SONISWEB®

Scholastic ONline Information System

for the Web

Faculty Handbook

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This PDF is designed for faculty members. It is a guide to using the SONISWEB® functions with a précis of what happens in the databases as they use these functions. In order to use SONISWEB® each member of the faculty must have his or her own ID number and a PIN (personal identification number assigned by your institution).

May 2011

RJM Systems, Inc.

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PICKING YOUR BROWSER AND SECURITY

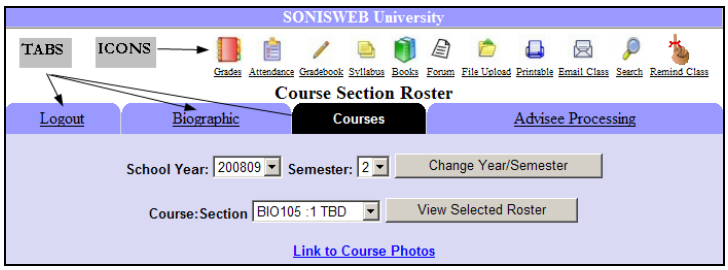
There's a security problem caused by a convenient browser feature that automatically saves your passwords and form data. It allows someone using the same computer you last used to access your records! If you don't know how to set your browser's security, see the SONISWEB® **PDF** "**Browser Setting**". It covers security, making sure the browser doesn't give you an old version of the records, and improving browser performance.

SONISWEB® is tested with Internet Explorer 6.x and Safari. Although "compatible" with HTML and JavaScript standards, different browser brands – and even different versions of the same brand – handle the data differently.

NAVIGATING WITH THE ICONS AND TABS

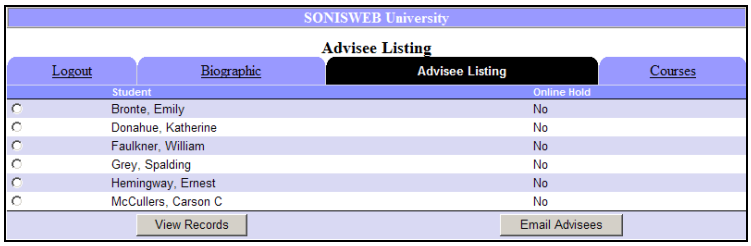
For guidance in getting access, see "Logging on to SONISWEB® as a Faculty Member" on page 47.

Icons are related to the tabs. Click the Courses tab and you get an array of icons that show you what you can do under Courses as seen in Figure 1.



• Figure 1 Icons and Tabs

Tabs[1] give you additional selections within the page. When you select a tab, it becomes highlighted as seen in Figure 1 and Figure 2.



• Figure 2 Location: Current Display Information

Biographic: this tab is always available. Click it and you return "home" where you can again select a different tab with related icons.

Location: as Figure 2 shows, you see where you are by looking at the heading at the top of your display.

[1] The color of faculty Tabs is either that delivered with SONISWEB® or that selected by your SONISWEB® administrator. You'll find examples using different colors in this handbook.

QUICK REFERENCE: FUNCTIONS IN ALPHABETICAL ORDER

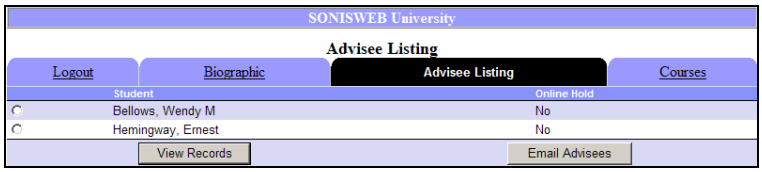
See "Logging on to SONISWEB® as a Faculty Member" on page 47.

Advisee Processing

If you have been assigned students or applicants to advise, you can work with their records by clicking the Advisee Processing tab. What screen you see next depends on the setting established in Web Options called "Allow Advisors to view all records":

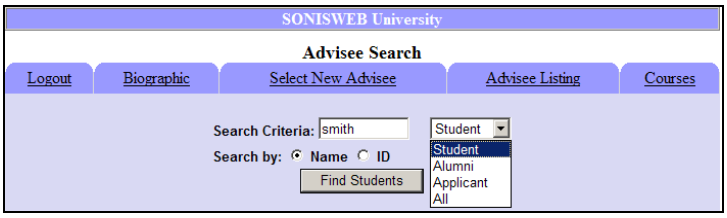
- If not enabled you see Figure 3 as you are permitted to see only your Advisee(s) records.
- If enabled you see Figure 4 as you are permitted to view all records, even those of persons not listed specifically as your Advisee(s).

If you see a page like Figure 3 , click the radio button beside the student's name and then click the "View Records" button. The "Email…" button will allow you to send an email note to all or only specific advisees.



• Figure 3 Advisee from List

If you see a page like Figure 4, you will get a list of students that you can choose from after you have initiated a name search.



• Figure 4 Advisee from Search

In both cases you end up with a screen like Figure 5 seen below.

SONISWEB University

Degree Audit Grades Registration Schedule Reminders

Advisee Processing
for Wendy Bellows

Logout | Biographic | Advisee Listing | Courses

Address: Chapel Hill , NC
Phone:
EMail: wbellows@sonis.com
Program: Fine Arts

Photo
Entry Date: 08/01/2003
Campus: Washington
Department: Liberal 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	

Transcript
Advisory Data

Started 01/12/2009 **Stopped**

Met with Wendy to review Degree Audit

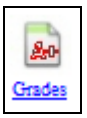
Online Registration Hold: ☐
Update

• Figure 5 Advisee Record

Use the icons or the dropdown menu in Figure 5 to perform the following:

Health: to view Advisee's Health records

Degree Audit on page 15



Grades: to view Advisee's grades on courses page

Registering a Student on page 23

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

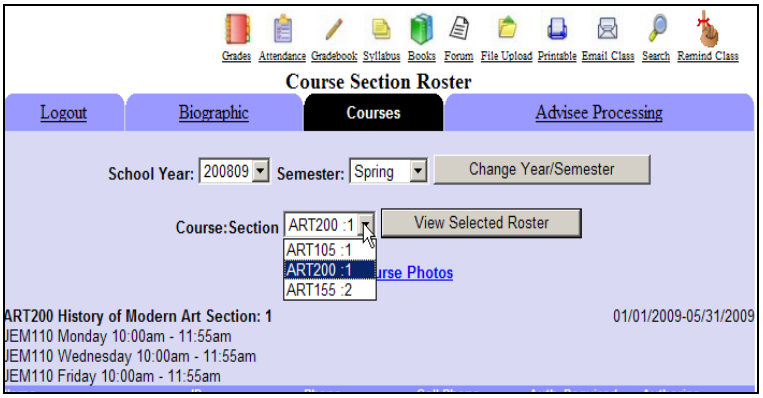
Reminders: send a reminder to this person or yourself.

Assigning Additional Instructor(s) to a Course Section

Click the Courses tab.

In Figure 6, change the School Year and/or Semester if necessary. Click the "Change…" button.

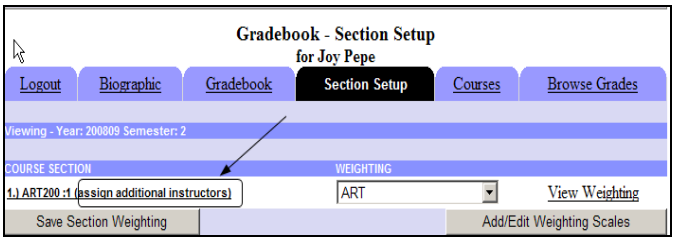
In Figure 6 pick the course and click "View…" button.



• Figure 6 Pick Year, Semester, Course, and Gradebook

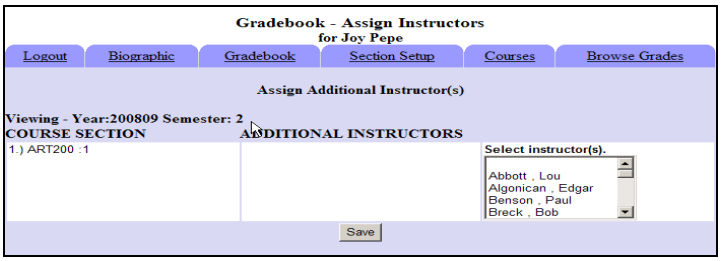
Click the Gradebook icon.

When it appears, click the Section Setup tab. You see Figure 7.



• Figure 7 Section Setup

Pick the instructor(s) from the list and click the Save button. The additional instructors are displayed for the students when they see their schedules.



• Figure 8 Pick Additional Instructors and Save

To appear in the list of instructors, the persons must be defined as "faculty" in SONISWEB® and have the Instructor checkbox enabled as shown on page 45.

Attendance

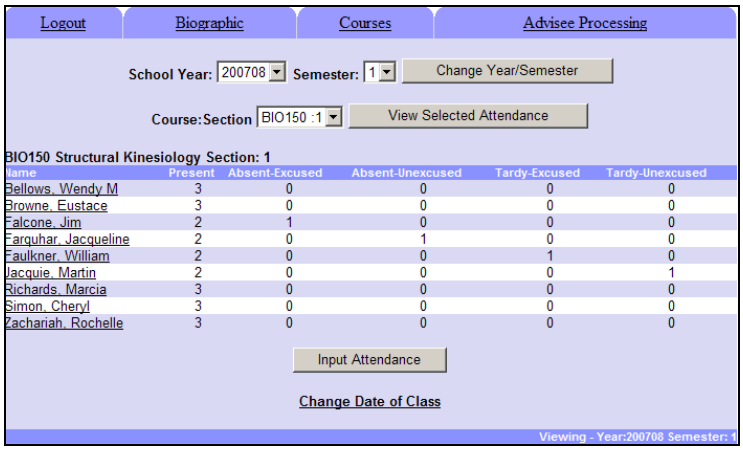
Click the Courses tab.

Click the Attendance icon to get Figure 9.

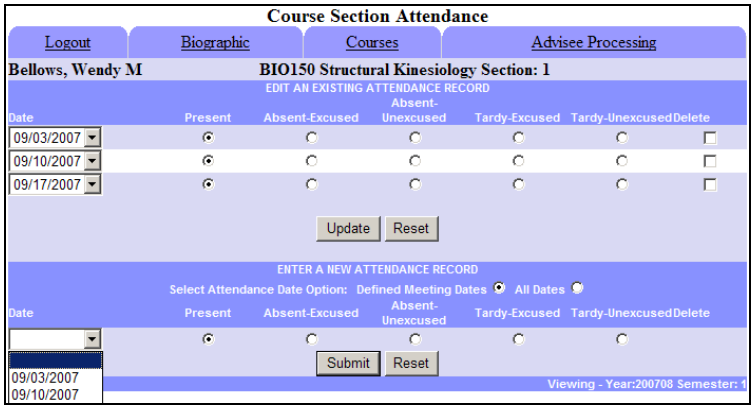
In Figure 9 change the School Year and/or Semester if necessary. Click the "Change…" button.

In Figure 9 pick the course and click the "View…" button.

For today's attendance, simply click the "Input Attendance" button in Figure 9. You get a list of students and radio buttons by each name for "Present", "Absent", etc. Click them, change the date if necessary, and click the Submit button. Attendance for that day is recorded.



• Figure 9 Attendance Summary



• Figure 10 Change Attendance for an Individual

To see, change, or delete an attendance record, click the underlined name of the person in Figure 9. It yields Figure 10 where you make your changes. Click the Update button to save your changes.

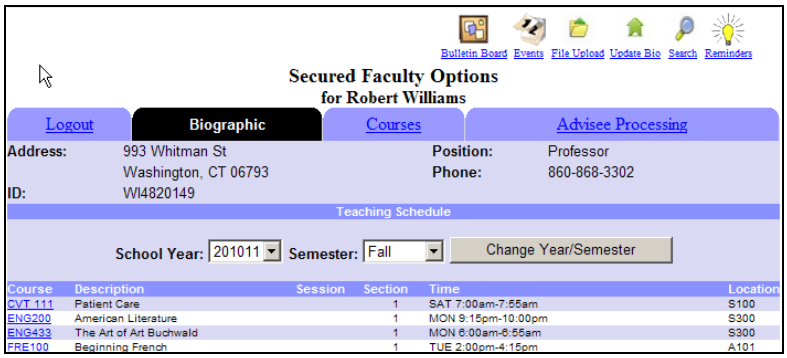
> As the date list in Figure 10 shows, you can pick the dates on which this class is scheduled to meet. If the class meeting days change, have the Registrar change the Course Section meeting days so you can pick those attendance dates. However, if a class has been set up with no meeting dates, faculty can still track attendance using a date from the "Select Date" dropdown option in the Attendance page.
>
> Important: Dates designated as "No Classes" dates in the SONISWEB® Event Calendar should not appear in the date dropdown list.

