European University Cyprus

European University Cyprus SIS Faculty Portal Manual

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AUTHOR	Department of information systems and operations.

Document Version Control

Version	Date	Author	Description/Impact to Document
0.1	30/05/2024	**Panayiotis Demetriou**	*Production*
0.2	26/06/2024	**Panayiotis Demetriou**	• Office Hours Creation • Resit Exam
0.3	10/07/2024	**Panayiotis Demetriou**	• Attendance Section – Add option for Late students
0.4	18/07/2024	**Panayiotis Demetriou**	• Menu "My Students" - Program Coordinators to be able to see transcripts of students • Menu "My Courses"
0.5	24/07/2024	**Panayiotis Demetriou**	• "My Students" menu • EFFEA Students
0.6	13/09/2024	**Panayiotis Demetriou**	• Remove User Profile info. Not required. • Page 14/Section1/Bullet 4. Courses that are offered in the same semester as conventional and e-Learning will get a marking scenario of "Assessments 100%" and the instructor must create all assessments. (for conventional mode this includes participation and attendance)
0.7	27/09/2024	**Panayiotis Demetriou**	• New Feature: Copy assessments from one section to another. Used on same course with multiple sections.

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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'.

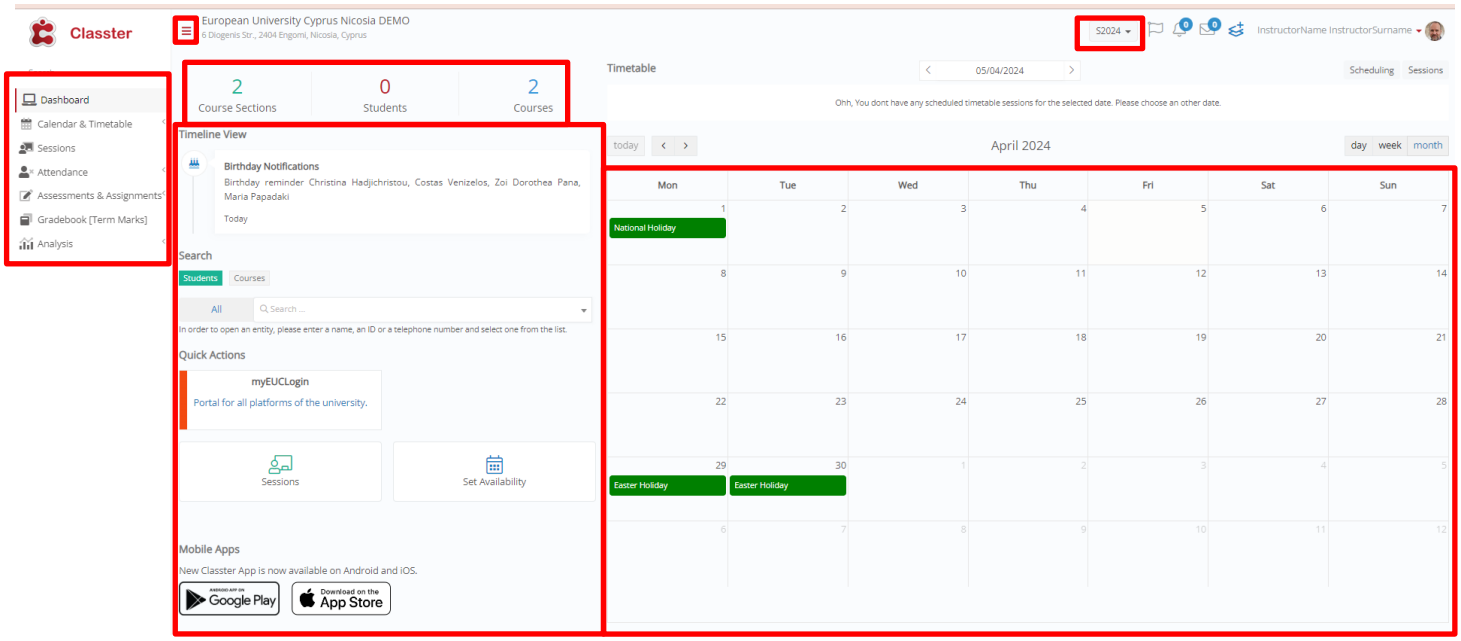
The 'Menu' can be hidden by selecting this button.	≡

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 assessments that need grading and other info.
- Courses 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.

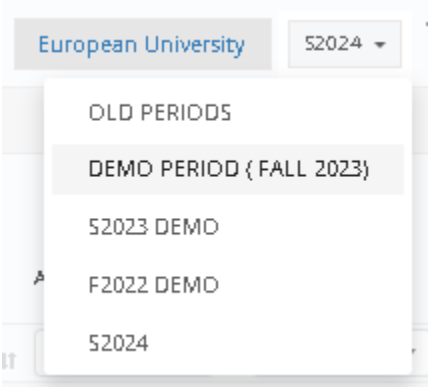
User Actions

Semester

In order to select a semester:

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

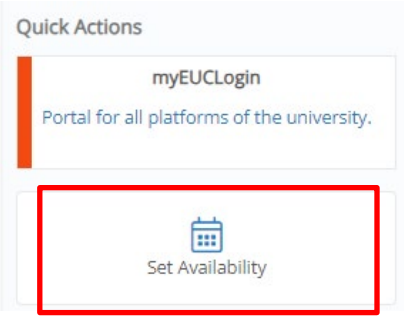
The page will be refreshed and will represent the academic data of the selected semester.



