



Cyprus College Nicosia

SIS Faculty Portal Manual

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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	26/06/2024	Panayiotis Demetriou	Create Office Hours
0.3	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”
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General Info about instructor portal

The SIS faculty portal will be used from instructors during phase 1 to:

1. Create and submit office hours.
2. Take attendance of registered students.
3. Create assessments based on each course outline.
4. 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, assessment creation, 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.	
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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.
- Courses assigned to faculty.
- Menu bar on the left of the page.

The screenshot shows the Faculty Portal dashboard for Cyprus College Nicosia DEMO. Key features highlighted with red boxes include:

- Left Menu:** A vertical navigation menu with options like Dashboard, Calendar & Timetable, My Courses, Attendance, Assessments & Assignments, and Gradebook [Term Marks].
- Top Right:** A dropdown menu for the semester (currently set to S2024) and user profile information (Techninstructor Techninstructor).
- Summary Cards:** Three cards at the top showing statistics: 5 Course Sections, 4 Students, and 6 Courses.
- My Courses:** A section displaying a list of courses with details like course ID, title, and enrollment count.
- Quick Actions:** A section with buttons for 'myCCLogin' and 'Set Availability'.

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



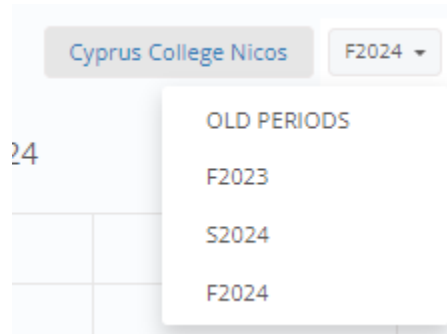
User Actions

Semester

In order to select a semester:

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

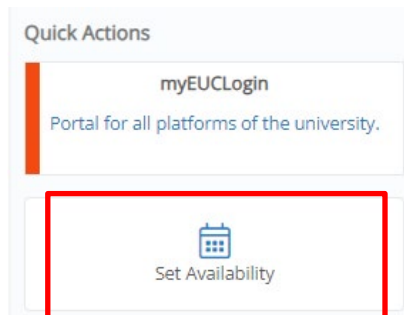
The page will be refreshed and will represent the academic data of the selected semester.



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

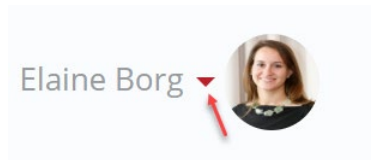
 OFF

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 red arrow next to your name label.




- ➡ Click on ‘My Profile’.



Elaine Borg
 My Profile 

 Manuals & Videos

 Sign out


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 Timetable interface. The left sidebar contains navigation options: Dashboard, Calendar & Timetable (selected), Classroom Booking, My Courses, Attendance, Assessments & Assignments, and Gradebook [Term Marks]. The main area displays the timetable for the week of 5/2024. The interface includes filters for Business Unit/School (Cyprus College Nicosia) and Categories (All). There are also toggle switches for 'Show Services Enrollments' (ON), 'Show availability and constraints' (ON), and 'Hide services with no enrollments' (OFF).

	Monday	Tuesday	Wednesday	Thursday	Friday
08:00					
09:00	CST100-Εισαγωγή στους Η/Υ 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 / ΜΙΚΤ100-Εισαγωγή στο Μάρκετινγκ 11823 11:30 - 14:20 104 - Lecture Room		
14:00					