Biographic

Typically, Figure 11 is the first display you see when you log in.

Just below the tabs in Figure 11 is a summary of your biographic information. To change these entries, click the Update Bio icon (see page 39).

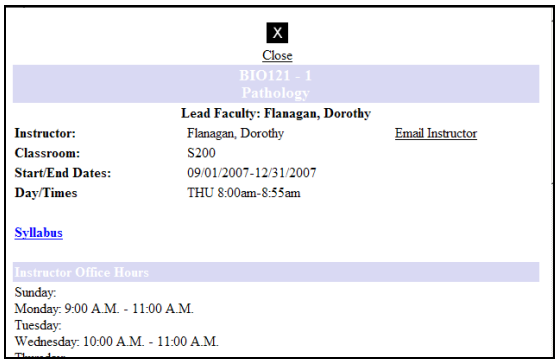
At the bottom of Figure 11 is your teaching schedule.



• Figure 11 Biographic Display

To see the teaching schedule for a 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.

Click the underlined course code in Figure 11 and you see Figure 12. This is what students see when they view their schedule from the Web.



• Figure 12 Course Information

Books

Books

Textbooks are often assigned to the master Course record by the Registrar or other authorized administrator on recommendation by the faculty.

> If all the sections of the course need the same textbook, it's best to give that information to an administrator and have that person assign it as part of the course record[2]. Otherwise you must assign the text to every course section in every semester as described below.

[2] The administrator uses **Systems** Textbooks to store the book information and **Courses** Course Add/Edit and the Textbooks link to assign it.

Assigning a Textbook to the Section

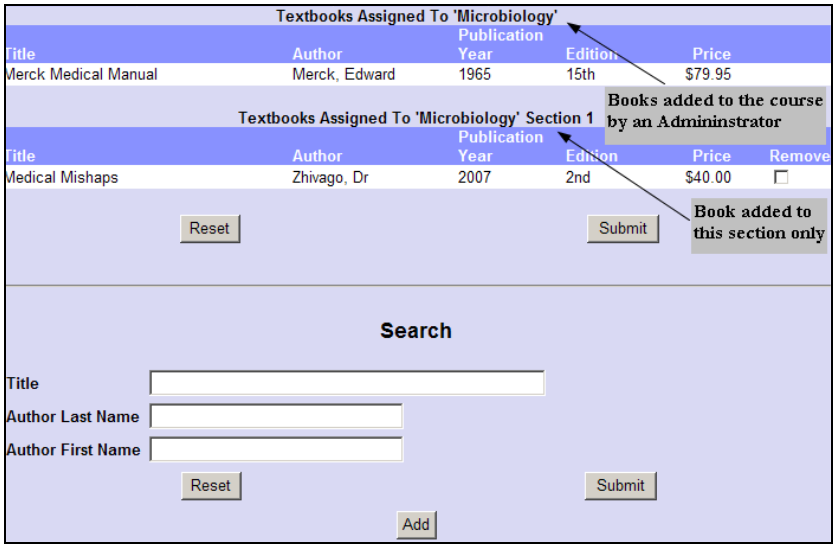
Click the Courses tab.

In Figure 6 change the School Year and/or Semester if necessary. Click the "Change…" button.

In Figure 6 pick the course and click the "View…" button.

Books

Click the Books icon. You get Figure 13.



• Figure 13 Book Assignments and Book Search

In Figure 13 note the books assigned to the course (all sections) and those assigned only to this section.

There's a Remove checkbox in Figure 13 so you can remove a book from the list seen by the students. Placing a checkmark in the Remove box and hitting the Submit button will remove the book from the course/section.

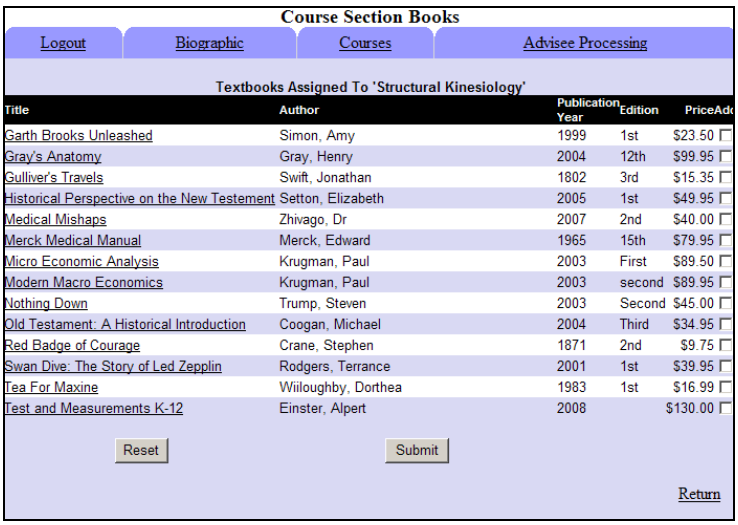
To add a book to the section, enter what you know of it at the bottom of Figure 13 (the Search portion) and click the Submit button. You get a list of books like Figure 14.

Searching for and Attaching a Book to the Section

Once you enter as much as you know of the title, author, etc. in Figure 13 and click the Submit button you get a list like Figure 14.

Click the Add checkbox in Figure 14 next to the applicable book and then the Submit button to add it to the required books for this course section.

Note: Clicking the underlined name of a book in Figure 14 will provide you with a more detailed page of information about the textbook.

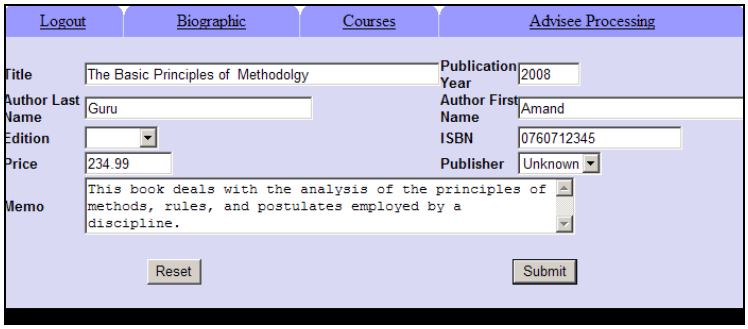


• Figure 14 Book Search Results

Textbook Additions by Faculty

Books

If you don't find the book in the Search Results (Figure 14), click the Return link to go back to Figure 13. Click the Add button at the bottom of Figure 13 to get a blank version of Figure 15.



• Figure 15 Adding a Textbook

Fill in the information as in Figure 15 and click the Submit button. The textbook is now added to the collection.

To assign it to your course section, follow the process explained above in Searching for and Attaching a Book to the Section.

To assign it to all sections of the course, now and in the future, give the name of the book you entered to the Registrar's staff so they can add it to the master course record.

Bulletin Board

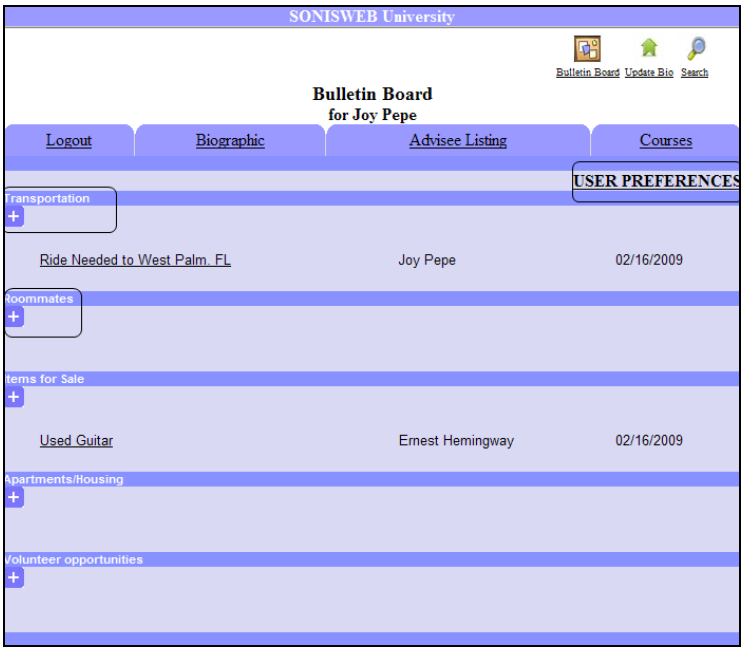
The Bulletin Board icon

is visible from the Biographic tab. When clicked it displays a virtual bulletin board where you can post and respond to various offers based on the categories established by your System Administrator. Figure 16 shows a sample bulletin board.

The **User Preferences** link, when clicked allows you to enable/disable any of the categories seen on screen, such as Transportation, Roommates, etc.

The **plus +** sign located below each category allows you to post a new item to the board.

Any previously posted items appear on the screen with a link. If you want to open the item, click on the link. If it's your post then you can edit the details of the post. If the post belongs to someone else then the screen will give details of the posting and include an option for contacting the "poster".



• Figure 16 Sample Bulletin Board

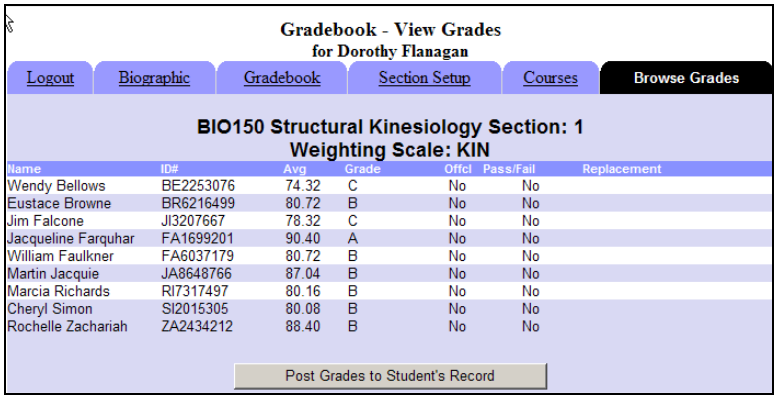
Browse Grades

Click the Courses tab.

In Figure 6 change the School Year and/or Semester if necessary. Click the "Change…" button.

In Figure 6 pick the course and click the "View…" button.

Click the Gradebook icon.



Gradebook - View Grades
for Dorothy Flanagan

Logout | Biographic | Gradebook | Section Setup | Courses | Browse Grades

BIO150 Structural Kinesiology Section: 1
Weighting Scale: KIN

Name	ID#	Avg	Grade	Offcl	Pass/Fail	Replacement
Wendy Bellows	BE2253076	74.32	C	No	No	
Eustace Browne	BR6216499	80.72	B	No	No	
Jim Falcone	JI3207667	78.32	C	No	No	
Jacqueline Farquhar	FA1699201	90.40	A	No	No	
William Faulkner	FA6037179	80.72	B	No	No	
Martin Jacquie	JA8648766	87.04	B	No	No	
Marcia Richards	RI7317497	80.16	B	No	No	
Cheryl Simon	SI2015305	80.08	B	No	No	
Rochelle Zachariah	ZA2434212	88.40	B	No	No	

Post Grades to Student's Record

• Figure 17 Browse Grades - View Grades

When it appears, click the Browse Grades tab. You see Figure 17 with all grading computed from scores entered.

These are the grades that SONISWEB® computes based on the scores you entered in "Scores" on page 29 or the course grades you entered in " Grade Input" on page 14.

When you're done with scoring, click the "Post Grades…" button at the bottom of Figure 17 to post them. That posts them to the students' records.

Once a grade has been made official, you'll see a "Yes" in the "Offcl" column in Figure 17. See "Making Grades Official" on page 20.

See "Scores" on page 29 for the calculations that turn scores into grades.

