

FACULTY ACCESS INFORMATION AND INSTRUCTIONS

Welcome to the new features of SONISWEB for Lancaster Theological Seminary. On the following pages, you will be guided to the features available to you for the purpose of reviewing the academic records of advisees, printing rosters, communicating with your students, etc. Additional features will be added as the semester proceeds. Should you have any difficulties with accessing SW, please send a message with a description of the problem to sonis_help@lancasterseminary.edu, with the subject line: SONIS ISSUE.

LOGGING ON TO SONISWEB™ AS A FACULTY MEMBER

Click the Faculty access link from your Web site and enter your Lancaster Seminary e-mail address and the PIN you were issued. Then click the “Login” button that will take you to Biographic Display. If you are not on record as a member of the faculty, this will not work. **NOTE: For**

security reasons, it is important to use the “Logout” tab when you have finished your work in SONISWEB.

Typically, this is the first display you see when you log in. Just below the tabs is a summary of your biographic information. To change these entries, click the “Update Bio” icon at the top of the page. At the bottom of the page is your teaching schedule. To see the teaching schedule for a

Course	Description	Session	Section	Time	Location
BIO105	Microbiology		1	FRI 8:00am-8:55am	S300
BIO121	Pathology		1	THU 8:00am-8:55am	S200
BIO150	Structural Kinesiology		1	MON 8:00am-8:55am	S100
BIO160	Elective Orthopedic Massage		1	WED 8:00am-8:55am	S200

different year or semester, click the School Year and/or Semester dropdown arrows. You get a list of active years and semesters. Make your choice from the lists, click the “Change...” button and you see the schedule for that year and semester.

BIO121 - 1
Pathology

Lead Faculty: Flanagan, Dorothy

Instructor: Flanagan, Dorothy [Email Instructor](#)

Classroom: S200

Start/End Dates: 09/01/2007-12/31/2007

Day/Times THU 8:00am-8:55am

[Syllabus](#)

Instructor Office Hours

Sunday:
Monday: 9:00 A.M. - 11:00 A.M.
Tuesday:
Wednesday: 10:00 A.M. - 11:00 A.M.

Click the underlined course code to see the screen (shown on left) that students see when they view their schedule from the Web.

FACULTY ACCESS INFORMATION AND INSTRUCTIONS

QUICK REFERENCE: FUNCTIONS IN ALPHABETICAL ORDER

Advisee Processing

If you have been assigned students to advise, you can work with their records by clicking the Advisee Processing tab to see your advisees' records.

SONISWEB University			
Advisee Listing			
Logout	Biographic	Advisee Listing	Courses
	Student	Online Hold	
<input type="radio"/>	Bellows, Wendy M	No	
<input type="radio"/>	Hemingway, Ernest	No	
View Records		Email Advisees	

Click the radio button beside the student's name and then click the "View Records" button. The "Email Advisees" button will allow you to send an email note to all or only specific advisees.

The student's record will appear as below. Use the icons at the top of the record to perform the following:

SONISWEB University							
Advisee Processing for Wendy Bellows							
Logout	Biographic	Advisee Listing	Courses				
Address:	Chapel Hill , NC		Photo	Entry Date:	08/01/2003		
Phone:				Campus:	Washington		
Email:	wbellows@sonis.com			Department:	Liberal Arts		
Program:	Fine Arts			Division:	TBD		
Options:		Grades	View Records				
Transfer Courses Accepted for Credit - NONE							
Completed Courses - NO COURSES WITH OFFICIAL GRADES							
In Progress Courses							
Year/Sem	Course	Description	Session	Section	Mid-Term	Credits	Grades
200102/1	ART200	20th Century Art		2		3.00	
200102/1	AUT100	Authorization Course		1		3.00	
200102/3	AUT100	Authorization Course		1		3.00	
200809/2	BIOL101	Biology I		1		3.00	
<p style="text-align: center;"><u>Transcript</u> Advisory Data</p> <p>Started 01/12/2009 Stopped</p> <p>Met with Wendy to review Degree Audit</p>							
Online Registration Hold: <input type="checkbox"/>				Update			

Degree Audit: This function is not yet available.