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

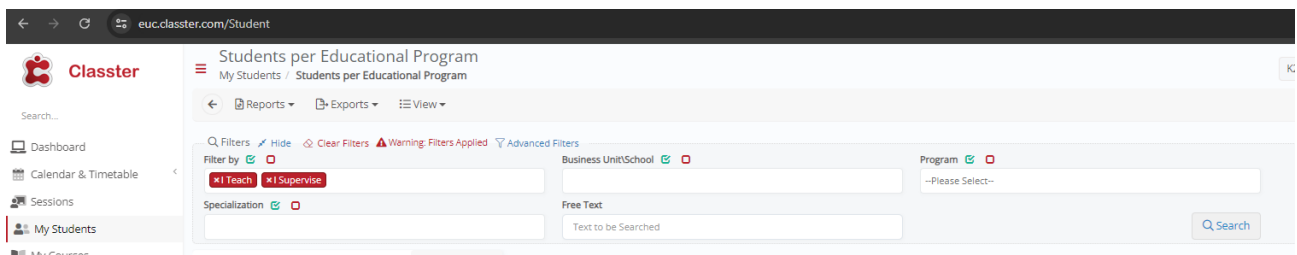
➔ Click on the “Exports” button, to export the timetable to pdf, excel or word.

My Students

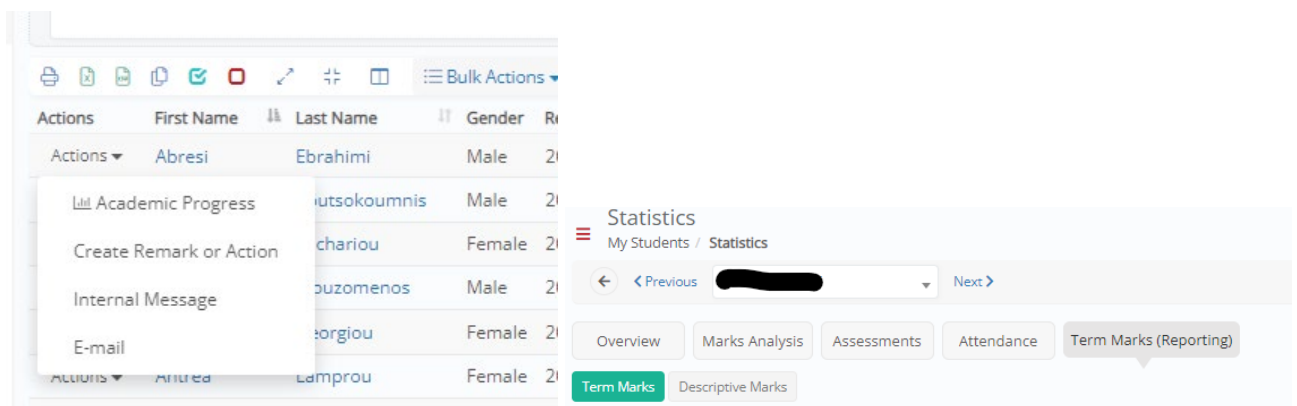
Under this section you will be able to see the list of students that you teach or in the case of coordinator, students enrolled to courses of the program they coordinate, with the transcript of each student.

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.