Course Announcements

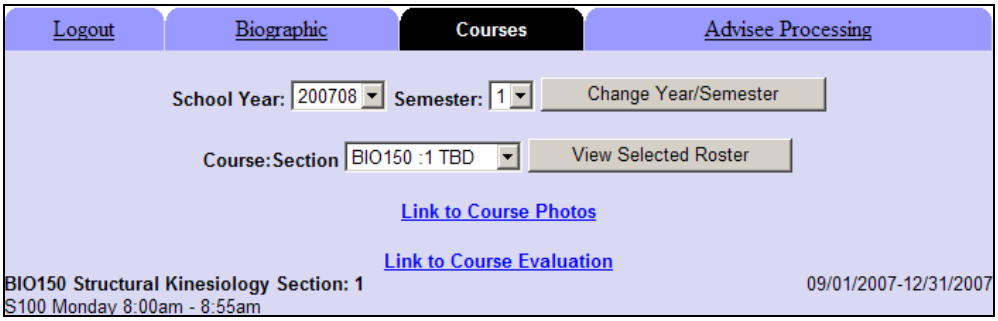
Faculty members can add course announcements that students can see when they access their course information page. Faculty can add, edit or delete the announcements by clicking the Biographic tab (see Figure 11), picking the course name link and scrolling down the display to the announcement entry section as shown in Figure 18 below.

• Figure 18 Course Announcement

Students can 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

You may view your students' submitted course evaluations if the System Administrator has set this feature up in SONISWEB®. If enabled, when you log in through Faculty Access and click on the "Courses" tab, you will see an additional link on the page called "Link to Course Evaluations", if the date in which evaluations are permitted to be viewed has been met. Clicking on this link will take you to a display of the evaluation results.

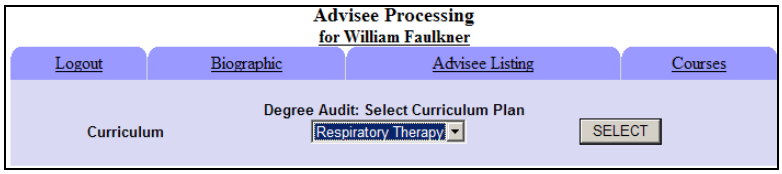


Degree Audit

Degree Audit lets you check an advisee's courses against the formal requirements for a degree, diploma, or certificate. Before you can use Degree Audit, your school staff enters the degree requirements[3] or specifications into SONISWEB® tables. When you run Degree Audit, the contents of those tables are compared to the student's course records to produce an audit report. If you're not sure whether or not the specs have been entered, call your SONISWEB® Administrator. In addition to faculty, degree audits can be run by administrators and by students using the Web.

Pick the advisee, see page 5.

Click the Degree Audit icon.



• Figure 19 Faculty-run Degree Audit for an Advisee

Where the student has a curriculum specified in his or her Education record, that automatically appears as Curriculum in Figure 19. If you want to test against a different curriculum, use the "Degree Audit: Select Curriculum Plan" dropdown arrow to pick it.

A sample report is shown in Figure 20.

Degree audit is a useful way to test "what happens if" a student changes his or her major. As the report below shows, you and the student can see what courses count and which don't for the new major.

Return

DEGREE AUDIT REPORT FOR Respiratory Therapy

Prepared: 07/01/2009 14:39:26

William Faulkner | ID: FA6037179 | Level: 0 | Campus: CMED | Dept: LA | Division: D

Transcript GPA Credits Earned: 23.00 | Transcript Cumulative GPA: 2.782

Curriculum Credits required: 120 | Curriculum GPA Required: 2.00 | Max months: 0

Total Transcript Credits Earned: 26

Course	Description	Credits	Status	Grade	Earned Credits	Sch Yr/Sem	Institution
CORE CURRICULUM COURSES							
ENG101(r)	English Composition	3.00	Satisfied with transfer course ENG100.	A	3.00	/0	Boston University
HIST101(r)	History I	3.00					
SPN101(r)	Spanish I	4.00					
REQUIREMENTS							
		General Education (Type: Courses Number: 6 GPA: 2.00)					
ANAT101(r)	Anatomy & Physiology	3.00	Completed.	B	3.00	200607/1	
ART101	Art Appreciation	3.00	Completed.	C	3.00	200607/1	
BIO203	Circulatory Systems	4.00					
BIOL101(r)	Biology I	3.00	Completed.	D	3.00	200607/2	
BIOL101L(r)	General Biology - Lab	1.00					
CHEM 101(r)	Principles of Chemistry	3.00	Completed.	A	3.00	200607/1	
CHEM101L(r)	Principles of Chemistry Lab	1.00	Completed.	A	1.00	200607/1	
CHEM101L(r)	Principles of Chemistry Lab	1.00	In progress.		1.00 **	200809/2	
CSC110	Keyboarding	2.00					
		Respiratory Therapy (Type: Courses Number: 1 GPA: 2.00)					
CVT 111(r)	Patient Care	2.00	Completed.	B	2.00	200607/2	

• Figure 20 Degree Audit Report - Compressed

[3] The SONISWEB™ text "Degree Audit" describes entering the degree specifications.

Figure 20 is a report for one person. Near the top of the report is a summary of requirements and accomplishments. These are the requirements as illustrated in "Degree Audit and Degree Specifications" on page 44.

The body of Figure 20 summarizes the student's accomplishments and the curriculum requirements.

At the top and bottom of the report is the Return link that takes you back to the original selection display.

File Upload

File Upload

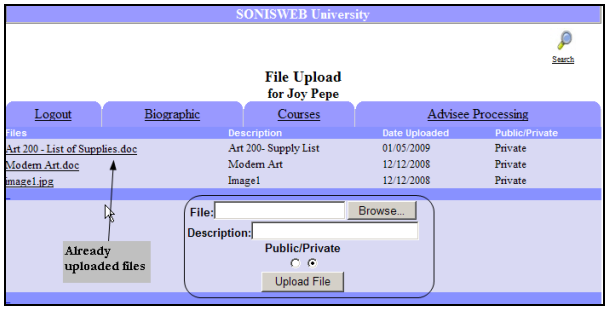
Allows the faculty member to upload and assign 1 or more files to a class, for student access. This feature is available while on the Biographic or Courses pages as an icon called "File Upload".

Click the icon to launch the File Upload page. You will see a page similar to the one in Figure 21.

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.



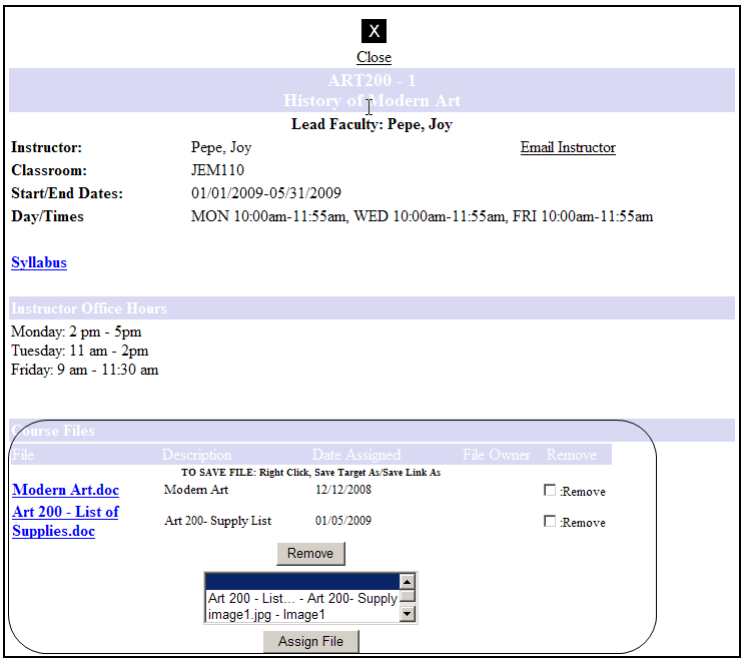
• Figure 21 File Upload

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 as seen in Figure 11. If you click on the link you access the course information page. See a sample course information page in Figure 22.

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" button. This will detach this particular uploaded file from this course information page. NOTE: *This must be done in order to Delete items from file upload. If the file you want to delete is not attached to a course, you can delete it by going back to File Upload, clicking on*

the file name and you will see the Delete option there.

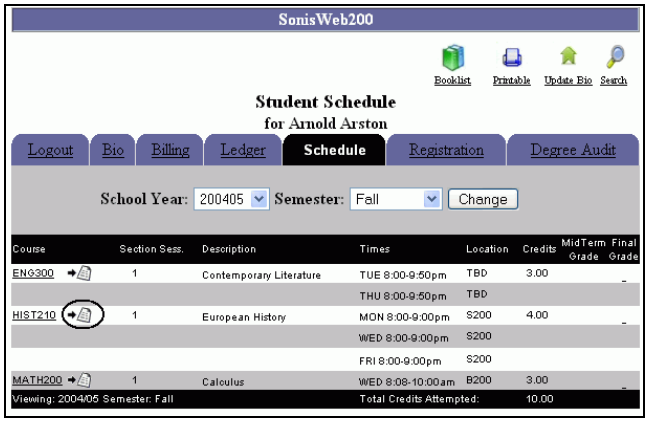


• Figure 22 Course Information Page

Forum

A forum is an online discussion around a particular topic that can be initiated by either a faculty member and/or student, depending on how SONISWEB® has been set up.

The student course listing includes a Forum icon circled in Figure 23. Figure 24 shows what a dialog looks like. Faculty members and students participate in the forum.



• Figure 23 Student Schedule Display with Forum Icon

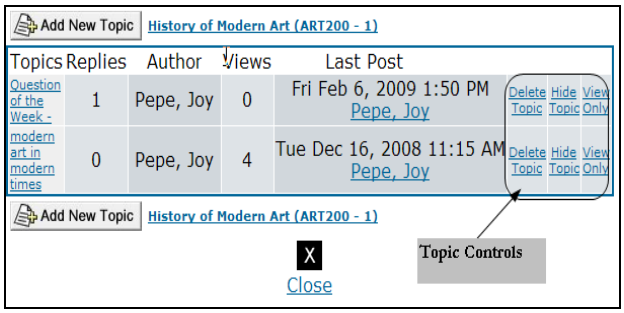
To Begin a Forum Topic

Click the Courses tab.

In Figure 6 , if necessary, change the School Year and/or Semester. Click the "Change…" button.

In Figure 6 pick the course and click the "View…" button.

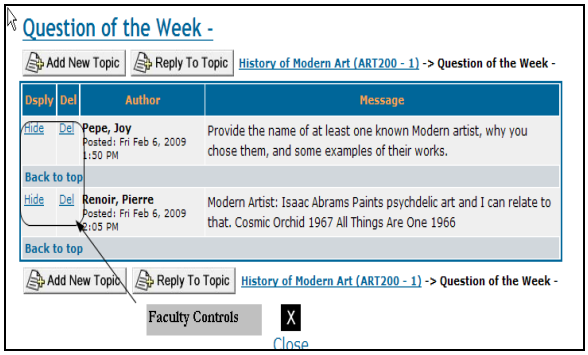
Forum Click the Forum icon. You get Figure 24.



• Figure 24 Faculty View of a Forum

You can either "Add [a] New Topic" or you can click the underlined name of an existing topic and get Figure 25 where you can reply to it.

You and the students see all the comments and replies as soon as they're posted.



• Figure 25 Faculty View of a Forum Discussion

As a Faculty member you can control replies (posts), put topics in view only mode so no additional replies can be made and remove topics from visibility to students as if they had been deleted. (Settings in SONISWEB® can make it possible for students to add Forum topics as well.)

Grade Input

Definitions:

- Grades (alpha) are given for a course.
- Scores (numeric) (page 29) are given for an element such as a test or class participation.

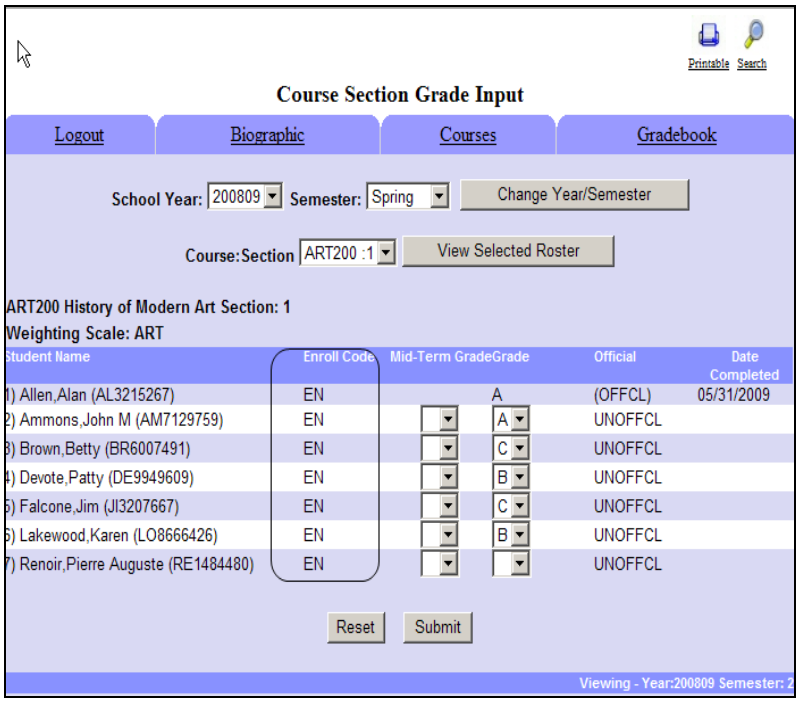
This is optional. You can enter individual scores (quizzes, finals, etc.) in "Scores" (page 29), and SONISWEB® will compute the final grade for you; or you can keep your scores separately then enter the final grade here.