Grades: View the person's official grades to date.

Registration: Students will be able to register online during the stated dates, provided they are cleared to register.

Registration Hold function: When you are meeting with a student for registration advising, "uncheck" the Online Registration Hold box at the bottom of the record to clear that student for online registration.

Schedule: View the person's class schedule. To look at the schedule for another year and/or semester, use the dropdown selections.

Reminders: Send a reminder to this person or yourself. The light bulb will appear to be "illuminated" when a reminder is waiting.

FACULTY ACCESS INFORMATION AND INSTRUCTIONS

Books - Assigning a Textbook [Note: This function is not available. The current process using the MS Excel form will be used until further notice.]

Bulletin Board [Note: This feature will be available soon.]

Course Announcements

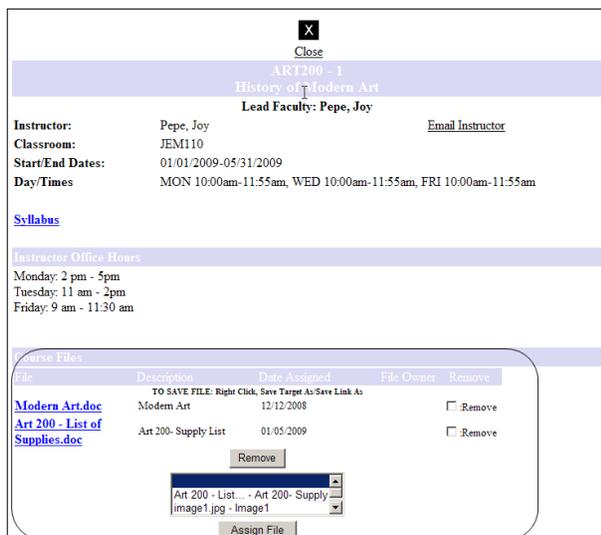
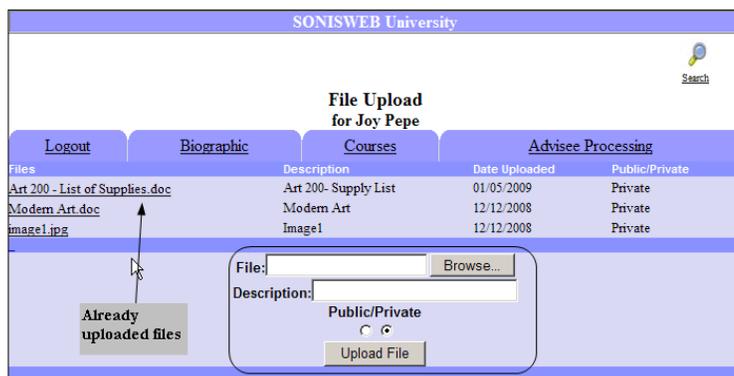
Faculty members can add course announcements that students can see when they access their course information page. Faculty can add, edit or delete the announcements by clicking the Biographic tab, picking the course name link and scrolling down the display to the announcement entry section. Students will be able to see these announcements by clicking on the Schedule tab in their Student Access, clicking the underlined course link and scrolling down the course information page until they find the announcement.



Course Evaluations [Note: This feature will be available soon.]

Degree Audits [Note: This feature will be available soon.]

File Upload Allows the faculty member to upload and assign one or more files to a class, for student access. This feature is available while on the Biographic or Courses pages as an icon called “File Upload”. Click the icon to launch the File Upload page. You will see a page similar to the one at right. Click the “Browse” button to locate the file on your PC. Insert a description specific to this file. Indicate whether this file is Public or Private. Public means that this file will be available to other faculty members to use. Private means that it will only be available for upload to this faculty member.



Click “Upload File” button. The uploaded file name will appear as a link on the top portion of the screen. If you click on the file name you will get a detailed page describing the uploaded file. Once a file has been uploaded it can be attached to the particular course information page located on the Biographic page of faculty access. The course information page is seen as a link under the course name. If you click on the link you access the course information page. See a sample course information page on left. Click on the name of the file(s) you want to assign to this course information page, (located in the window right above the button called “Assign File” as shown in Figure 22). Click the “Assign File” button to attach the file(s). Notice that once the file is attached it can also be removed. To remove an attachment place a checkmark in the box marked “remove” and then click the “Remove”

FACULTY ACCESS INFORMATION AND INSTRUCTIONS

button. This will detach this particular uploaded file from this course information page.

