The screenshot shows the Classter interface for the Timetable. The left sidebar contains navigation options: Dashboard, Calendar & Timetable (selected), Classroom Booking, My Courses, Attendance, Assessments & Assignments, and Gradebook. The main area displays the Timetable for Business Unit/School: Cyprus College Nicosia. The grid shows the following schedule:

Time	Monday	Tuesday	Wednesday	Thursday	Friday
08:00					
09:00	CST100-Εισαγωγή στους ΗΥ και Εφαρμογές 11774 08:15 - 11:05 Lab002	Office Hours	CST103-Εισαγωγή στον Προγραμματισμό 11776 08:15 - 11:05 Lab002		
10:00					
11:00					
12:00					
13:00	CST280-Ασφάλεια δικτύων 11775 11:30 - 14:20 Lab002		MAR101-Εισαγωγή στο Μάρκετινγκ / ΜΚΤ100-Εισαγωγή στο Μάρκετινγκ 11823 11:30 - 14:20 104 - Lecture Room		
14:00					

➔ Click on the “Print” button, to print the Timetable

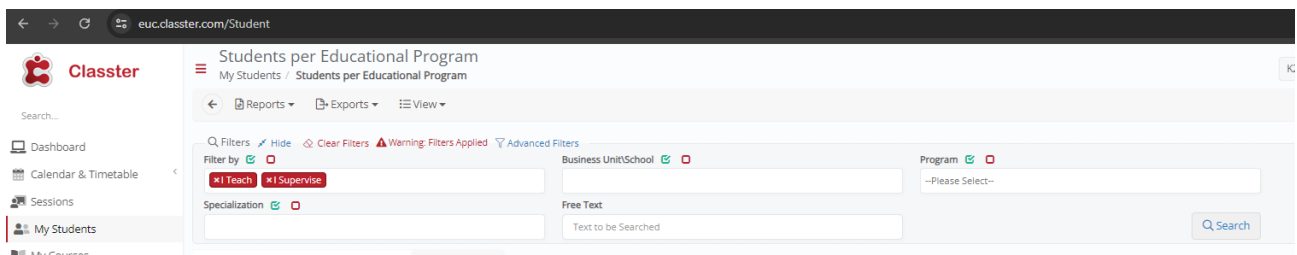
➔ Click on the “Exports” button, to export the timetable to pdf, excel or word.

My Students

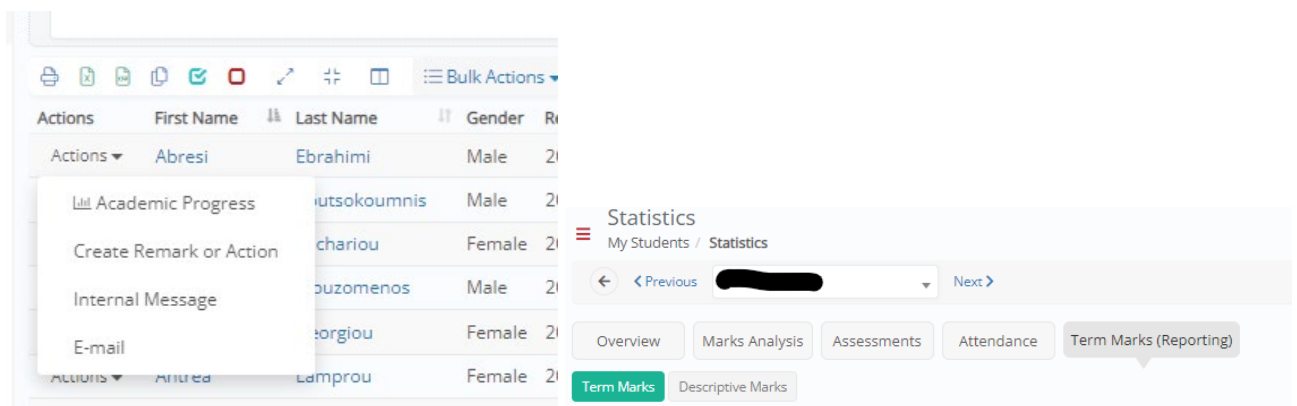
Under this section you will be able to see the list of students that you teach or in the case of coordinator, students enrolled to courses of the program they coordinate, with the transcript of each student.