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

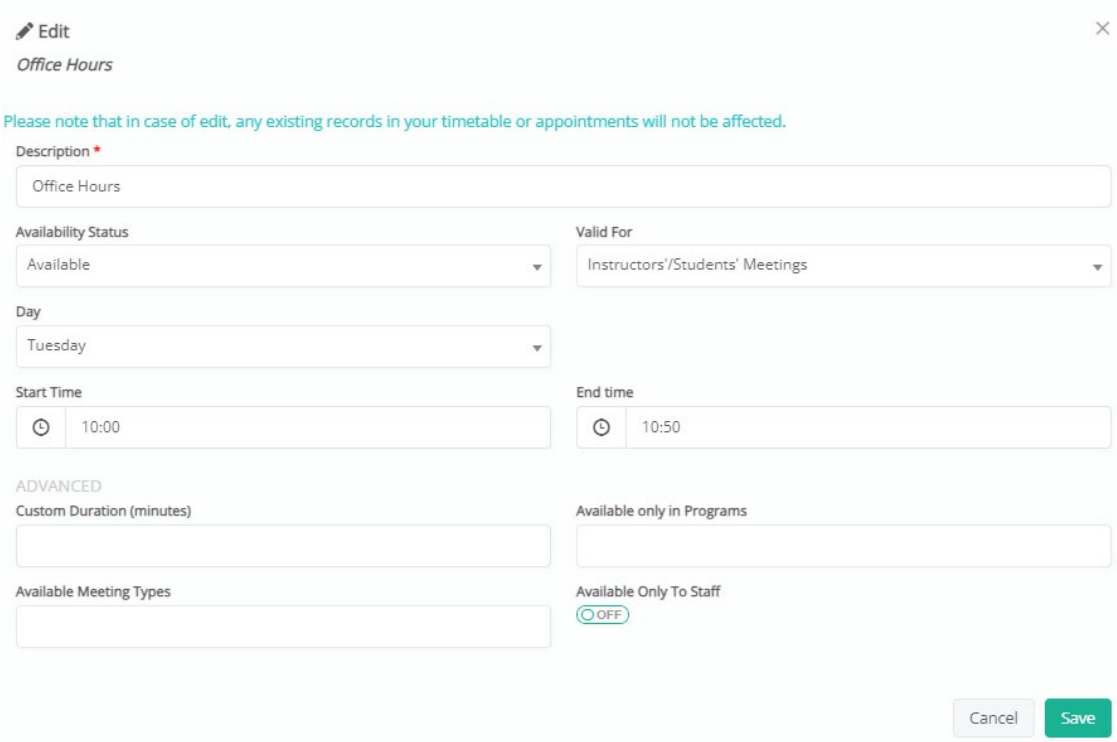
Under Dashboard\"Quick Actions" you will find a button for "Set Availability". Click on it to create your office hours.



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

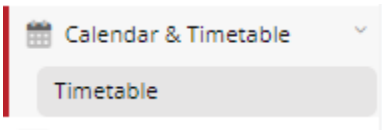


After you finish setting up your office hours, you can click "Save" & "Save". Office hours will appear in your timetable and will be visible from school administration personnel and students.