Forum [Note: This is currently done through Google.]

Grade Input

Definitions:

Grades (alpha or Pass/Fail) are given for a course.

Click the Courses tab.

Click the Grades icon.

Change the School Year and/or Semester if necessary. Click the "Change..." button.

Choose the course and click the "View..." button.

Use the drop-down arrows to enter the grades. As a shortcut, you can use your keyboard to enter the grade – B for example – and the grade starting with that letter is placed in the grade box. If you use + and - grades (e.g., B+, C-), use the dropdown menu not the keyboard.

The Enroll Code will display as either EN=Enrolled, CE=Continuing

Education or AU=Audit. This helps in determining the appropriate grade for the student based on their enrollment status.

The grades are not official until the Registrar or other authority makes them official. There is a specific process for doing that. Until they are official, they do not appear on official semester grade reports.

Student Name	Enroll Code	Mid-Term Grade	Grade	Official	Date Completed
1) Allen, Alan (AL3215267)	EN		A	(OFFCL)	05/31/2009
2) Ammons, John M (AM7129759)	EN		A	UNOFFCL	
3) Brown, Betty (BR6007491)	EN		C	UNOFFCL	
4) Devote, Patty (DE9949609)	EN		B	UNOFFCL	
5) Falcone, Jim (JI3207667)	EN		C	UNOFFCL	
6) Lakewood, Karen (LO8666426)	EN		B	UNOFFCL	
7) Renoir, Pierre Auguste (RE1484480)	EN			UNOFFCL	

Gradebook [Note: Dean and Faculty will determine when this feature will become available.]

Logout

When you have finished your work, click the Logout tab. If you end your session by clicking the button on your browser, SONISWEB™ does not register the logout. The system still “sees” you as logged in but not active. As a result, you will not be able to log in again until the automatic timeout period has ended.

Photos of Students in a Course [Note: This feature will be available soon.]

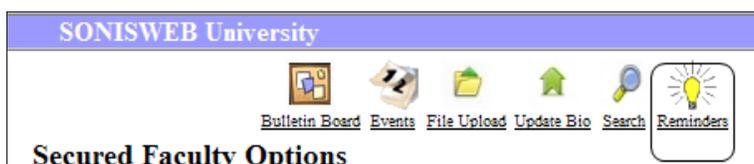
As a Faculty member you can access photos of your class. When you select a particular course on the Course tab you will see a “Link to Course Photos”. If you click the link you will see an alphabetical photo display of registered students for that course. If no photo is available for a particular student, you will see only a black silhouette as a representation of that student.

Registering a Student

Students will register online during the stated registration periods provided you have “cleared” them during the advising process for online registration.

Reminders

You can use the reminders feature located on the icon tool bar to send reminders to yourself. The “lighted” bulb indicates that there are stored, unread reminders available for viewing when you click on the icon. If the bulb is not lit, you have no unread reminders.



FACULTY ACCESS INFORMATION AND INSTRUCTIONS

To send a reminder to yourself, click the light bulb (whatever its color) and you get the reminder prompt with an "Add A Reminder" button at the bottom of the reminder list that opens a blank template to create a new reminder. Stored Reminders shown as unread are in boldface print and those already read appear in gray text. Click the underlined reminder and the full text appears. Also at the bottom of the reminder list is a "Reminders I Sent" button which redisplay the list of reminders.

Sorting: You can sort by any of the four columns above. The current sort is indicated by the red triangle-shaped icon next to the header, in ascending or descending order. Secondary order is also applied. When sorting by DATE, the secondary sort is by FROM or TO. All other columns are sorted secondarily by DATE. Reminders can also be sent to your students.

First - select a course from the Course tab, making sure you select the course section, clicking on the "view selected roster" button.