Here you can use filters like:

1. Filter by:
 - a. "I Teach": Will show only students enrolled on your courses.
 - b. "I Supervise": If you are a program coordinator or supervise a course section, you will be able to see the list of students for that program or section.
2. School: Will filter students of a specific or multiple schools based on their program.
3. Program: List of students on specific or multiple programs.
4. Free Text: Find a student using personal or academic information.



When you click on the Name of a student (or click Actions\Academic Progress) you will see the academic progress card of the student. Click on tab "Term Marks (Reporting)" to see the transcript of the student.



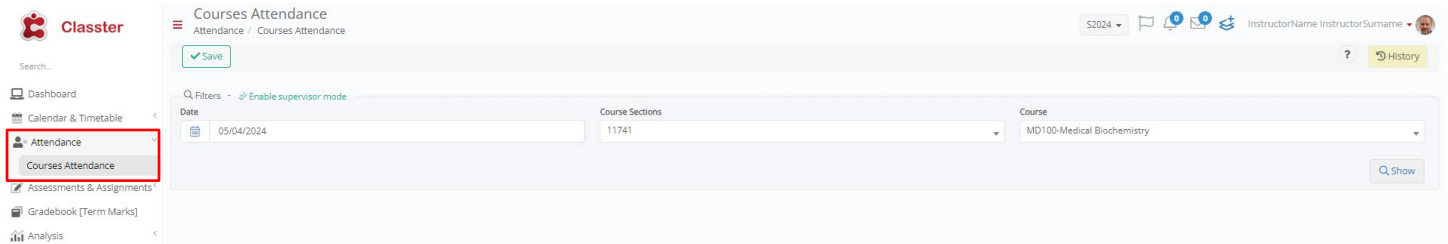
My Courses

Under this section you will be able to find the syllabus per course and the roster per course.

1. Click on a course
2. Click on tab "Files" to see course syllabus
3. Click on tab "Roster to see course enrolled students and instructors"

Attendance

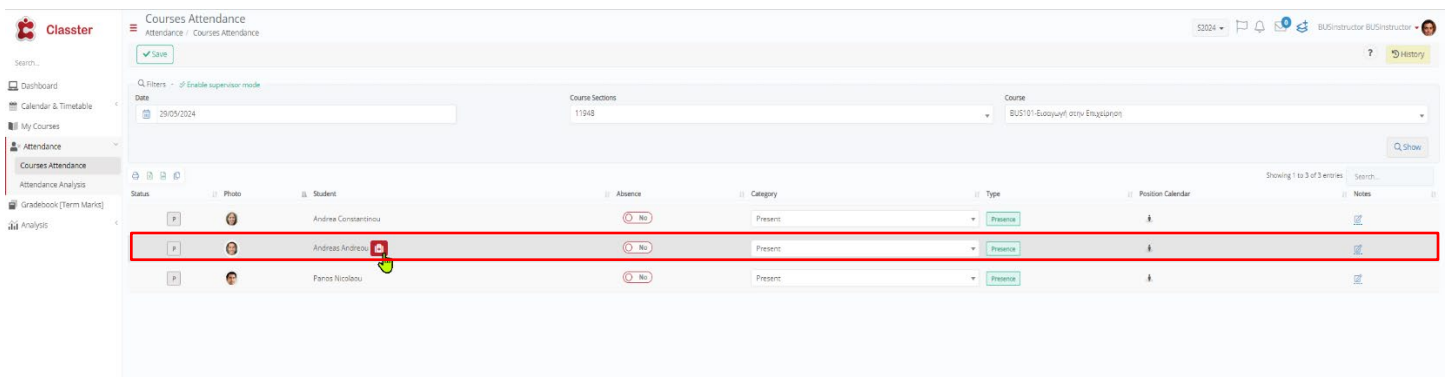
- Click on “Attendance\Courses Attendance” from main Menu, to record a student’s absence at a specific “date/course section/course” combination.



Course’s Absences

You can manage absences for a selected section/course combination, on the selected date.