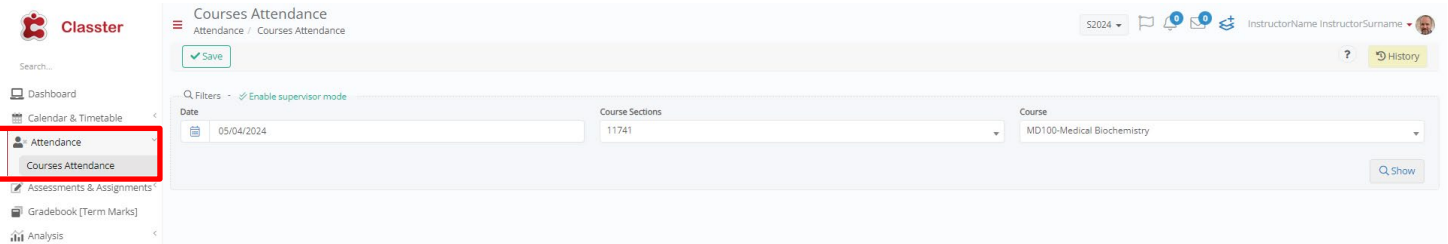
My Courses

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

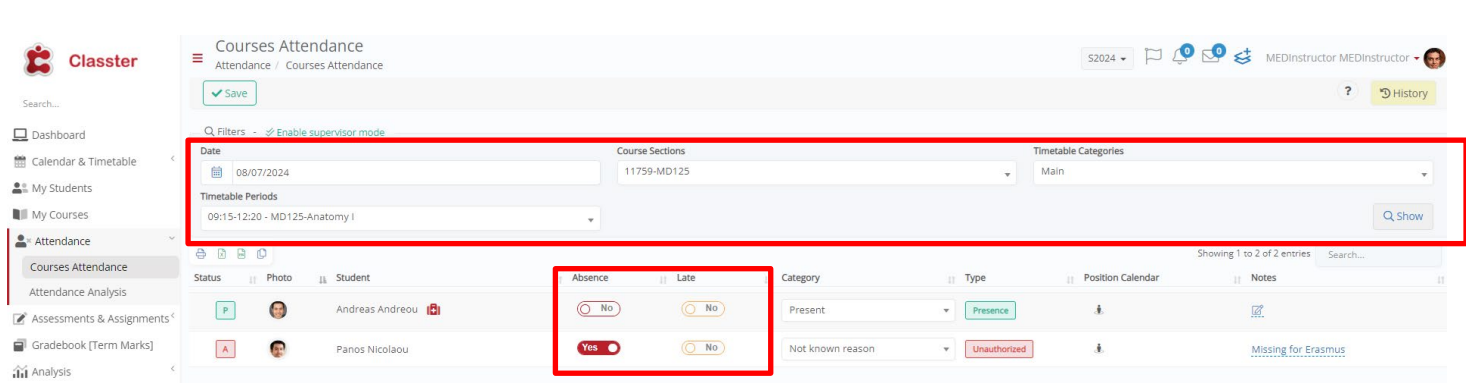
- Click on “Attendance\Courses Attendance” from main Menu, to record a student’s absence/late at a specific “date/course section/course” combination.



Course’s Absences

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

- Select the 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.
- **Record Student Absence:** At each student entry you can flag ‘Absence’ (in case that the student is absent. By default, all students are present), select Absence Category and add notes if required.
- Record student late record: At each student entry you can flag ‘Late’ (in case that the student is delayed)
- 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.





General Guidelines for grading

1. For some courses the marking scenario is standardized and already populated in gradebook. For other courses the marking is not standardized, and faculty will need to create assessments that will lead to the final mark of the student. The general rule is that:
 - a. If in Gradebook the assessments are for example Participation/10%_Assesments/90%_Upgrade, then you need to create the assessments that will be included under the Assessments/90%.
 - b. If in Gradebook there are columns for Midterm and/or Final, then this means that the course marking scenario is standardized across the program and there is no need to create assessments. You can just mark the students under [“Gradebook”](#) menu.
2. Based on the above, for courses that the assessment structure is not created, the instructor needs to schedule/create in [“Assessments & Assignments”](#) menu in Classter their course assessment structure (following the course outline).
 - **Participation & Attendance:** Fixed column in gradebook. Grading on students for participation and attendance is done directly in Gradebook. (10%)
 - **Assessments:** Each course/instructor assessments are different. Based on that, each instructor must create their assessment structure for the rest 90% of the final grade mark. For this go to [“Assessments & Assignments section”](#)
 - **Upgrading:** Fixed column in gradebook. Upgrading is done directly in “Gradebook”.
3. Next step is to mark each assessment for all students. To mark the assessments already created go to [“Assessments & Assignments\Marking”](#) menu.
4. Final step is to mark any fixed categories directly in [“Gradebook”](#) and save. (ex PARTICIPATION & ATTENDANCE)

Important: MARKING IS DONE IN ABSOLUTE VALUES. This means that, if your midterm is equal to 30% of the final grade, the max mark for midterm must be 30 and the students must be graded up to 30. This is the case for all different assessments.