Next - Click on the Reminder icon located on the far right hand side of the tool bar. A Reminders page will launch. Complete the details including whether you want to remind yourself as well, click Submit. If you are set up as an advisor you can also send reminders through the Advisee Processing tab. View the record of the particular advisee and use the light bulb on the tool bar to create a reminder addressed to that particular advisee.

Rosters

Name	ID	Phone	Cell Phone	Auth. Required	Authorize
Allen, Alan	AL3215267				
Ammons, John M	AM7129759				
Brown, Betty (Betsy)	BR6007491	919-666-8888			

Click the Courses tab.

Change the School Year and/or Semester if necessary. Click the "Change..." button. Choose the course and click the "View..." button. These are the students enrolled in your course section. The icons at the top of the record are used for:

Syllabus

Clicking the Syllabus icon uploads your formal course description. See "Syllabi: Creating then Uploading" for the details.

Printable Roster

Click the Printable icon and you get the roster in a nice printable form. Click the printer icon at the top of your Web browser to send it to your printer.

E-Mail Note to a Student

Click the under-lined name of a student on your roster and your e-mail system begins a note for that student.

Name	ID	Phone
Allen, Alan	AL3215267	
Blair, Tony	BL3620276	000-999990-0000
Longfellow, Henry W	LO8849654	

Viewing - Year:200405 Semester: 1

Email	Student	Email Address
<input checked="" type="checkbox"/>	Allen, Alan	aalen@sonis.com
<input checked="" type="checkbox"/>	Ammons, John M	johnmarkammons@hotmail.com
<input checked="" type="checkbox"/>	Brown, Betty	bettb@emailaddress.com

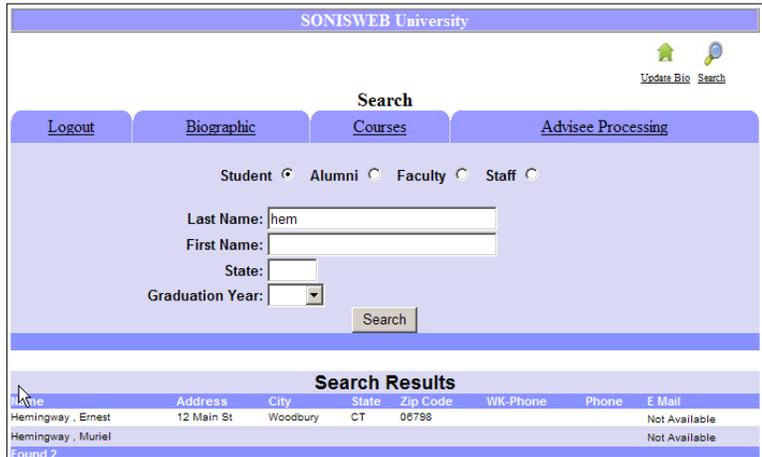
E-Mail Note to the Entire Class with Attachment

While viewing the class roster, click the Email Class icon. Check/Uncheck "All". Email will place or remove a checkmark in the email box located at the bottom of the screen, next to the students' names. You can remove/add a checkbox to include/exclude a student from the emailing. You can attach a single file or multiple files to the e-mail note using the Browse button to find it on your computer and the "Attach File" button to link it to the note. When you click the Send button, it accompanies the note.

FACULTY ACCESS INFORMATION AND INSTRUCTIONS

Search

Search is a standard function in SONISWEB™. It is available to all Web users with an ID and PIN. Click the Search icon, choose the status (Student, Faculty, etc.), enter what you know of the name and click the Search button. If the person's e-mail address is available to the public, you will see it in. Click it and it starts an e-mail session to send a note.