Main Menu

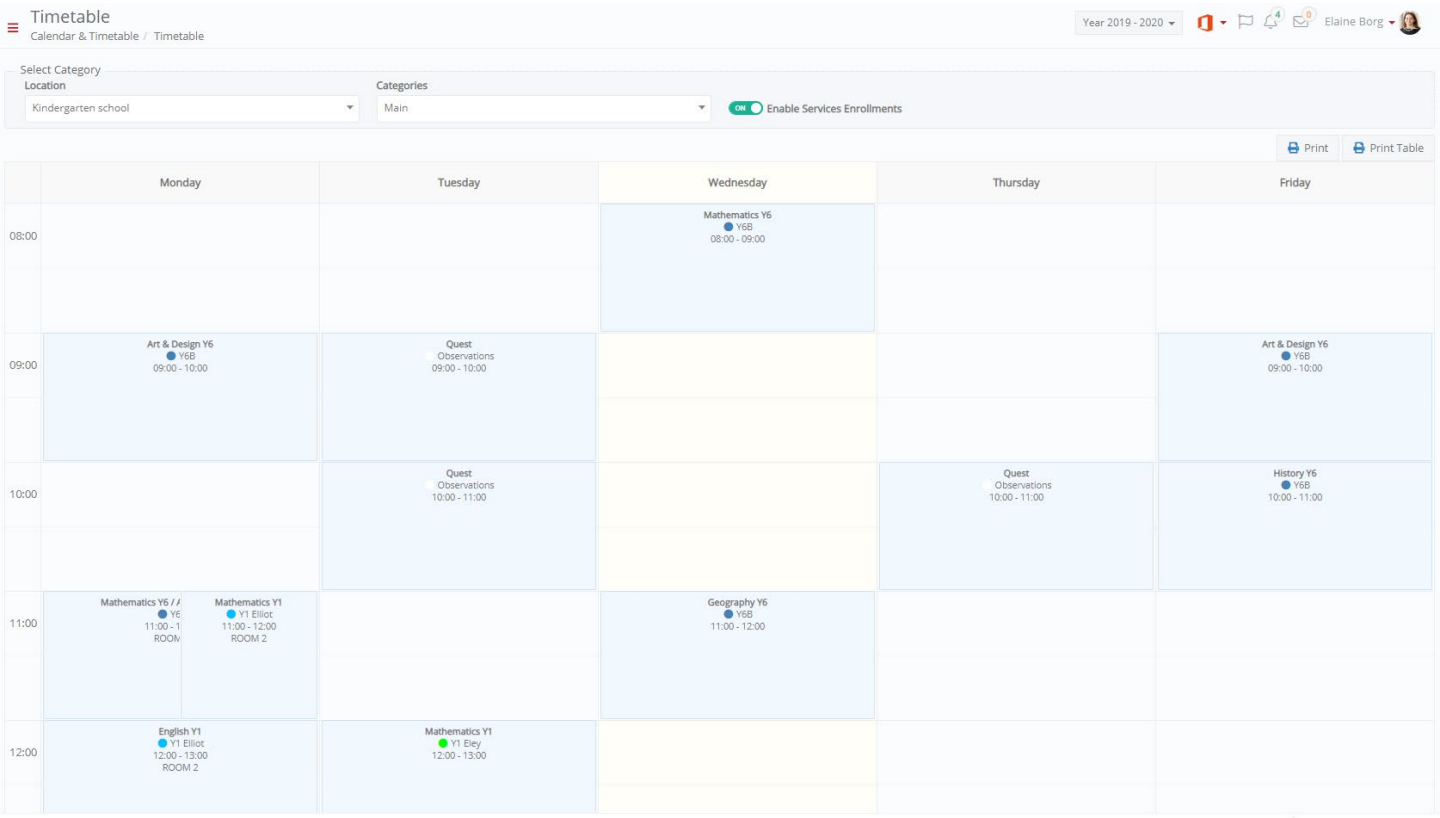
Timetable

➲ Select Calendar & Timetable at the main menu.



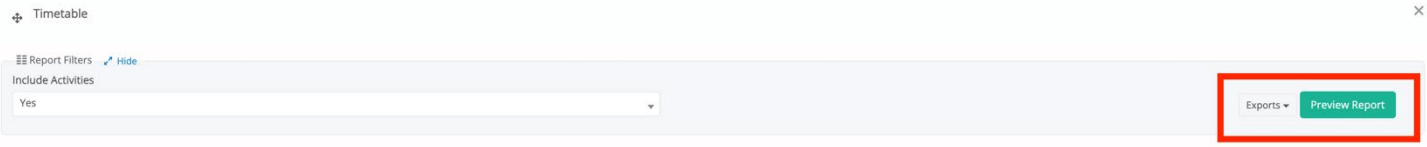
<u>Calendar & Timetable>Timetable</u>

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.



➲ Click on the "Print" button, to print the Timetable

➲ Click on the "Exports" button, to export the timetable to pdf, excel or word.