- Select Date that you want to manage absences for.
- Select Course Section and course that you want to manage absences for. For “same as” courses the same course section will have multiple courses and you need to take absences for the students enrolled to each course under the same course section.
- Click at the ‘Show’ button to see students’ absences according to the filters given.
- At each student entry you can activate ‘Absence’ (in case that the student is absent. By default all students are present), select Absence Category, see Absence Type, add notes and check the absences’ total number.
- On the student row you can also see a Medics case if there are any issues/recommendations related to this student from EFFEa or other related departments.



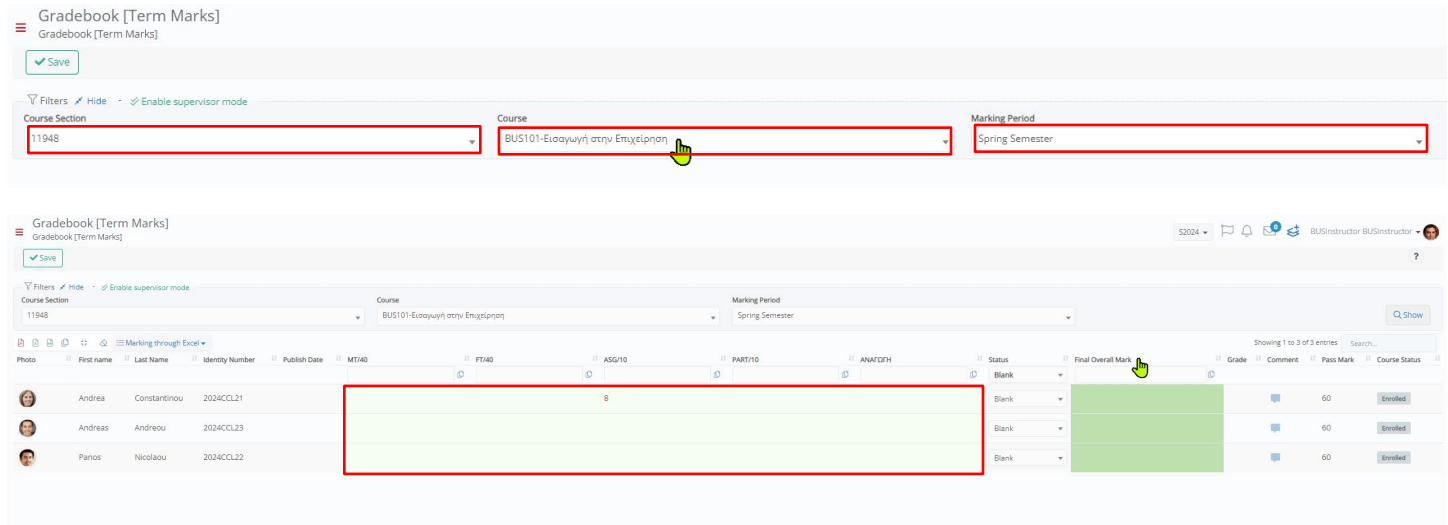


1. **Instructor must choose which course want to enter the grades by choosing Course Section, Course and Marking Period**
 - **Depending on the course, the grading is divided into percentages:**
 - Midterm Exam 30%
 - Final Exam 40%
 - Assignment 20%
 - Participation 10%
 - Adjustment (In case we want to give extra points)
 - The adjustment will be done manually and given equally to everyone. Otherwise, it must be done outside Classter by downloading the “excel spreadsheet,” applying the formula, and then uploading the spreadsheet.
 - The grade will be generated automatically once you enter the grades.
 - Click on Save to save all changes.
 - **Incomplete**
 - If there is an "Incomplete" for a student, you need to change the “Final Overall Mark” to blank (using backspace) so the system understands that the student is "Incomplete." If the grade next to it is marked as "F," it does not matter as the system understands the grade is incomplete.

Gradebook

In Gradebook you will be able give grades for every student.

- Use the Course Section, Course and Marking Period filters to show students and their marks as well as their Final Overall Mark. Additionally, you can see Literal.