Click the Courses tab.

Click the Grades icon.

In Figure 26 change the School Year and/or Semester if necessary. Click the "Change…" button.

In Figure 26 pick the course and click the "View…" button.



• Figure 26 Grade Input

Use the dropdown arrows to enter the grades[4]. 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. See "Making Grades Official" below.

[4] Not all grades in the "Grades Table" are available. Some may require a Dean or other authority to issue them.

Making Grades Official

Typically only the Registrar and staff can make grades[5] official. There is one circumstance where faculty can do it also. A faculty member who also has administrator rights and whose security profile includes "make grades official" gets a display like Figure 27.

As Figure 27 illustrates, you can make grades official for everyone in the class or mark grades for individuals.

BIO105 Microbiology Section: 1
Weighting Scale: KIN

Student Name	Enroll Code	Mid-Term Grade	Grade	Official	Date Completed
☐ Make ALL non-blank grades official using Date Completed at right					05/15/2008
1) Browne,Eustace (BR6216499)	EN			☐	05/15/2008
2) Falcone,Jim (JI3207667)	EN			☐	05/15/2008

• Figure 27 Making Grades Official

You cannot undo your action. If the 'official' designation needs to be removed, an administrator will have to do it.

Any change made to an official grade may be archived with the name, date, and time of the person who made the change, if your school set up the "Archive Official Grades" option. As long as grades are unofficial, they may be changed and no archiving takes place.

[5] The grade for a repeated course may change the effective grade for a course. Usually it is the last course taken but a few schools choose the "best grade" option. See your Registrar if the final grade on a repeated course doesn't meet your expectations.

Gradebook

Clicking the Gradebook icon gives you the tabs shown at the top of Figure 28.

In Figure 28 change the School Year and/or Semester if necessary. Click the "Change…" button.

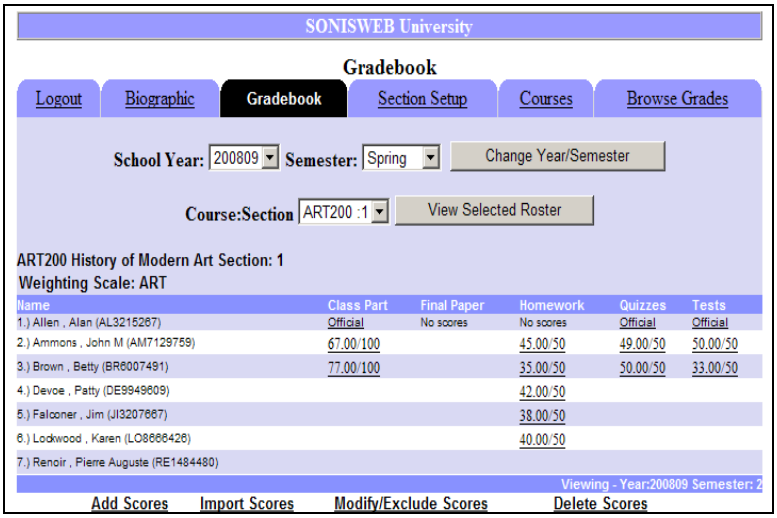
In Figure 28 pick the course and click the "View…" button.

You get the scores shown in Figure 28.

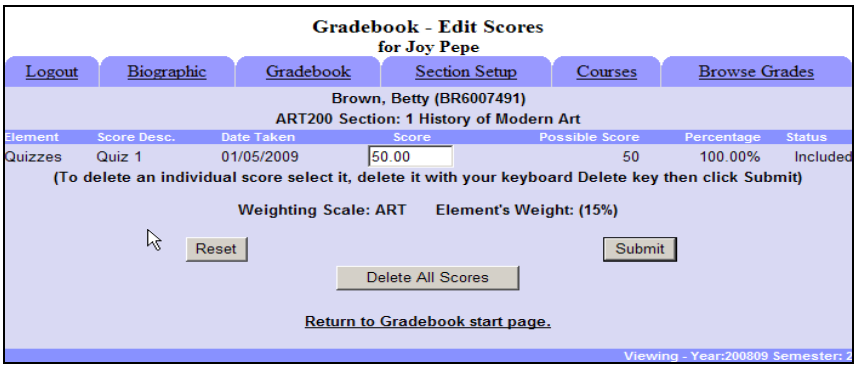
This is part of semi-automatic grading where you assign scores for graded elements and SONISWEB® computes the final grade. The diagram in Figure 55 on page 43 show the scores-to-grades process.

Figure 29 is what you see when you click an underlined score in Figure 28. You can change or delete it.

See "Scores" on page 29 to Add, Import, Modify, and Exclude or Delete selected scores.



• Figure 28 Gradebook - View Scores for a Class



• Figure 29 Score Details

Input Scores

See "Scores" on page 29.

Logout

When you have finished your work, click the Logout tab. If you end your session by clicking the ☒ button on your browser, SONISWEB® doesn't 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

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

Pick the advisee you want to register on page 5.

Click the Registration icon to get Figure 30.

School Year 200405 Semester Fall Submit

for Thomas Jones

Currently registering under degree *B.S.* at *North Carolina School of Cosmotology*

Logout | Biographic | Select New Advisee | Advisee Listing | Courses

3 What you picked appears here. To remove it, click it here.

4 When you've picked the courses, click Step 2

Course	Description	Section	Session	Cred.	Lead Faculty	Time Desc	Campus
Fr 210	French Literature in 18th-19th century	1		3	B. Breck	TUE 10:00am-10:50am, THU 10:00am-10:50am	Chatham CC Circles
MATH101	College Algebra	1		3	A. Adams	MO 9:30-10:30am, WE 10am-12pm	Centerville Main C

Step 1: Select all of your courses (pending) then proceed to Step 2. Continue with Step 2.

Your shopping cart is set to time out at 4:24 PM.

Pending Credits: 6 **Enrolled Credits:** 0 **Total Credits:** 6

1 Click a letter to get a list of courses starting with that letter

Select Beginning Course Letter

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z |

View All (slow load ~ 54 Total Courses)

Course Offerings (Click on **Spaces** link to begin steps.)

Course Offerings (Click on the link on the **Enroll** link below to begin steps.)

2 Click to enroll

Course		Wait	Description	Section	Session	Cred.	Lead Faculty	Time Desc	Campus
MATH101	Enroll	0	College Algebra	1		3	A. Adams	MO 9:30-10:30am, WE 10am-12pm	Centerville Main Cam
MATH200	Enroll	0	Calculus	1		3	M. Adams	WED 8:08am-10:00am	Centerville Main Cam
MATH200	Enroll	0	Calculus	1		3	A. Adams	MON 4:00pm-6:00pm, THU 9:10am-11:00am	Centerville North Ca
MATH200	Enroll	0	Calculus	1		3	E. Algonican	TU 8am-10am, FR 2pm-4pm	Centerville North Ca
MATH200	Enroll	0	Calculus	1		3	E. Abbott	TUE 8:08am-10:00am	To Be Determined
MME301	Enroll	0	Maritime Engineering Introduction	1		3	D. Johnson	MON 6:10am-8:00am, WED 6:10am-8:00am, FRI 6:10am-8:00am	Centerville Main Cam
MME301	Enroll	0	Maritime Engineering Introduction	2		3	A. McNutt	TUE 7:10am-8:50am, THU 7:10am-8:50am	Centerville Main Cam
MME320	Enroll	0	Propulsion Command - Marine Enginrg	1		4	D. Johnson	TUE 1:00pm-1:50pm, THU 1:00pm-1:50pm	Centerville Main Cam
MME401	Enroll	0	Container Vessels - Marine Eng	1		5	J. MacNut	SAT 7:00am-3:30pm	Centerville Main Cam

• Figure 30 Registration Step 1of 3 (see also "Figure 35 Registration Year-Semester Selection")

In **Step 1** select[6] the courses as illustrated in Figure 30.

[6] You may see in Figure 30 a word like Enroll (selected by your school), the course name underlined such as MATH200, or the number of spaces available such as 14. Each school chooses how this invitation to enroll is presented.

Figure 31 is a typical message during selection. Messages are self-explanatory.

MO 10am-12pm, WE 10am-12pm
This student is already enrolled (or enrollment is pending) for the above time period.

Cancel and return.

• Figure 31 Typical Course Selection Error Message

Courses and Course Sections can be set so that only students in a specific program can enroll. They can be set so that only students in specific levels (class years) can enroll. Students and courses can be given a limiting type such as "Advanced Placement" or "Graduate Students Only". Only those matching the type can enroll. These limitations can be set to end at a certain date or they can be permanent. See your Registrar if you cannot register a student because of one of these limits.

Course	Spaces	Wait	Description	Sec.	Sess.	Cred.	Lead Fac.	Time Desc	Campus
HIST210	-2	1	European History	2		4	.	TUE 8:00am-10:00am, THU 8:00am-10:00am	Centerville North Ca

• Figure 32 Selecting a Course to be Wait-listed

A full course may have words like **FULL!** or a negative number as seen in Figure 30. If your school uses the waitlist function within SONISWEB® you can click the underlined number under "Wait" to put the student on the waitlist[7].

Course	Sec.	Sess.	Cred.	Description	Lead Fac.	Time Desc	Campus
EECalc90	1		2	Using Engineering Calculator	L. Abbott	MON 12:00pm-12:30pm	Centerville Main C
MME302	1		3	Maritime Engineering Introduction	D. Johnson	MON 1:00pm-1:50pm, WED 1:00pm-1:50pm, SAT 1:00pm-1:50pm	Centerville Main C
MATH200 (u)	1		3	Calculus	L. Abbott	FRI 11:00am-1:00pm	To Be Determined

Registered courses. Step 1: Course is pending. Step [1] of 2 Continue with Step 2.

Your shopping cart is set to time out at 3:24 PM.

Pending Credits: 5 Enrolled Credits: 3 Total Credits: 8

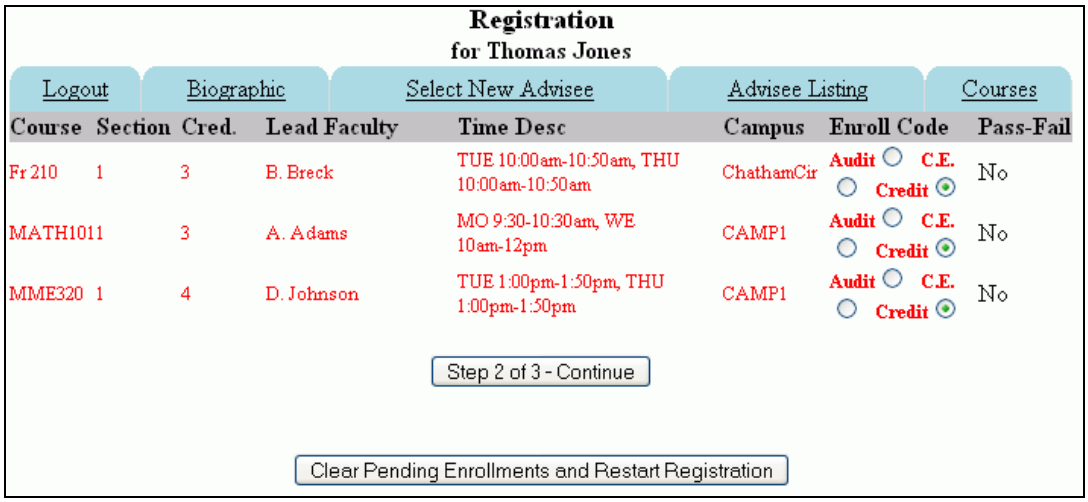
Waitlisted Courses

01/29/04	200304-Spring (Advance Placement)	HIST210	2		4	European History	TUE 8:00am-10:00am, THU 8:00am-10:00am	Centerville North Ca

• Figure 33 Courses Pending, Enrolled, and Wait-listed

In Figure 33, notice the difference between pending courses at the top (in red), currently enrolled courses in the center (in black), and wait-listed courses at the bottom (in green).