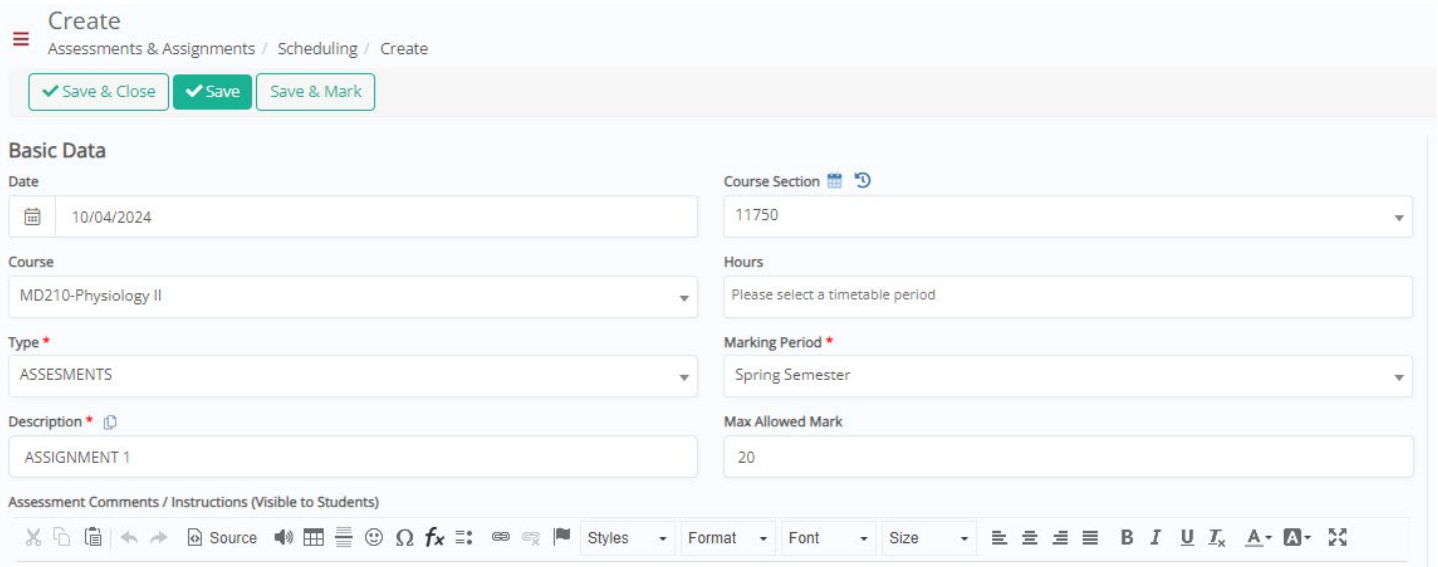
Assessments & Assignments

Use the “Assessment & Assignments” menu to create all the assessments for your course section/course and mark the assessments. For conventional courses that include participation and attendance you need to create assessments with a total of 90 marks.

Scheduling

Steps to create an assessment:

1. Under Scheduling click Create New and Select “New Assessment/Exam”.
2. Enter your assessment details:
 - a. **Date:** Date of the assessment deadline.
 - b. **Course Section:** Select the course section.
 - c. **Course:** This will be populated automatically when the course section is selected.
 - d. **Hours:** Skip this field.
 - e. **Type:** Select type “ASSESSMENT”.
 - f. **Description:** Enter description of assessment ex. Assignment 1 or Midterm Exam etc.
 - g. **Max Allowed Mark:** Everyone must use absolute grading. Based on this you need to enter the max allowed mark which must be the same as assessment weight based on the outline.
3. Click “Save & Close” to create your next assessment.



Create
Assessments & Assignments / Scheduling / Create

Save & Close Save Save & Mark

Basic Data

Date: 10/04/2024

Course Section: 11750

Course: MD210-Physiology II

Hours: Please select a timetable period

Type: ASSESSMENTS

Marking Period: Spring Semester

Description: ASSIGNMENT 1

Max Allowed Mark: 20

Assessment Comments / Instructions (Visible to Students)

Source Styles Format Font Size B I U I_x A- A- ↺

4. From the list of assessments, you can click “Actions” on the left of an assessment and copy, to create a new one and change only description and max allowed mark.