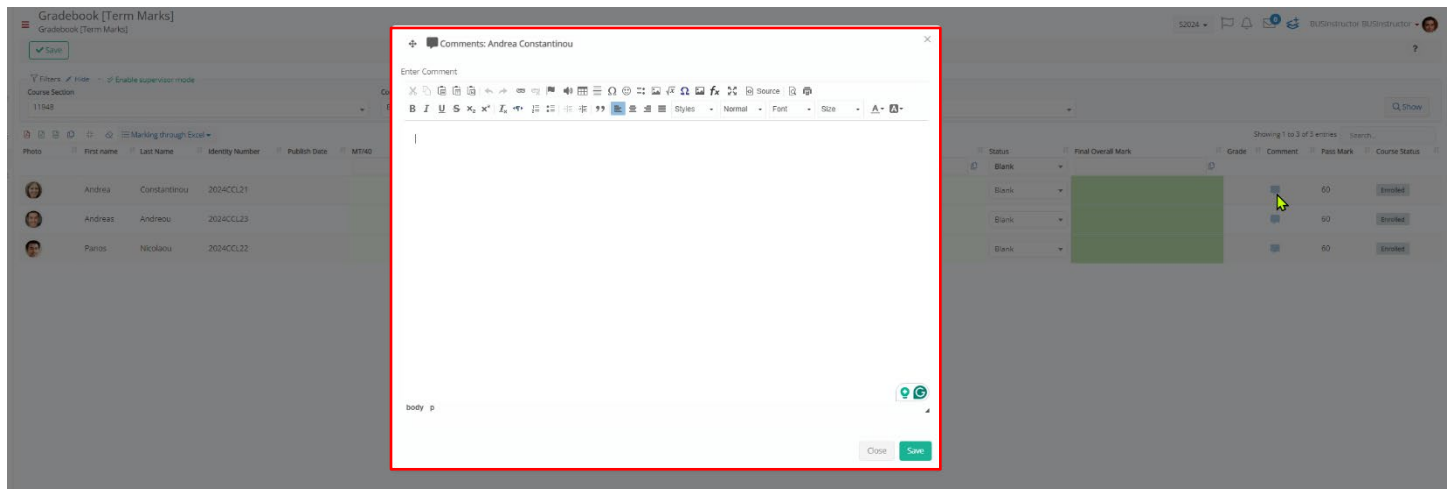
The screenshot shows the Gradebook interface with the following filters selected:

- Course Section: 11948
- Course: BUS101-Εισαγωγή στην Εμπειρία
- Marking Period: Spring Semester

The table below shows the calculated Final Overall Marks for three students:

Photo	First name	Last Name	Identity Number	MT40	PT40	ASG/10	PART/10	ANAT/10	Status	Final Overall Mark	Grade	Comment	Pass Mark	Course Status
	Andrea	Constantinou	2024CCL21						Blank	8			60	Enrolled
	Andreas	Androu	2024CCL23						Blank				60	Enrolled
	Panos	Nicolaou	2024CCL22						Blank				60	Enrolled

- Click on the Recalculated Final Marks after you enter all your marks.
- In the comment column you can choose to enter comments for each student regarding his/her performance. Here you can also enter comments like “Incomplete” in case the student missed an exam.

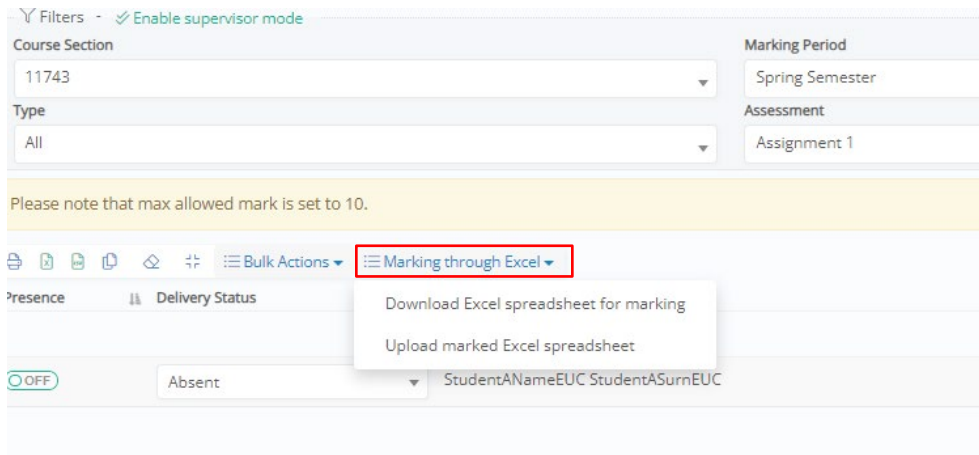


The screenshot shows the Gradebook interface with a comment dialog box open for the student Andrea Constantinou. The dialog box contains a text area for entering a comment and a 'Save' button.