[7] There's a security setting that will allow you to override co- and prerequisites and override full sections. If that's set as part of your individual security, you can override those warnings.

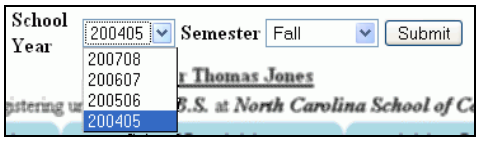


• Figure 34 Registration Step 2of 3

Step 2 is shown in Figure 34. Depending on your institution's policy, you may or may not have the ability to select Audit or CE (continuing education) enrollment for the class. Normal enrollment is for Credit. The Registrar can change the enrollment if you can't.

Step 3 presents you with the charges for the course selections. It's not shown here. As with Step 2 (Figure 34) you can clear the pending enrollments and restart registration or continue to complete registration.

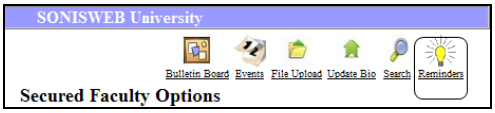
Note: If your institution permits it you may be able to register your advisees for a different year and semester. In that case the top of Figure 30 has this selection. You pick the year and semester then click the Submit button. The list of courses in Figure 30 changes to those offered in the year and semester you chose.



• Figure 35 Registration Year-Semester Selection

Reminders

You can use the reminders feature located on the icon tool bar (as seen in Figure 36) to send reminders to yourself.



• Figure 36 Faculty Reminders Icon

The lit bulb indicates that there are stored, unread reminders available for viewing when you click on the icon. If the bulb is not lit then you have no unread reminders.

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 redisplays 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.

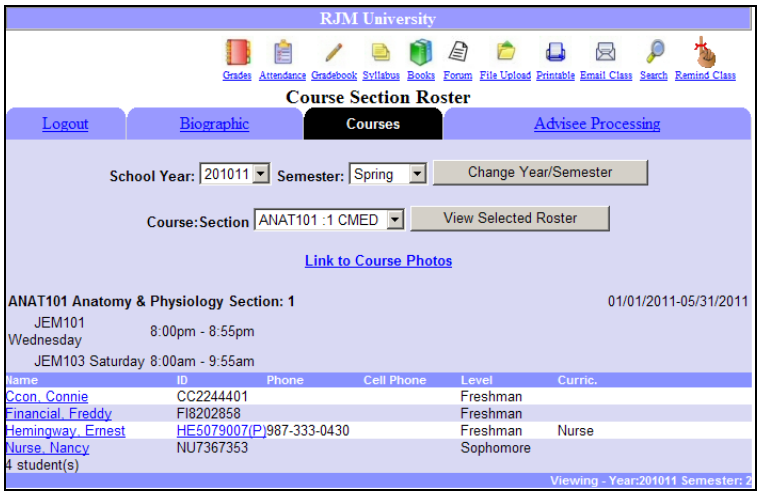
If you are set up as an advisor you can also send reminders through the Advisee Processing tab. View the record of the particular advisee and use the light bulb on the tool bar to create a reminder addressed to that particular advisee.

Rosters

Click the Courses tab to get Figure 37.

In Figure 37 change the School Year and/or Semester if necessary. Click the "Change…" button.

In Figure 37 pick the course and click the "View…" button.



• Figure 37 Course Roster

These are the students enrolled in your course section. As illustrated in Figure 37, you use the dropdown arrows, button, and checkboxes as needed.

The icons at the top of Figure 37 are used for:

Syllabus

Syllabus

Clicking the Syllabus icon uploads your formal course description. See "Syllabi: Creating then Uploading" on page 36 for the details.

Books

Books

Books lets you assign books to this course section. You can add new books to the collection saved by the system. See "Books" on page 9 for guidance.

Forum

Forum

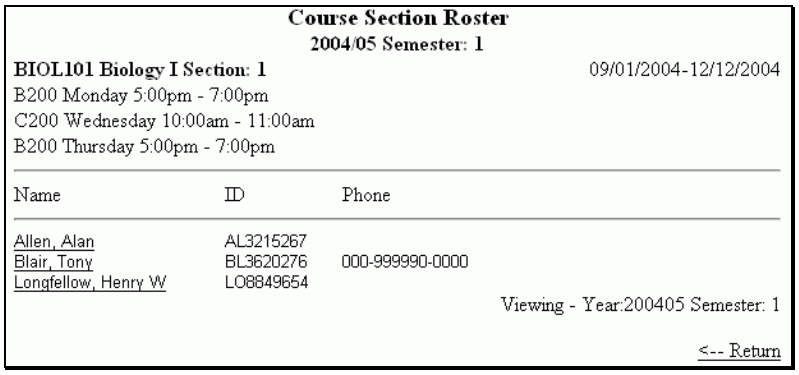
Forum lets students participate in an online forum for this class. You can participate. See "Forum" on page 18.

Printable Roster

Printable

Click the Printable icon and you get the roster in a nice printable form like Figure 38.

Click the printer icon at the top of your Web browser to send it to your printer.



Course Section Roster
2004/05 Semester: 1

BIOL101 Biology I Section: 1 09/01/2004-12/12/2004
B200 Monday 5:00pm - 7:00pm
C200 Wednesday 10:00am - 11:00am
B200 Thursday 5:00pm - 7:00pm

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

Viewing - Year:200405 Semester: 1

<-- Return

• Figure 38 Printable Roster

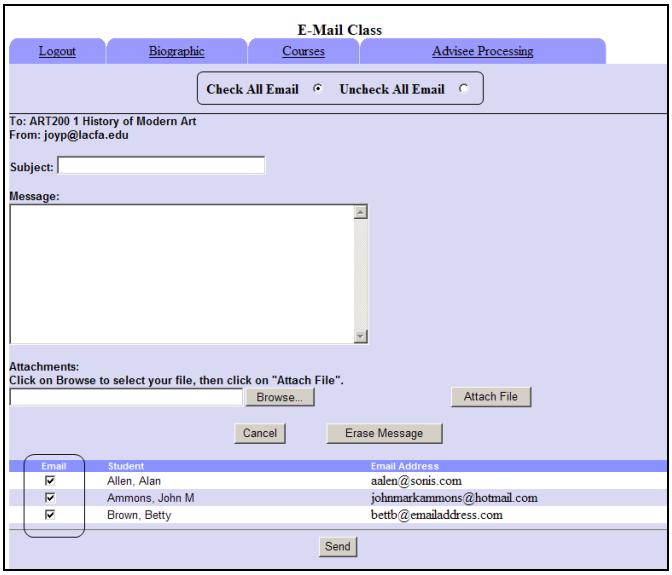
E-Mail Note to a Student

Click the under-lined name of a student in Figure 37 or Figure 38 and your e-mail system[8] begins a note for that student.

E-Mail Note to the Entire Class with Attachment

Email Class

While viewing the class roster in Figure 37, click the Email Class icon. You get Figure 39.



• Figure 39 E-Mail the Class

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 in clude/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 ac-companies the note.

[8] This requires that your e-mail software and your computer security permits it.

Scores

Definitions:

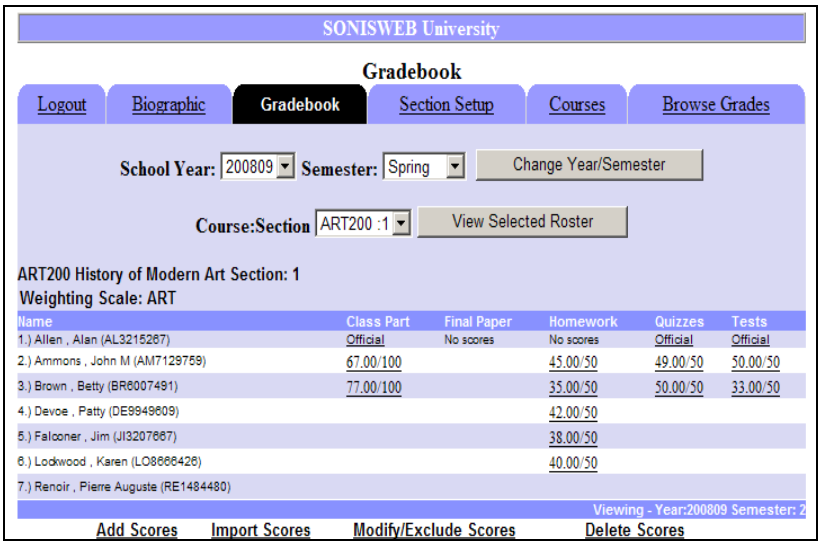
- Grades (alpha) (page 17) are given for a course.
- Scores are given for an element such as a test or class participation.

This is optional. You can keep your scores separately then enter the final grade using "Grade Input" (page 18) or you can assign a weighting of scores (page 40), enter them here, and then have SONISWEB® compute the final grade for you.

Before you can input scores, you must assign weighting to the course as shown in "Weighting" on page 40. Your administrator also has to set the high and low scores for each grade in the "Grades Table".

Click the Courses tab.

Click the Gradebook icon to get Figure 40.



• Figure 40 Input Scores

In Figure 40 change the School Year and/or Semester if necessary. Click the "Change…" button.

In Figure 40 pick the course and click the "View…" button.

- Click an underlined score (for example 67/100 in Figure 40) and you get a display of the score for that person; you can change it.
- Click Add Scores to get a display like Figure 41 for entering the scores.
- Click Import Scores to enter student scores brought into the faculty Gradebook process by using the Scantron® or LXR Scanner import interface.

- Click Modify/Exclude to review all the scores and change or exclude them for all the students in Figure 40. There's a delete button at the bottom of the display to delete the score.
- Click Delete Scores to delete scores in a course section.

Add Scores

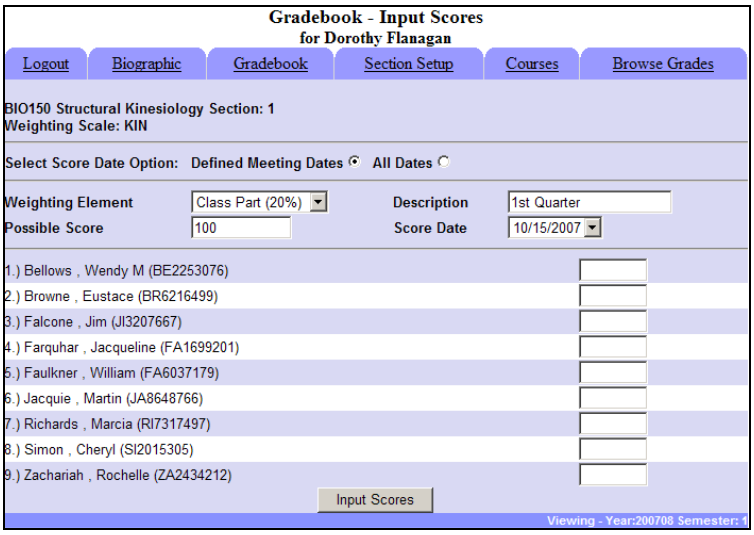
As Figure 41 illustrates, you:

Pick the "Weighting Element" you're scoring from in the dropdown list[9].

Enter the maximum "Possible Score" beneath it.

Enter a "Description" if you need it.

Enter the "Score Date", especially relevant to tests.



• Figure 41 Adding Scores

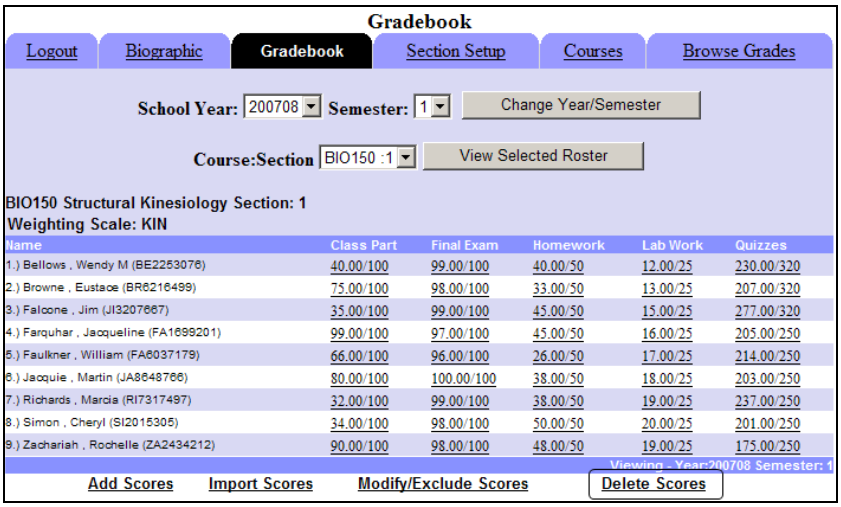
Enter the scores for each person. Use the Tab key on your keyboard to quickly move from score to score in Figure 41.