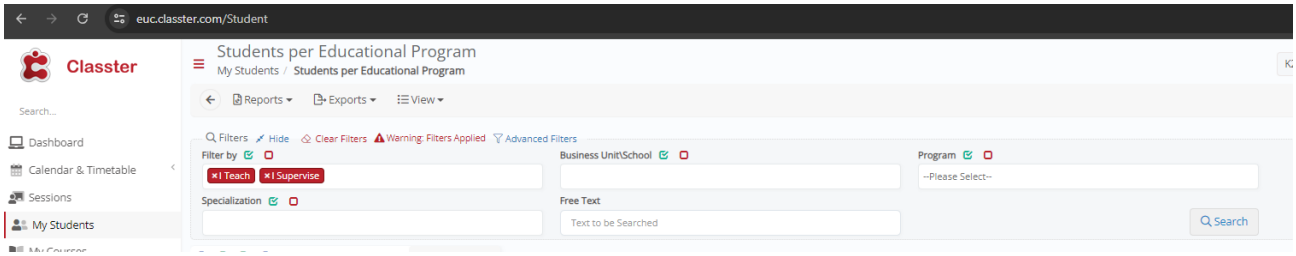


My Students

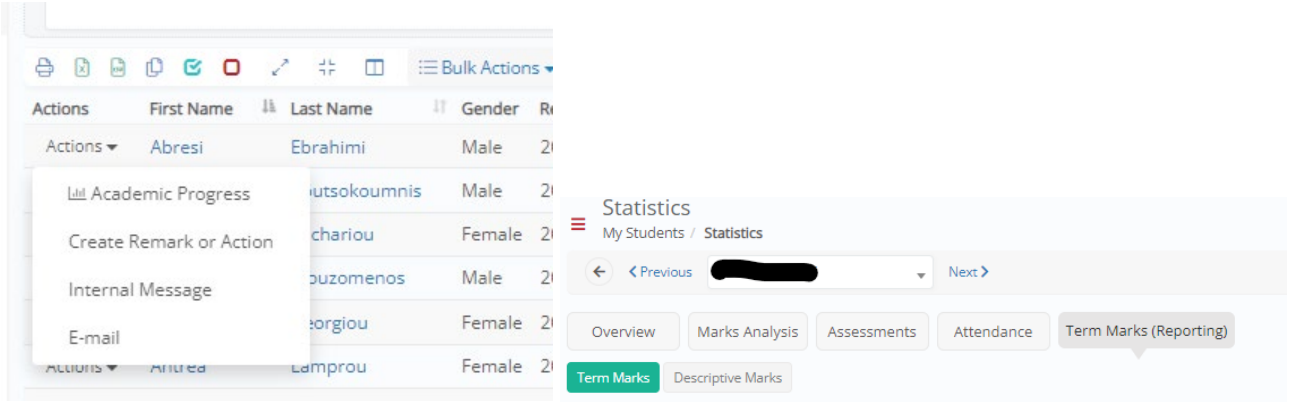
Under this section you will be able to see the list of students that you teach or in the case of coordinator, students enrolled to courses of the program they coordinate, with the transcript of each student.

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 enrolled to sections under that program.
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.



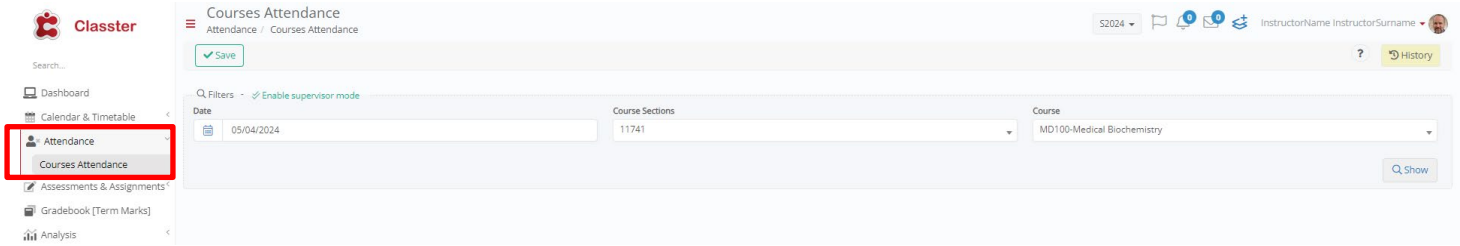
My Courses

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

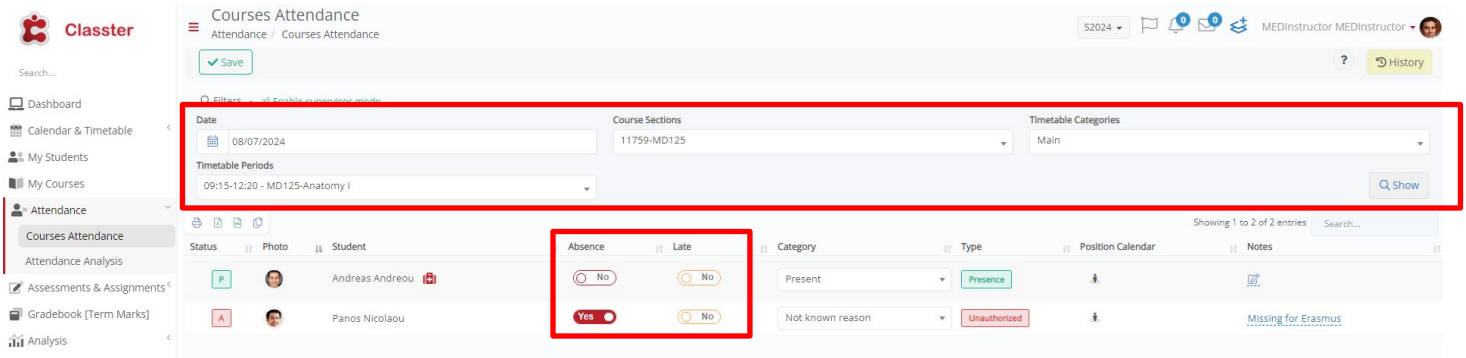
- Click on “Attendance\Courses Attendance” from main Menu, to record a student’s absence/late at a specific “date/course section/course” combination.



Course’s Absences

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

- Select the date that you want to manage absences for.
- Select Course Section and course that you want to manage absences for.
- 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 learning recommendations related to this student from EFFEA or other related departments.



General Guidelines for grading

1. **Each instructor must schedule/create in Classter their assessment structure (following the course outline).**
   - **For conventional courses that include participation:**
     - **Participation & Attendance:** Fixed column in gradebook. Grading on students for participation and attendance is done directly in Gradebook menu. (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.
   - **For conventional courses that DO NOT include participation:**
     - **Assessments:** Each course/instructor combination assessments are different. Based on that, each instructor must create their assessment structure for the 100% of the final grade mark. For this go to "Assessments & Assignments section"
     - **Upgrading:** Fixed column in gradebook. Upgrading is done directly in Gradebook.
   - **For e-learning courses:**
     - **Assesments:** Each course/instructor assessments are different. Based on that, each instructor must create their assessments structure for 50% of the final grade mark. For this go to "Assessments & Assignments section".
     - **Examinations:** For all e-Learning courses there is a final exam for 50% of the final grade. Based on this, a FINAL EXAM category was created directly in "Gradebook" and instructors can mark the final exam of students directly in "Gradebook".
   - **For course offered in both conventional and e-learning study mode:**
     - **Assessments:** Each course/instructor combination assessments are different. Based on that, each instructor must create their assessment structure for the 100% of the final grade mark. For this go to "Assessments & Assignments section"
     - **Upgrading:** Fixed column in gradebook. Upgrading is done directly in Gradebook.