- Click on Save to save all changes.

Another option is “Marking through Excel”. The steps are:

- Download the excel.
- Enter the mark per student.
- Upload the excel using option “Upload marked Excel spreadsheet”.



The screenshot shows a web interface for marking. At the top, there are filters for 'Course Section' (11743), 'Type' (All), 'Marking Period' (Spring Semester), and 'Assessment' (Assignment 1). A yellow banner below the filters states: 'Please note that max allowed mark is set to 10.' Below this, there is a 'Bulk Actions' menu with a red box around the 'Marking through Excel' option. A dropdown menu is open under this option, showing 'Download Excel spreadsheet for marking' and 'Upload marked Excel spreadsheet'. Other interface elements include 'Presence' (OFF), 'Delivery Status' (Absent), and columns for 'StudentANameEUC' and 'StudentASurnEUC'.

Note: On the top of student names there is an editable box. There you can enter a mark and then click the copy icon. This action will populate the mark entered to all students.



The screenshot shows a table with columns for different assessment types: MT/40, FT/40, ASG/10, PART/10, and ANAΓΩΓΗ. Each column has a copy icon (two overlapping documents) next to it, indicating that marks entered in these boxes will be copied to all students in the list.

Note: After the deadline of entering the final grades, the system will be locked by the admin, and you will not be able to edit marks.



Analysis

Gradebook Analysis

You can see statistical information Gradebook.

Gradebook Analysis
Analysis / Gradebook Analysis

Filters: Enable supervisor mode

Course: BUS100-Introduction to Business | Marking Period: Spring Semester

Print

Course Average: **70**

F	D	D+	C	C+	B	B+	A
0 - 59	60 - 64	65 - 69	70 - 74	75 - 79	80 - 84	85 - 89	90 - 100
0	0	0	7	0	0	0	0

Marking List | Marking List with Assessments

Student	PARTICIPATION & ATTENDANCE (10)	ASSESSMENTS (90)	UPGRADING (0)	Suggested O.M.	Final Overall Mark	Result
StudentNameEUC StudentASumEUC	10.0	60.0	70	70.0	70.0	C

Showing 1 to 1 of 1 entries

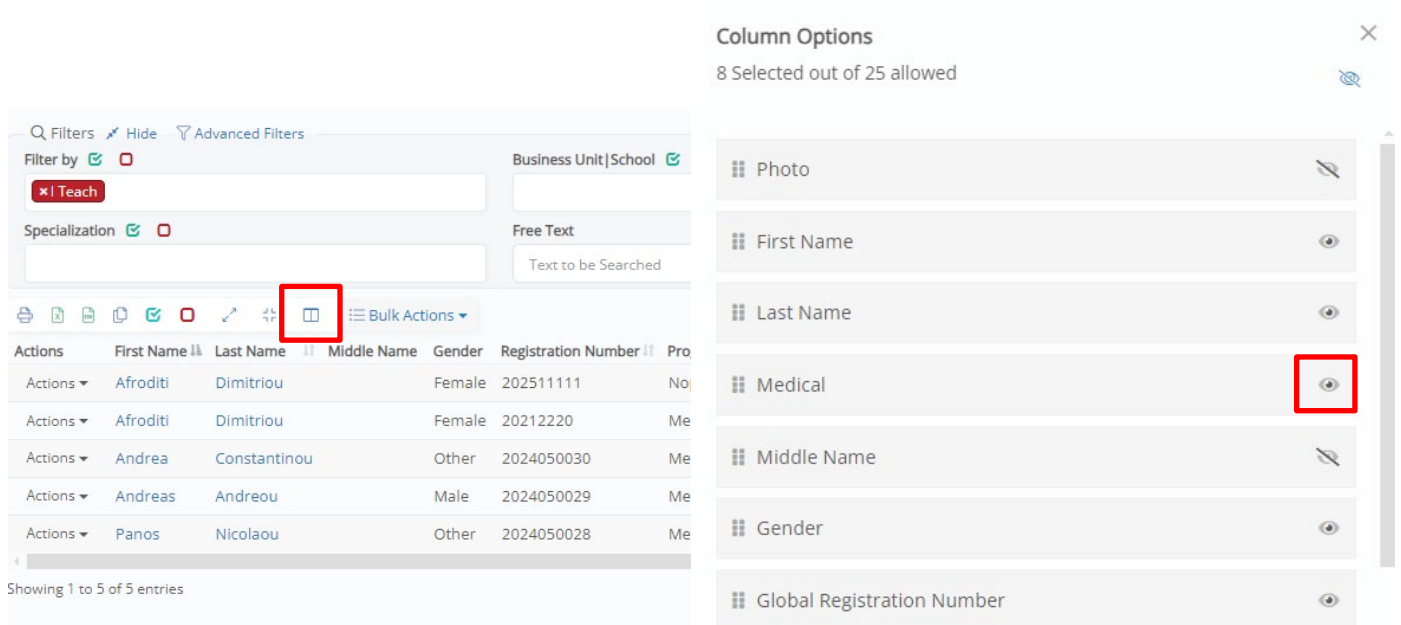
- Use the Course and the Marking Period filters to define the specific evaluation you want to see.
 - Click on the Show button.
 - Check out the pie chart to see the students' progress percentage on the selected course.
 - You can also see 'the students' progress evaluation in numbers e.g. C (70.00 – 74.00): 7 students.
 - At the Marking List you can see marks analysis for all students of the selected section for the selected marking period.
- Note:** Use the column fields to filter or show results in ascending/descending order.