Click the "Input Scores" button to save them. You return to Figure 40 with the new scores shown.

[9] Weighting Element is one of those defined in "Weighting" (page 40).

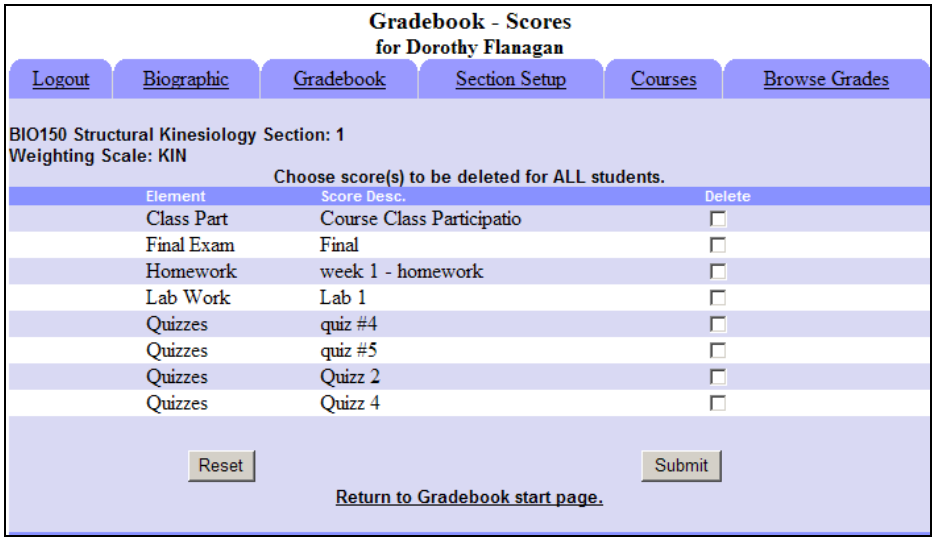
Delete All Scores

You can delete all the scores of a "type" in a course section (class) in Gradebook.



• Figure 42 Delete Scores

Click Delete Scores in the display above to get the choice of scores to delete shown below.



Click the checkbox for the score(s) to be deleted (above) and click the Submit button. Caution: this process deletes the selected score(s) for all students. Next is a confirmation display page (as seen below) that shows the scores for each student. Caution: If you click "delete" the scores are gone forever!

Year: 200708 Semester: 1 Change Year/Semester

Course:Section BIO150 :1 View Selected Scores

Last	First	ID Number	Element	Score Desc.	Score	Percentage	Percent	Points
Bellows	Wendy	BE2253076	Quizzes	Quizz 4	87/100	87.00	20	17.40
Browne	Eustace	BR6216499	Quizzes	Quizz 4	84/100	84.00	20	16.80
Falcone	Jim	JI3207667	Quizzes	Quizz 4	93/100	93.00	20	18.60
Farquhar	Jacqueline	FA1699201	Quizzes	Quizz 4	78/100	78.00	20	15.60
Faulkner	William	FA6037179	Quizzes	Quizz 4	88/100	88.00	20	17.60
Jacquie	Martin	JA8648766	Quizzes	Quizz 4	60/100	60.00	20	12.00
Richards	Marcia	RI7317497	Quizzes	Quizz 4	91/100	91.00	20	18.20
Simon	Cheryl	SI2015305	Quizzes	Quizz 4	90/100	90.00	20	18.00
Zachariah	Rochelle	ZA2434212	Quizzes	Quizz 4	100/100	100.00	20	20.00

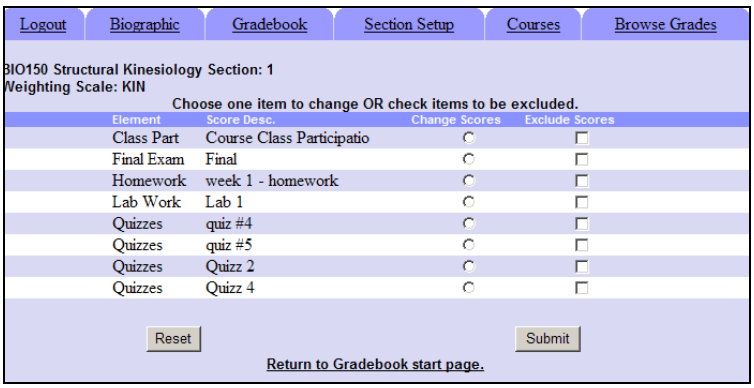
Return Delete

Modify/Exclude Scores versus Drop Lowest Scores

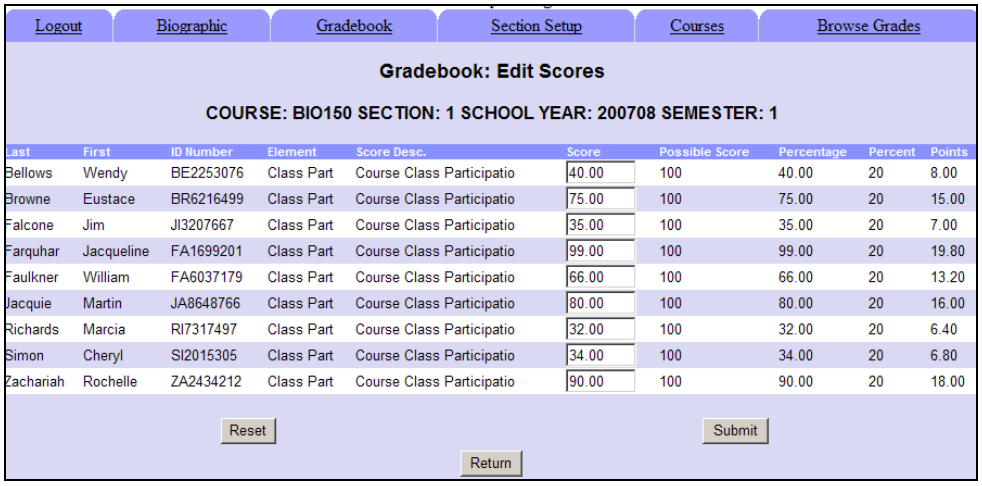
Clicking "Modify/Exclude Scores" in Figure 40 gives you Figure 41 so you can make changes.

"Exclude Scores" excludes the scores for that element for the entire class.

"Change Scores" opens up a display of the scores entered for that particular element for the entire class (as seen below). You can make the necessary score changes within this page and click "Submit" to save those changes and to recalculate the grade.



• Figure 43 Change or Exclude Scores



Last	First	ID Number	Element	Score Desc.	Score	Possible Score	Percentage	Percent	Points
Bellows	Wendy	BE2253076	Class Part	Course Class Participatio	40.00	100	40.00	20	8.00
Browne	Eustace	BR6216499	Class Part	Course Class Participatio	75.00	100	75.00	20	15.00
Falcone	Jim	JI3207667	Class Part	Course Class Participatio	35.00	100	35.00	20	7.00
Farquhar	Jacqueline	FA1699201	Class Part	Course Class Participatio	99.00	100	99.00	20	19.80
Faulkner	William	FA6037179	Class Part	Course Class Participatio	66.00	100	66.00	20	13.20
Jacquie	Martin	JA8648766	Class Part	Course Class Participatio	80.00	100	80.00	20	16.00
Richards	Marcia	RI7317497	Class Part	Course Class Participatio	32.00	100	32.00	20	6.40
Simon	Cheryl	SI2015305	Class Part	Course Class Participatio	34.00	100	34.00	20	6.80
Zachariah	Rochelle	ZA2434212	Class Part	Course Class Participatio	90.00	100	90.00	20	18.00

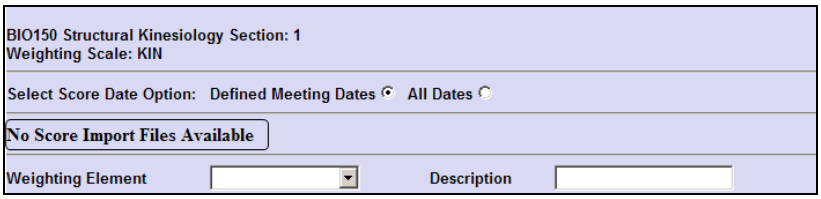
"Drop Lowest Scores" is not seen in Figure 41 because it's actually set up within the weighting scale (Figure 54, page 41). When set up initially within the weighting scale it automatically drops the lowest scores for that element for the entire class when grades are computed.

Scantron® and LXR Scores Import Process

Student scores can be brought into the faculty Gradebook process by using the Scantron® or LXR interface. There is a setup step which should be done by your SONISWEB® Administrator first and then the Scantron® or LXR import can be done.

Click Gradebook. Choose the course section (class) whose scores have to be imported (and have already been scanned into the system).

Click the Import Scores link located on the bottom of the screen. The Import Scores display appears as seen below in Figure 44.

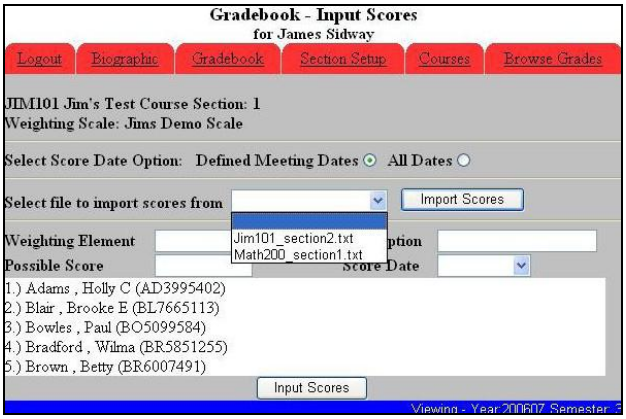


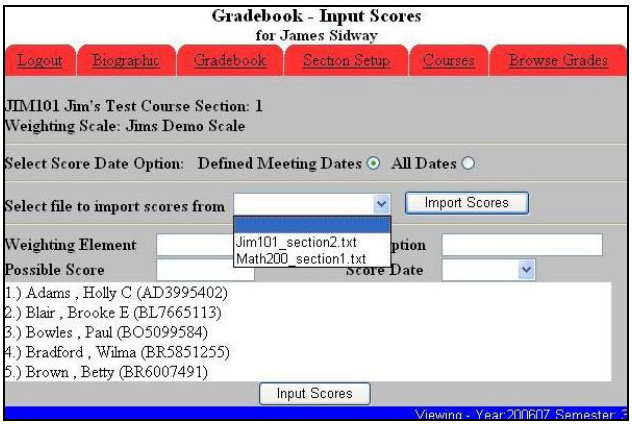
If the appropriate "Scores" subfolder doesn't exist in the faculty member's folder (because the scores were not previously added to the appropriate faculty folder by the SONISWEB® Administrator) the Scores folder created in this process will contain no files so instead of a list of imported files the "No Score Import Files Available" message will appear as shown in the above display.

Once the Scantron® file is in place, the display looks like the top figure on the right. The dropdown gives you a list of the Scantron® files that have been placed in the faulty member's "Scores" subfolder. Pick one and the lower display appears.

Pick the "Weighting Element", enter the other data in the same way scores are entered manually. Click the "Input Scores" button and the scores are saved for each student.

After the scores are imported, the faculty member can review them, change them, and look for those students who had no scores in the Scantron® file.