2. **Next step is to mark each assessment for all students. To mark the assessments already created go to "Assessments & Assignments\Marking" menu.**

3. **Final step is to mark any fixed categories directly in "Gradebook" and save.**

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

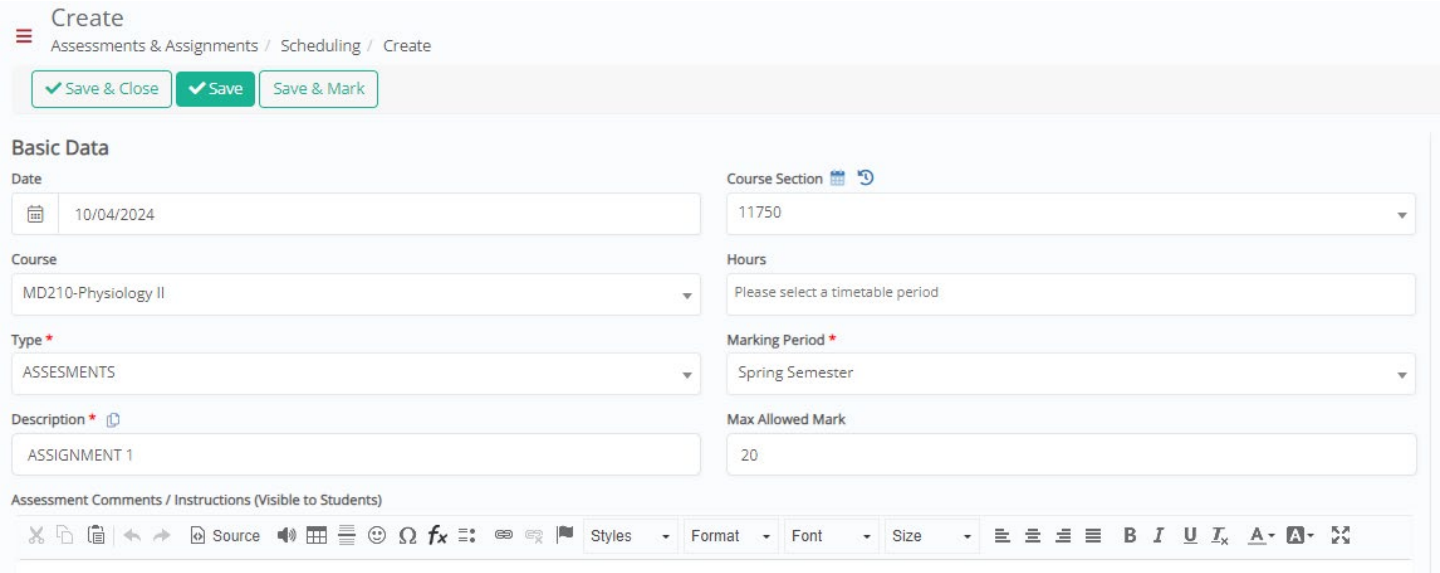
Use the "Assessment & Assignments" menu to create all the assessments for your course section/course and mark the assessments:

- For conventional courses that include participation and attendance you need to create assessments with a total of 90 marks. (Participation is already created in Gradebook)
- For conventional courses that DO NOT include participation and attendance you need to create assessments with a total of 100 marks.
- For courses that are offered in conventional mode and e-learning mode you need to create assessments with a total of 100 marks.
- For e-learning courses you need to create assessments with a total of 50 marks. (Final exam is already created in Gradebook)