Actions	Description	Program	Course Section	Course	Marking Period	Date	Type	Assessment Marks
<input type="button" value="Actions"/>	Assignment	Business Studies (4 years, Bachelor)	11743	BUS100- Introduction to Business	Spring Semester	05/04/2024	ASSESSMENTS	

- Edit
- Assessment Marks
- Change Time
- Change Assessment Marking Period
- Hide from calendar
- Message
- Message with Template
- Message with Template(Only Marked Students)
- Message with Template(Only to Instructors)
-

Marking

Used by instructors to mark the assessments they already created.

Filter per course section and assessment. The system will list the students of the course section/course combination and there you can enter the mark (out of the maximum that you already set on the assessment scheduling).

You can also enter comments per student.

Publish Marks
 DEMO PERIOD (FALL 2023)

Please note that max allowed mark is set to 5.

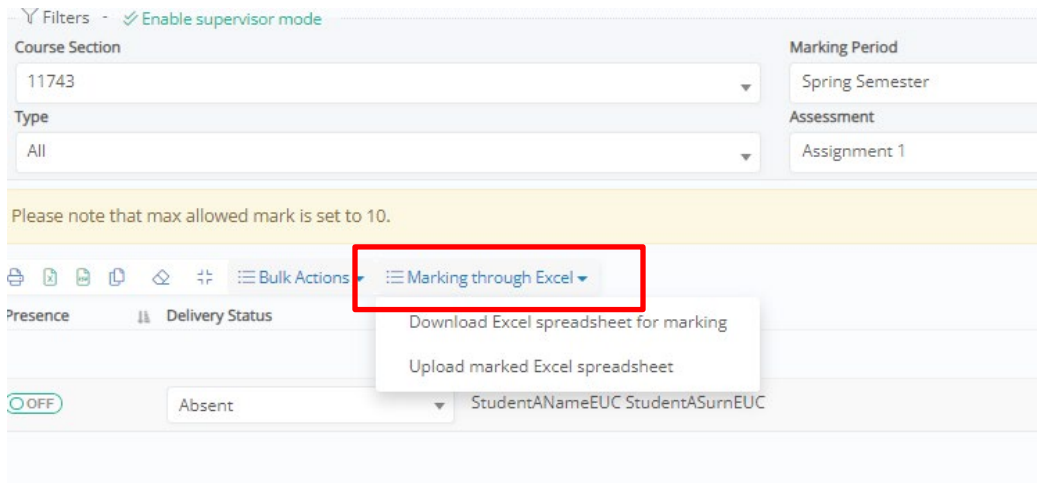
Showing 1 to 2 of 2

Presence	Delivery Status	Full Name	Date	Mark (Max: 5)	%	Course	Literal	Comments
<input type="button" value="OFF"/>	Complete	DentStudentName DentStudentSurn	08/01/2024		%			
<input type="button" value="OFF"/>	Complete	Giannis Test	08/01/2024					

Average : 0.0

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

1. Download the excel.
2. Enter the mark per student.
3. 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 is a toolbar with 'Bulk Actions' and 'Marking through Excel' (highlighted with a red box). The 'Marking through Excel' dropdown menu is open, showing two options: 'Download Excel spreadsheet for marking' and 'Upload marked Excel spreadsheet'. Below the menu, there are tabs for 'Presence' and 'Delivery Status', and a table with columns for 'Status' (set to 'Absent'), 'Student Name' (StudentANameEUC), and 'Student ID' (StudentASurnEUC).

Gradebook

In Gradebook you will be able to see all the assessments created from “Assessments & Assignments” menu, plus any other categories like “Participation & Attendance”, “Upgrading” etc. As previously mentioned, “Participation & Attendance” and “Upgrading” mark categories are marked directly in Gradebook.

- Use the Course Section, Course and Marking Period filters to show students and their marks as well as their Final Overall Mark and grade.
- In the comment column you can choose to enter comments for each student regarding his/her performance.
- Under column status, mark any students with Incomplete status. Also please make sure that for incomplete students the final overall mark is empty. If there is a mark in “Final Overall Mark” field, please delete it.
- Click on Save to save all changes.