• Figure 44 Importing Scantron Scores

Moodle (Learning Management System – LMS) Grade Import

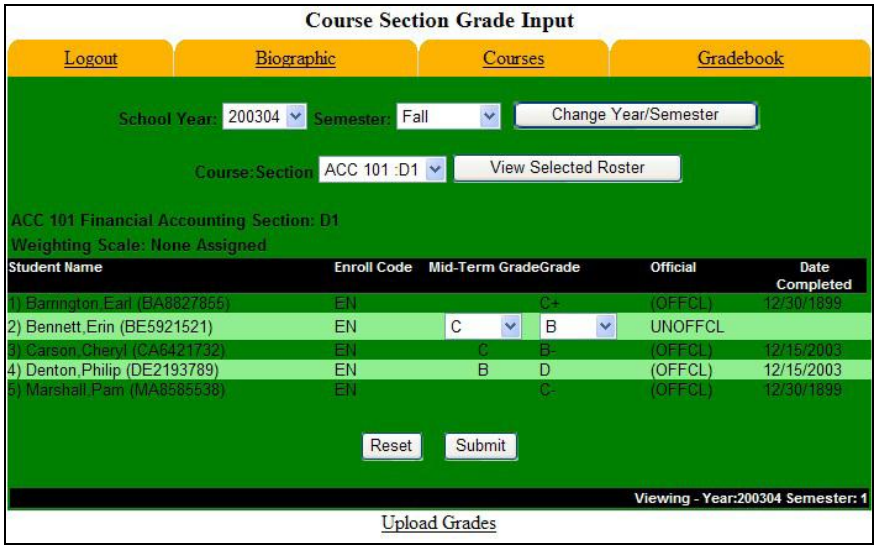
Grades are imported by faculty members using the same basic method used for importing Scantron® scanned grades (as described above).

Moodle exports a CSV file. (CSV means Comma Separated Variables, a format that works with any modern spreadsheet program.) In the grade file each record has the following comma separated variables:

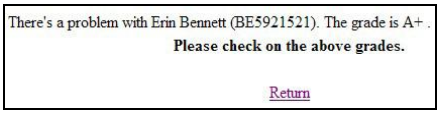
1. first_name
2. last_name
3. soc_sec
4. institution
5. department
6. email
7. grade

The Moodle export file is first stored in the faculty member's "FacFiles" folder under the SONISWEB® folder. The file name must start with the "SID" (course section ID) followed by "_grades.txt". An example is "0305218233937140_grades.txt". You can get a list of SID values for your course sections in Reports > Course Sect ID.

To import grades after the Moodle grade file(s) have been put in the "FacFiles" folder(s) the faculty member logs into Faculty Access in the normal manner, picks the course section desired, clicks the Grades icon, and clicks the Upload Grades link at the bottom of the display. (If there is a matching grades text file in the faculty member's "FacFiles" and any current grades are unofficial, the Upload Grades link appears at the bottom of the display as shown on the right). Click it, and the grades in the file are loaded into and display the grades shown in the screen shot. The faculty member can change these grades just like any others.

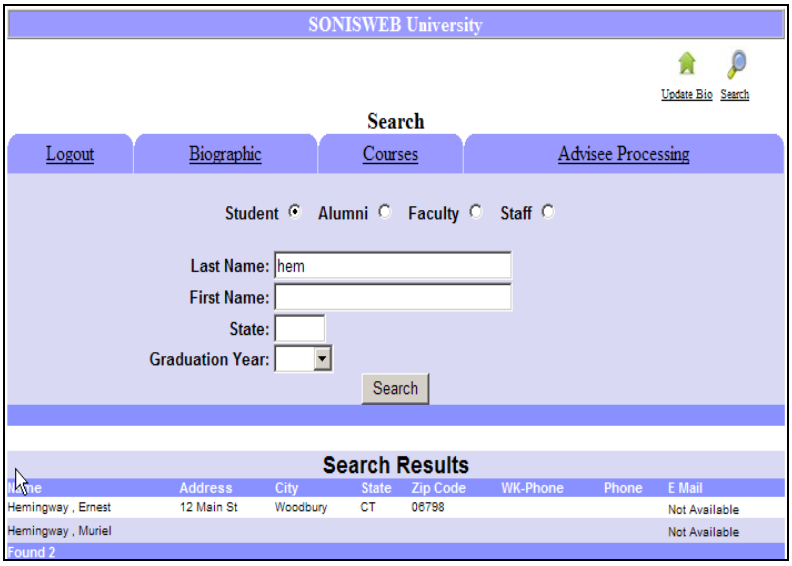


Errors uploading the grades results in error messages like this example on the right.



Search

Search is a standard function in SONISWEB®. It is available to all Web users with an ID and PIN. Click the Search icon, pick the status (Student, Faculty, etc.), put in what you know of the name and click the Search button.



• Figure 45 Search

If the person's e-mail address is available to the public (see Figure 50), you'll see it in Figure 45. Click it and it starts an e-mail session to send a note.

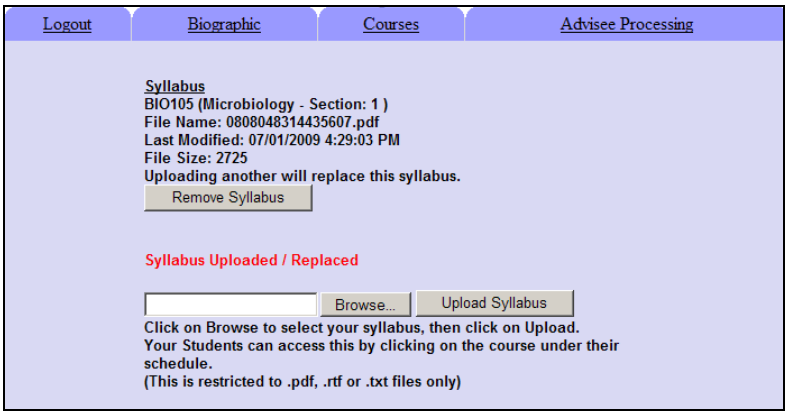
Syllabi: Creating then Uploading

One syllabus is used for all sections and all semesters of a course.

Click the Courses tab.

In Figure 6 change the School Year and/or Semester if necessary. Click the "Change…" button.

In Figure 6 pick the course and click the "View…" button.



• Figure 46 Syllabus Upload

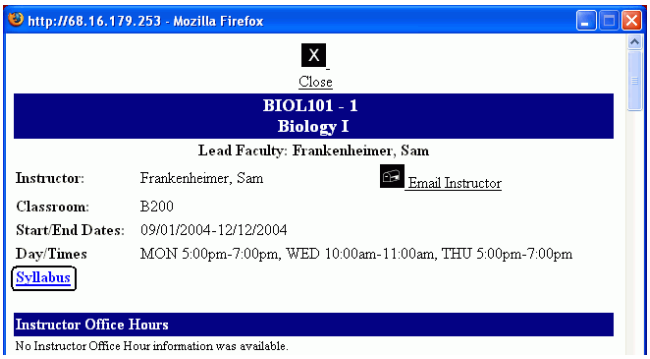
Click the Syllabus icon.

Note: In Figure 46 see whether or not there is a syllabus. If you upload a new one, it will overwrite the existing one.

Use the Browse button to find the syllabus you've 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'll see a Syllabus link, as highlighted in Figure 47.

Click Syllabus to confirm what you just uploaded.

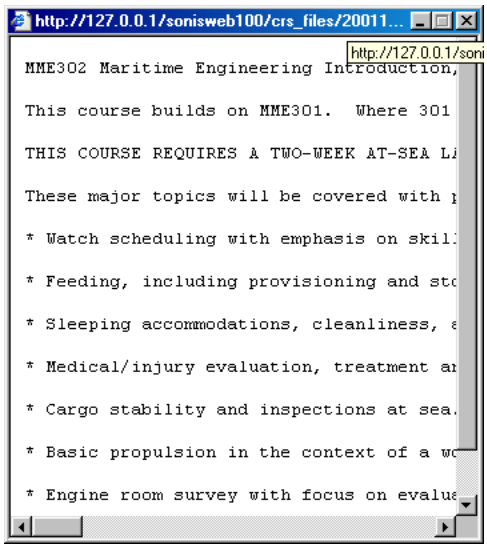


• Figure 47 Syllabus Link in the Course Information

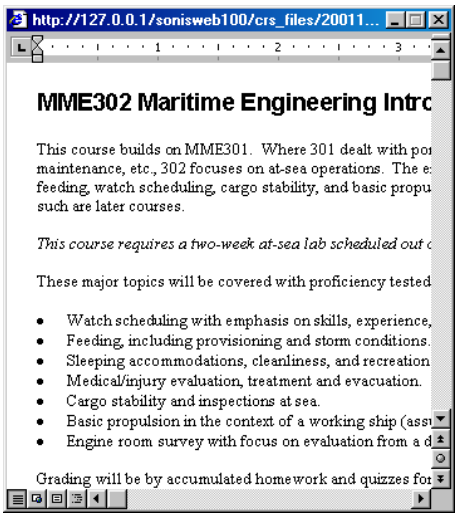
Preparing a Syllabus

Before using Figure 46, you need to prepare your syllabus. These are your choices:

- A simple text file called "txt" in Figure 46; 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. Figure 48 illustrates how it looks in Internet Explorer.
- A PDF[10] file permits a more elegant layout like Figure 49. It can include graphics, formulae, and handsome text, but doesn't 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.
- A Rich Text Format word processing file referred to as "rtf" in Figure 46; this 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.



• Figure 48 Syllabus .txt Format



• Figure 49 Syllabus .rtf Format

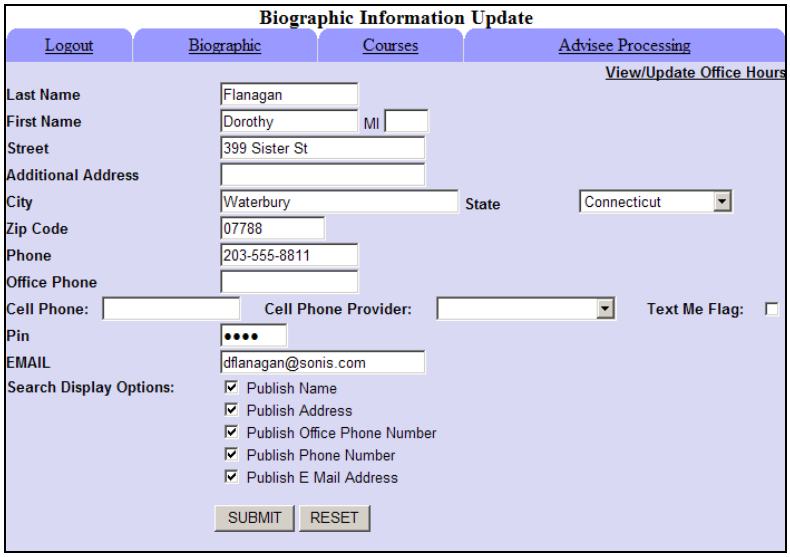
[10] These files can be built with most word processors and saved as an RTF file. For a PDF file you either need Adobe® Acrobat™ to convert it to a PDF, use the Microsoft ® PDF Add-in for Word 2007, or use the free OpenOffice Writer (openoffice.org) that produces PDF files directly.

Update Bio

This function lets you change your biographic information[11].

The field entries as seen in Figure 50 can be changed.

You can also change what is "published" or seen when other Web users Search for you. A checkmark in a checkbox gives permission to publish, an empty checkbox means do not publish.



• Figure 50 Update Bio

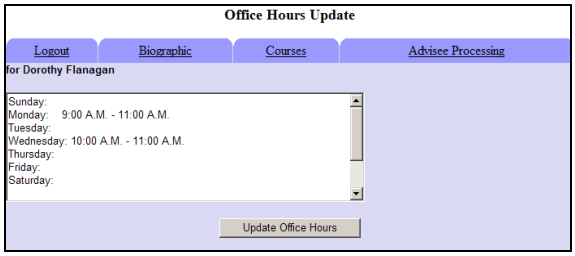
Make your changes and click the Submit button. If you wish to erase your changes before clicking Submit, click the Reset button.

View/Update Office Hours

Click View/Update Office Hours (top right in Figure 50) to get a display like Figure 51.

This is a simple text display made to enter your office hours. Once you have it as you want it, click the "Update…" button.

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



• Figure 51 View/Update Office Hours

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

Weighting (Assigning it to a Course)

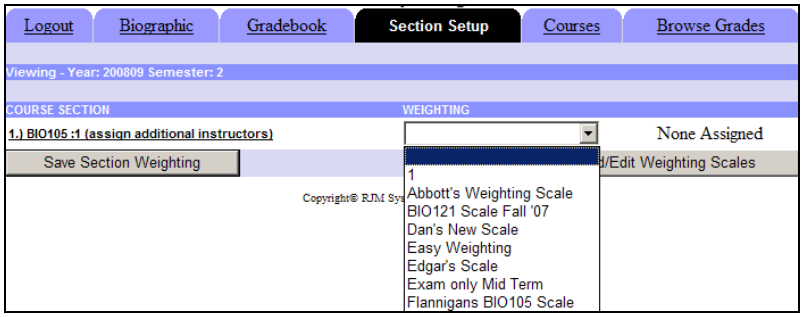
This is part of semi-automatic grading where you assign scores for graded elements and SONISWEB® computes the final grade[12]. You use "Scores" on page 29 to enter the scores. Before you can input scores, you need to first assign a weighting scale to the course section you are teaching.