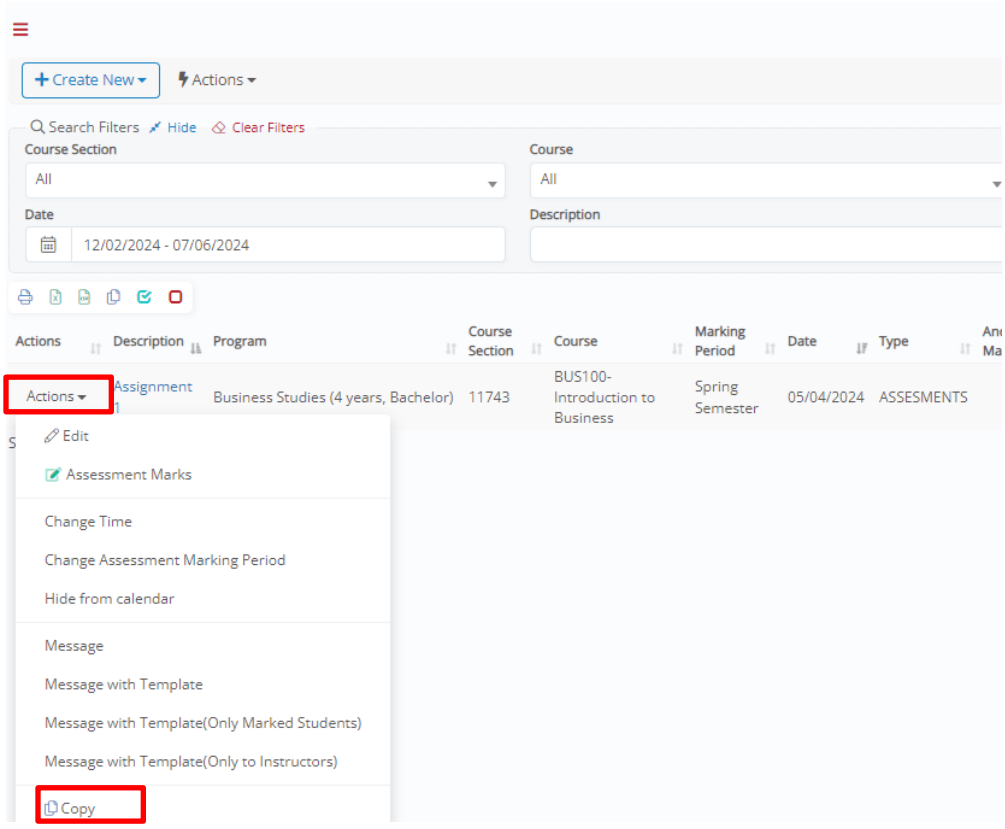
Scheduling

Steps to create an assessment:

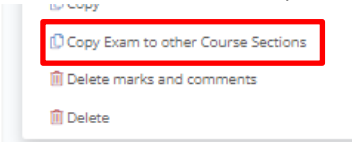
1. Under Scheduling click Create New and Select "New Assessment/Exam".
2. Enter your assessment details:
    a. **Date:** Date of the assessment deadline.
    b. **Course Section:** Select the course section.
    c. **Course:** This will be populated automatically when the course section is selected.
    d. **Hours:** Skip this field.
    e. **Type:** Select type "ASSESMENT".
    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. (ex Project 20% means that the Project max mark must be 20)
3. Click "Save & Close" to create your next assessment.



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.



5. From the list of assessments, you can click “Actions” on the left of an assessment and “Copy Exam to other Course Section”, to copy the assessment to another course section.

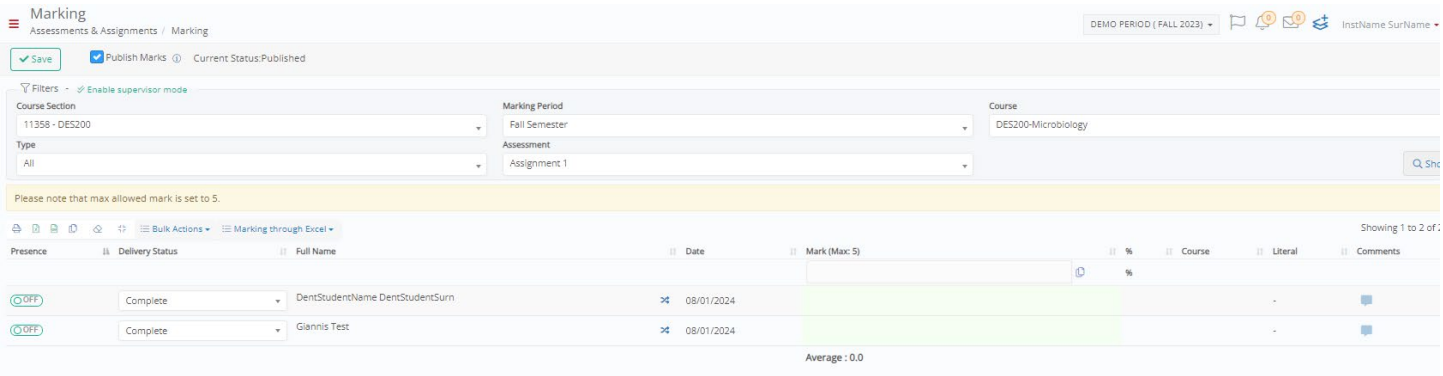


Marking

Used by instructors to mark the assessments they already created.

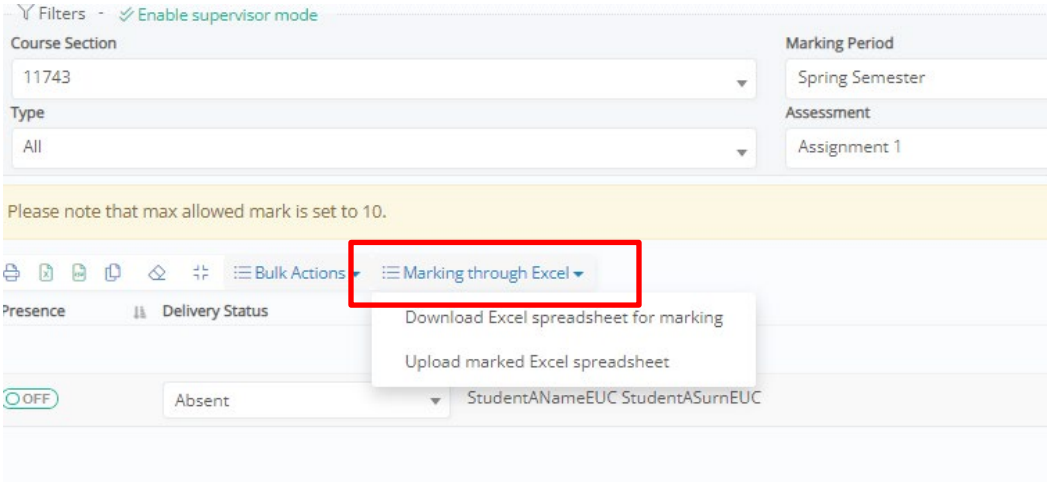
Filter per course section/course and assessment. The system will list the students of the course section/course combination and there you can enter the mark (out of the maximum that you already set on the assessment scheduling).