Note: Under “Participation & Attendance” and “Upgrading”, 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.

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.

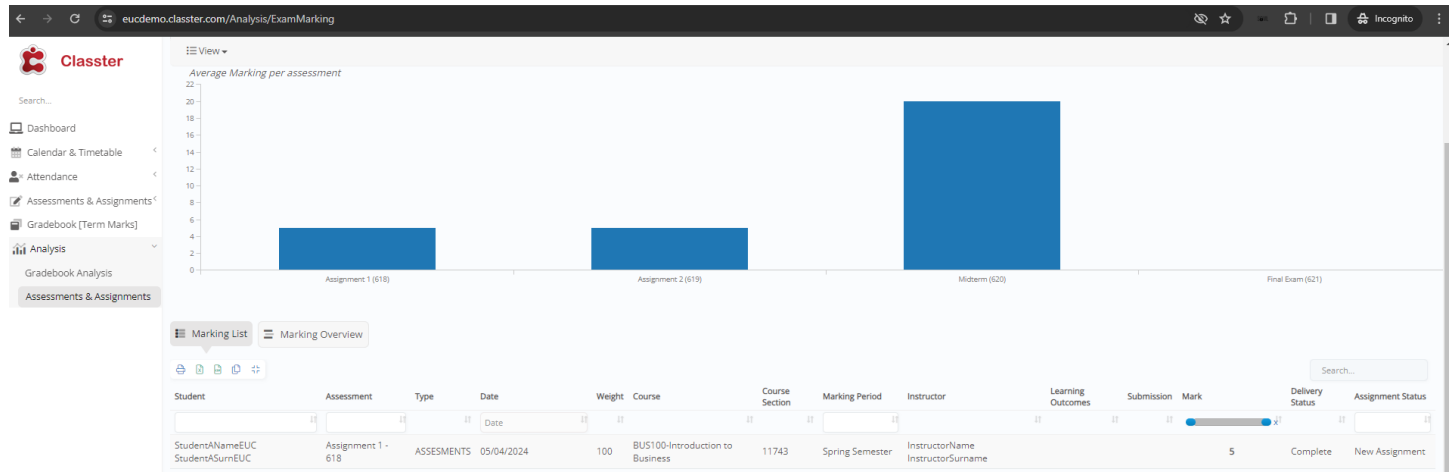
Student	PARTICIPATION & ATTENDANCE (10)	ASSESSMENTS (90)	UPGRADING (0)	Suggested O.M.	Final Overall Mark	Result
StudentANameEUC StudentASumEUC	10.0	60.0		70	70.0	C

- Activate the Supervisor Mode if you wish to also view courses you are a supervisor.
- Use the Course and the Marking Period filters to define the specific marking you want to see.
- Click on the Show button.
- Check out the pie chart to see the students' progress percentage on the selected course.
- 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.

Assessments & Assignments

You can see statistical information on the students' assessments for the selected section and course.



- Activate the Supervisor Mode if you wish to view course section, courses you are a supervisor.
- Use the course section and the Course filters to define the specific assessments evaluation you want to see.
- Click on the Show button.
- **Note:** Use the column fields to filter or show results in ascending/descending order.

Check for EFFEAs 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.



Q Filters Hide Advanced Filters

Filter by Business Unit|School

Teach

Specialization Free Text

Text to be Searched

Bulk Actions

Actions	First Name	Last Name	Middle Name	Gender	Registration Number	Pro
Actions	Afroditi	Dimitriou		Female	202511111	No
Actions	Afroditi	Dimitriou		Female	20212220	Me
Actions	Andrea	Constantinou		Other	2024050030	Me
Actions	Andreas	Andreou		Male	2024050029	Me
Actions	Panos	Nicolaou		Other	2024050028	Me

Showing 1 to 5 of 5 entries

Column Options

8 Selected out of 25 allowed

- Photo
- First Name
- Last Name
- Medical
- Middle Name
- Gender
- Global Registration Number

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.