Check for EFFE A Students

Instructor will be able to see in attendance list if a student has a special learning ability or requires special attention. This will be shown with a medical box in red, next to the student’s name.

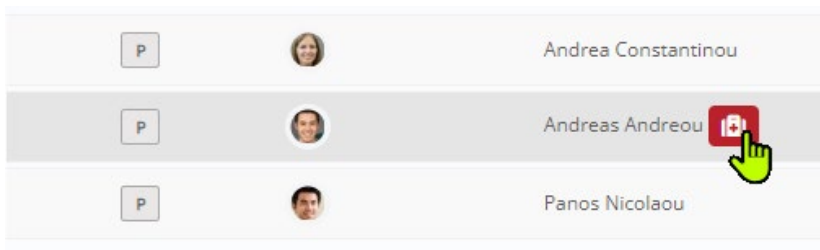
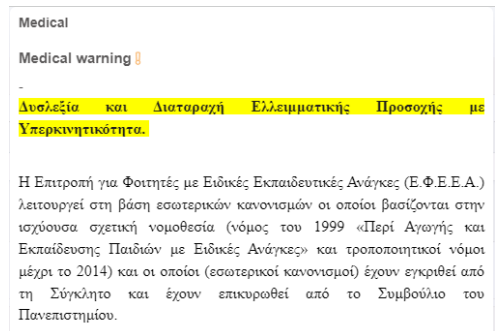
The same will show in student list under “My Students” menu. The 4th column In that list must be the medical information. If this is not the case, then you can:

1. Click on “Search” button
2. Click on “Column Option” icon and select the information that you want to see by clicking on the eye icon.
3. Then click save.



The screenshot shows the 'My Students' interface. On the left, there are search filters for 'Teach' and 'Specialization'. Below the filters is a table with columns: Actions, First Name, Last Name, Middle Name, Gender, and Registration Number. A red box highlights the 'Column Options' icon in the toolbar. On the right, a 'Column Options' dialog is open, showing 8 selected columns out of 25 allowed. The 'Medical' column is highlighted with a red box, indicating it is selected.

Instructors must be particularly careful when sharing their screen on Claster with students to protect student privacy, especially regarding medical conditions, as they may unintentionally share sensitive information.

The screenshot shows a 'Medical' warning message. The text is in Greek and reads: 'Medical warning', 'Δυσλεξία και Διαταραχή Ελλειμματικής Προσοχής με Υπερκινητικότητα.' Below the warning, there is a paragraph of text explaining the role of the EFFE A committee.



Incomplete or In Progress Student

Students that have pending exams or assignments and are considered incomplete or In-progress **must not have a "Final Overall Mark" in the gradebook.** The system will automatically calculate the final grade but the instructor for these students must delete the mark and keep the field null.