You can also enter comments per student.



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”.



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 explained “Participation

& Attendance", "Upgrading" and "Final Exam" (only of e-Learning courses) 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. Additionally, you can see Literal (ex. A, B+)
- 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.

Gradebook – Resit Exams

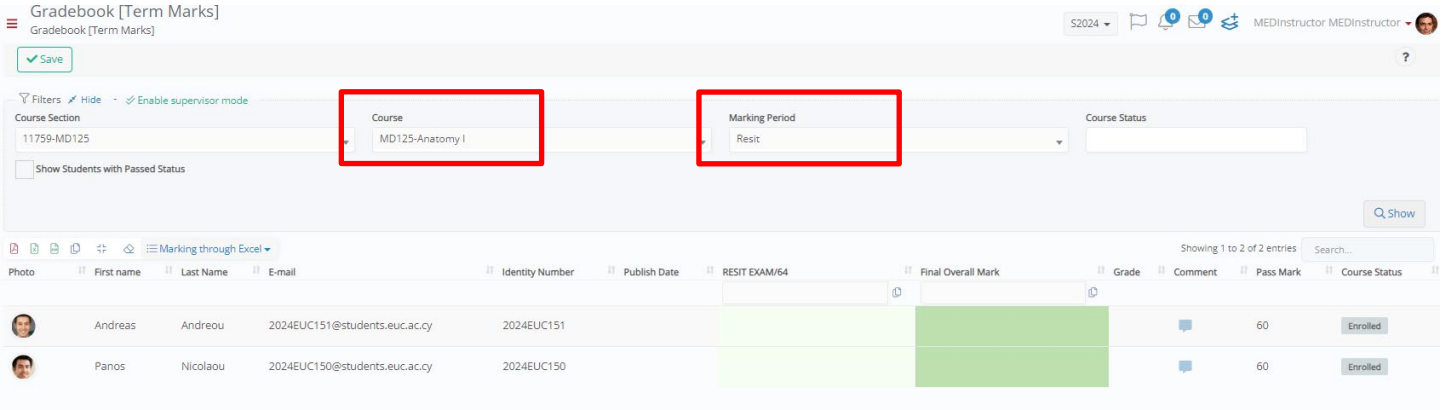
Resit Final Examinations are graded under the period that the course was offered.

For Conventional Courses, the Resit Final Examinations take place during the first week of September. It applies only to courses in which the student failed during the Fall semester and/or the Spring semester of the preceding academic year.

For E-Learning courses, the Resit Final Examinations take place during the three examination periods of the E-Learning Programs of Study (i.e. end of January, end of May, and end of July) and it will apply only to the courses in which the student failed during the immediately preceding semester.

Courses will be graded under Fall & Spring semesters in the faculty portal.

In Gradebook you will be able to select the course and under the marking period you will select "Resit".



The system will only show students who failed the course.

Resit exam can be marked directly in Gradebook under column “RESIT EXAM”.

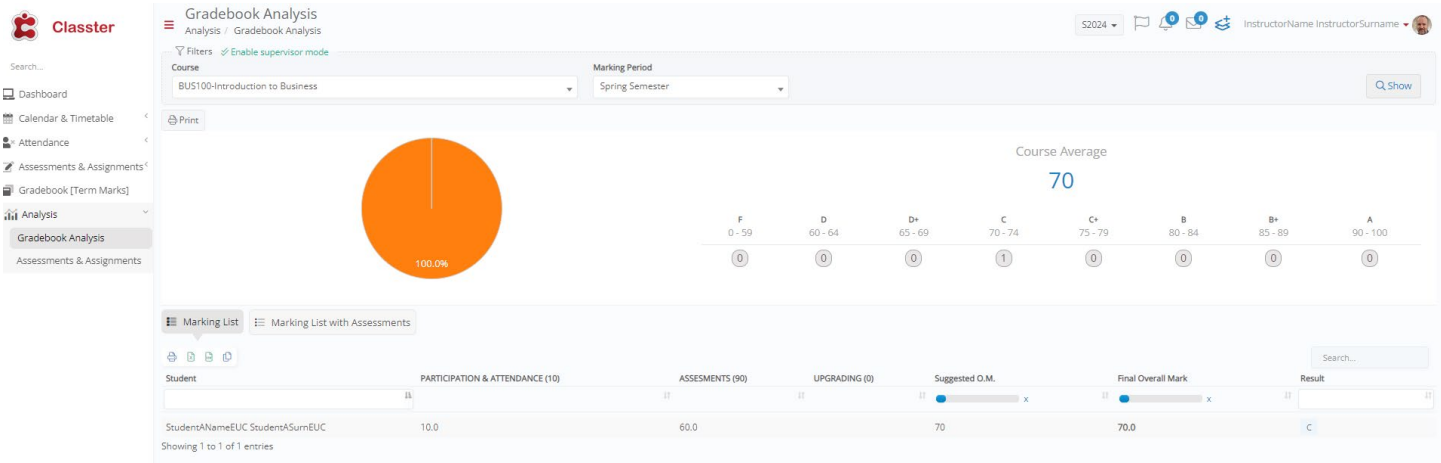
For undergraduate courses, the maximum mark is 64 (D), and for postgraduate and Medicine courses the maximum mark is 74 (C).