Syllabi: Preparing and Uploading

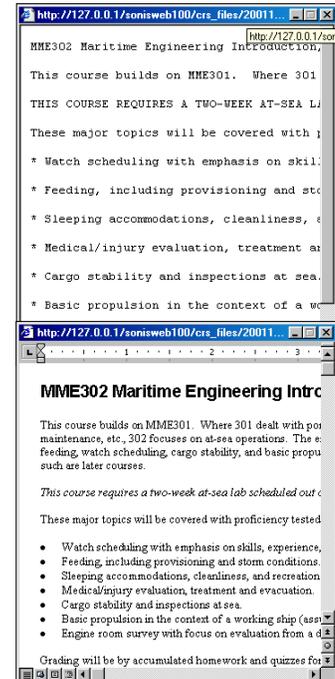
Preparing the syllabus

Once your syllabus has been created, you must save it in one of three formats: .txt, .rtf or .pdf

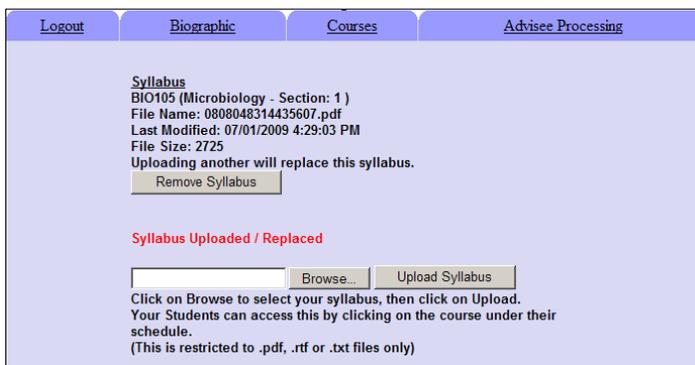
A simple text file called ".txt": its advantage is that it can be viewed in nearly any browser on nearly any type of computer. You can prepare it with a simple text editor or use a word processor then save it as a .txt file.

A Rich Text Format word processing file referred to as "rtf" is prepared using a word processor and saved as an .rtf file. The disadvantage is that the person viewing your syllabus must have a compatible word processor or a word processing viewer installed on his or her computer.

The .pdf format permits a more elegant look and can include graphics, formulae, and handsome text, but does not require the student to have a word processor installed on his or her computer to view it. Most students have the free Adobe® Reader on their computers to view it.



Uploading the syllabus



Click the Courses tab.

Change the School Year and/or Semester if necessary. Click the "Change..." button.

Choose the course and click the "View..." button. Click the Syllabus icon.

Note: If there is already a syllabus and you upload a new one, the new one will be shown.

Use the Browse button to find the syllabus you have prepared (see "Preparing a Syllabus" below) then click the "Upload..." button to store it.

You can test it by clicking the Courses tab, clicking

the underlined name of the course, and you will see a Syllabus link.

Click Syllabus to confirm what you just uploaded.

FACULTY ACCESS INFORMATION AND INSTRUCTIONS

Update Bio

This function lets you change your biographic information.

It may or may not make the change immediately. This depends on the setting for biographic updates made by the SONISWEB® administrator.

Biographic Information Update

Logout Biographic Courses Advisee Processing View/Update Office Hours

Last Name: Flanagan
First Name: Dorothy MI
Street: 399 Sister St
Additional Address:
City: Waterbury State: Connecticut
Zip Code: 07788
Phone: 203-555-8811
Office Phone:
Cell Phone: Cell Phone Provider: Text Me Flag:
Pin: ****
EMAIL: dflanagan@sonis.com
Search Display Options:
 Publish Name
 Publish Address
 Publish Office Phone Number
 Publish Phone Number
 Publish E Mail Address
SUBMIT RESET

The field entries as seen on the Biographic Information Update screen can be changed. You can also change what is “published” or seen when other Web users Search for you. A check-mark in a checkbox gives permission to publish, an empty checkbox means do not publish. Make your changes and click the Submit button. If you wish to erase your changes before clicking Submit, click the Reset button.

View/Update Office Hours

Click View/Update Office Hours (top right in the Biographic Information Update screen) to get a display as shown at right. This is a simple text display made to enter your office hours. Once you have it as you want it, click the “Up-date...” button.

The office hours appear in the student displays when they click the course code.

Office Hours Update

Logout Biographic Courses Advisee Processing

for Dorothy Flanagan

Sunday:
Monday: 9:00 A.M. - 11:00 A.M.
Tuesday:
Wednesday: 10:00 A.M. - 11:00 A.M.
Thursday:
Friday:
Saturday:

Update Office Hours