The actual mark of the student out of 100 can be recorded in the comment box for reference.

Analysis

Gradebook Analysis

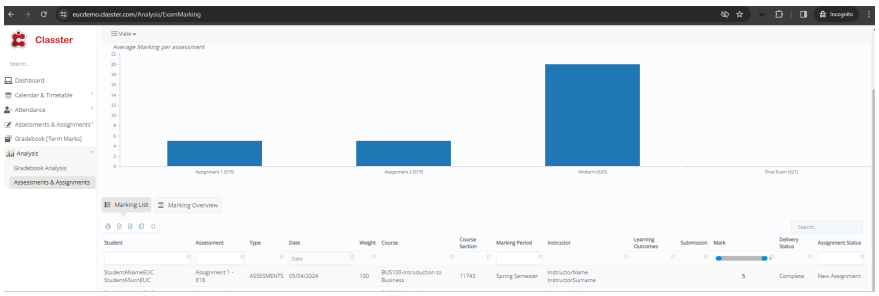
You can see statistical information Gradebook.



- 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 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.
- 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.



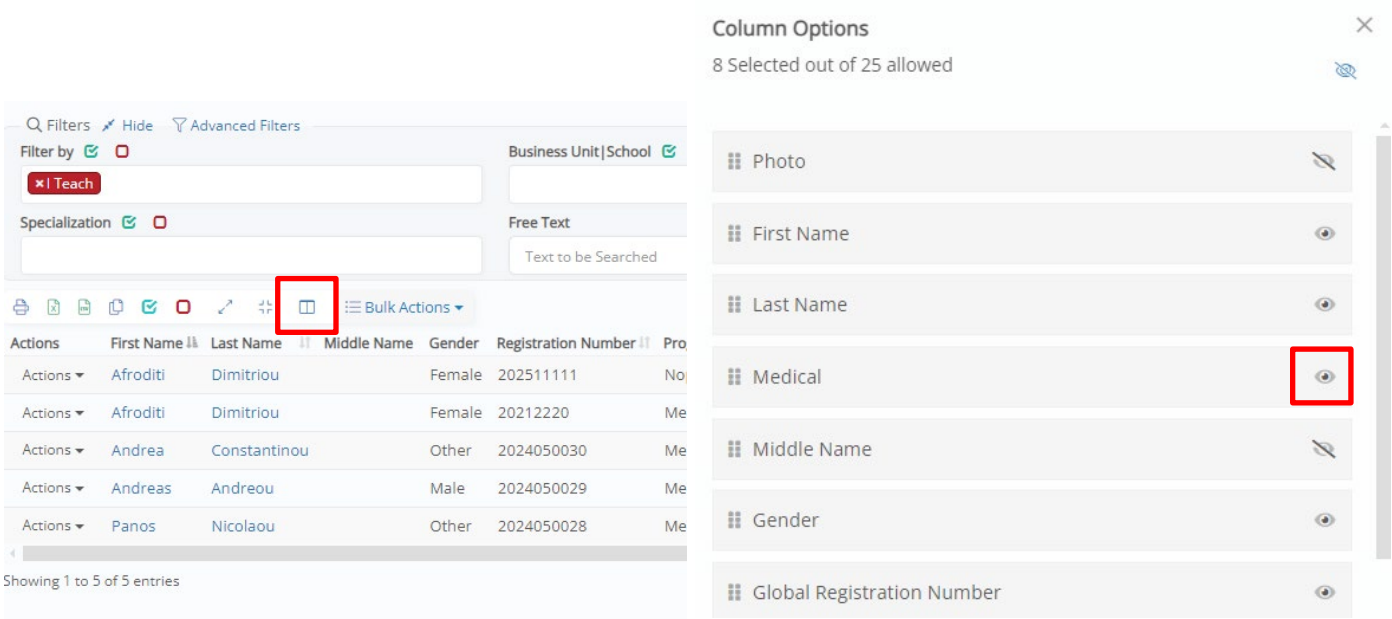
- Activate the Supervisor Mode if you wish to view class/group, courses you are a supervisor for.
- Use the Class/Group and the Course filters to define the specific assessments evaluation you want to see.
- Click on the Show button.
- Note: Use the column fields to filter or show results in ascending/descending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

Check for EFFEA 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.



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.