You select the "weighting" for a course from a list. The list is established as shown in "Setting Up Gradebook Weighting for Computing the Final Grade" on page 41.

Click the Courses tab.

In Figure 6 change the School Year and/or Semester if necessary. Click the "Change…" button.

In Figure 6 pick the course and click the "View…" button.



• Figure 52 Reading the Weighting Display

Click the Gradebook icon.

When it appears, click the Section Setup tab. You see Figure 52.

Use the "Weighting" dropdown to get a menu of available weightings. After selecting one, click the "Save…" button.

Click the "Add…" button Add/Edit Weighting Scales (hidden behind the list in Figure 52) to add a new one. That's covered in "Setting Up Gradebook Weighting for Computing the Final Grade" below.

[12] See "How Scores are Used to Compute a Final Grade" on page 43.

SETTING UP GRADEBOOK WEIGHTING FOR COMPUTING THE FINAL GRADE

There are two types of weightings, those set up by individual instructors and those defined as system-wide. An instructor can assign any weighting to a course section (page 40) no matter who set it up. For a visualization of how weighting works see "How Scores are Used to Compute a Final Grade" on page 43.

Instructor Defined Weightings

Click the Courses tab.

In Figure 6 change the School Year and/or Semester if necessary. Click the "Change…" button.

In Figure 6 pick the course and click "View…" button.

Click the Gradebook icon.

When it appears, click the Section Setup tab. You see Figure 52.

Click the "Add…" button hidden behind the list in Figure 52. You see Figure 53.

If your name is in the Owner column, you can click the "Weighting ID" and edit it. Otherwise, all you can do is view it.

Add New Weighting

Click on a Weighting ID to edit.

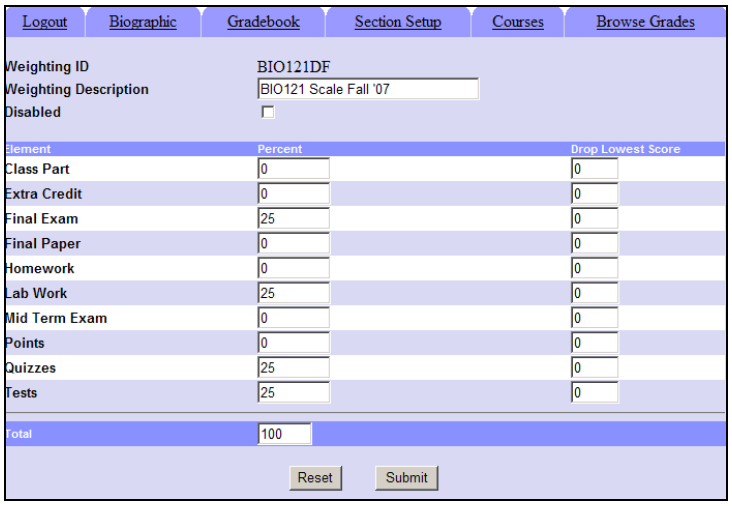
Weighting ID	Weighting Description	Disabled	Owner
1	1	No	SYSTEM
Abbott	Abbott's Weighting Scale	No	SYSTEM
BIO121DF	BIO121 Scale Fall '07	No	Flanagan, Dorothy
DansNew	Dan's New Scale	No	SYSTEM
Reeces1	Easy Weighting	No	SYSTEM
edgars	Edgar's Scale	No	SYSTEM
MidTerm1	Exam only Mid Term	No	SYSTEM
BIO105	Flannigans BIO105 Scale	No	Flanagan, Dorothy
FlanBIO121	Flannigans BIO121	Yes	Flanagan, Dorothy
KIN	KIN	No	Flanagan, Dorothy
JimMidTrm	Mid Term Evaluation	Yes	SYSTEM
MIN1	Ministry 1 Scale	No	SYSTEM
Jims1	Normal Full Semester	Yes	SYSTEM

• Figure 53 Instructor Weighting

To add a new weighting, click the "Add…" button at the top of Figure 53.

Figure 54 is where you view and/or enter weighting scales.

> Don't use special characters like ';', etc. in the name of your weighting scale. The system gives an error message if you do.



• Figure 54 Typical Weighting Scale

Element is from a table of elements set up by your school.

Percentage is the weight you want for this element. You don't have to use all of the elements. A zero in percentage means, "ignore this element". Fractional percentages can be used.

Your percentage Total should add up to 100%.

No. [Number of] Low Scores to Drop means that when the final grade is computed, that number of the lowest scores for that element will be dropped before the computation. See "How Scores are Used to Compute a Final Grade" on page 43.

> Caution: you can accidentally drop <u>all</u> the scores for an element. For example, if you exclude the two lowest homework scores and the instructor enters only two homework scores in Figure 40 or Figure 41 both scores will be dropped! Make sure the number of low scores to drop is less than the number of scores to be entered.

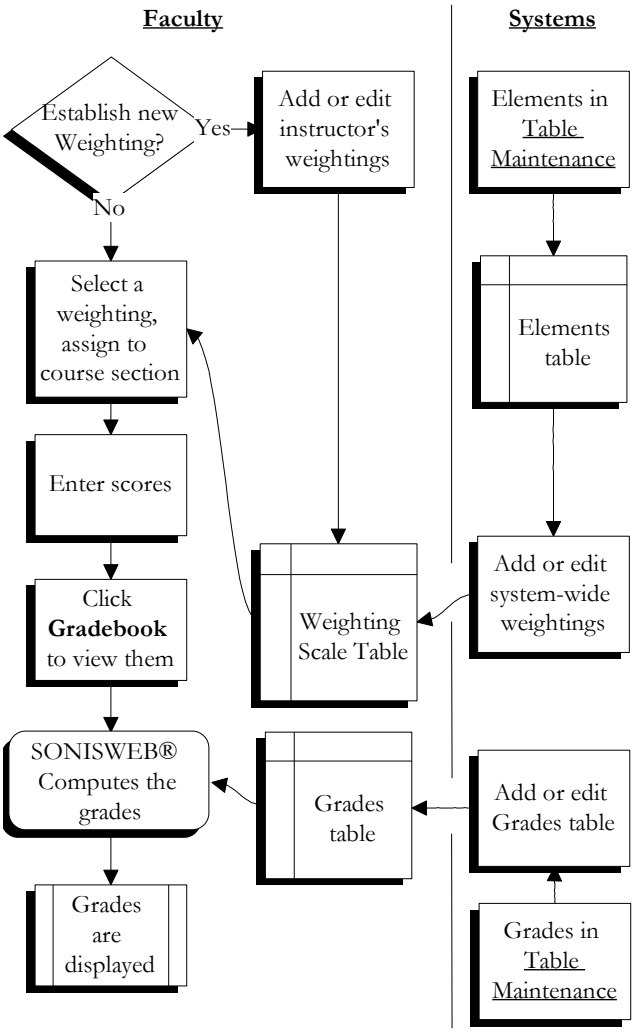
NOTE: If the school has determined that weighting scales are to be locked, then once a faculty member has assigned and used a particular weighting scale on a course section, it cannot be changed to another weighting scale.

How Scores are Used to Compute a Final Grade

Every time you look at student grades with "Browse Grades" (page 13) or "Grade Input" (page 18), SONISWEB® uses the weighting you assigned on page 40, the scores you entered on page 29, and the Grades table to compute a course grade. It's simply a calculation until you submit the grade as final in "Browse Grades". Then it becomes the actual grade for the course.

Figure 55 shows the process of setting up the weighting, the elements, and the faculty's use of them.

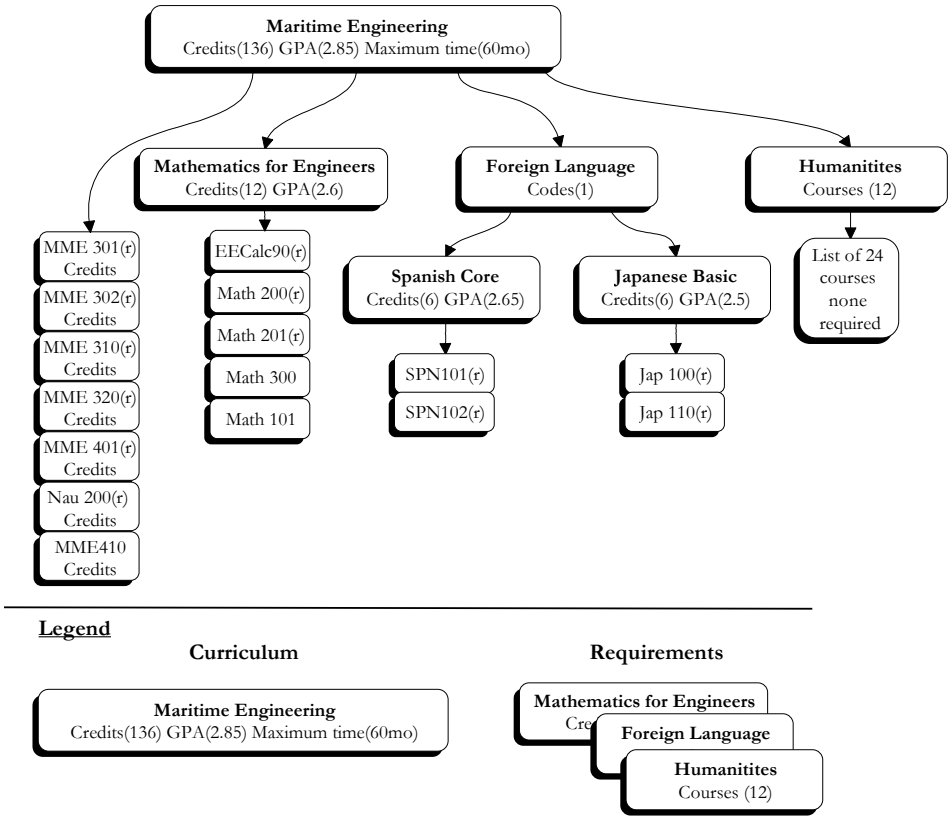
- As needed, instructors or an administrator sets up the "Weighting Scale" choices as described above. That is the center and right in Figure 55.
- If the grading standards have changed – especially the high-low numeric to letter grade – those are also changed in the Grades table.
- During the semester, faculty members select the weighting scale to use for each course section (page 40) and then enter scores (page 29).
- Not shown in Figure 55, at the end of the semester, faculty members check the grades, modify them as needed, submit them as final, and make them official.



• Figure 55 Weighting Scores Process

DEGREE AUDIT AND DEGREE SPECIFICATIONS

This is a précis of specifications and how they are entered in the SONISWEB® tables. For a fuller description, see the SONISWEB® text "Degree Audit".



• Figure 56 Degree Specifications for Degree Audits

Figure 56 illustrates the structure of a degree, a diploma, or a certificate specification.

Maritime Engineering (top left) is the name of the curriculum. It appears as the heading of a degree audit report. Typically it specifies a minimum number of credits, a minimum GPA, and a maximum time allowed to qualify for the degree. It points to both specific courses (below) and to "Requirements Codes" (right) needed for the degree, diploma, or certificate.

MME 310(r) and the specific courses listed are those required for the degree.

Mathematics for Engineers, Foreign Language, Spanish Core, Japanese Basic, and **Humanities** are "Requirements Codes", collections of requirements that may name specific courses or point to "Sub-Requirements". Spanish Core and Japanese Basic are examples of "Sub-Requirements". Like the curriculum, these "Requirements Codes" optionally can have number of courses, minimum credits, or GPAs to be counted as completed.

Both requirements and electives are defined in this way. When courses are named for a curriculum or a "Requirements Code", they are either marked as required or left as electives. For example, Mathematics for Engineers specifies that twelve credits are needed with a min-

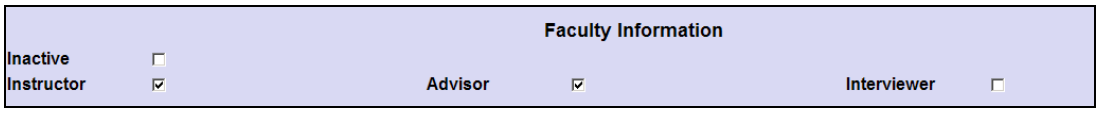
imum GPA. Of the four courses specified, EECalc90, Math 200, and Math 201 are required **(r)**, the others are electives.

FACULTY RECORDS

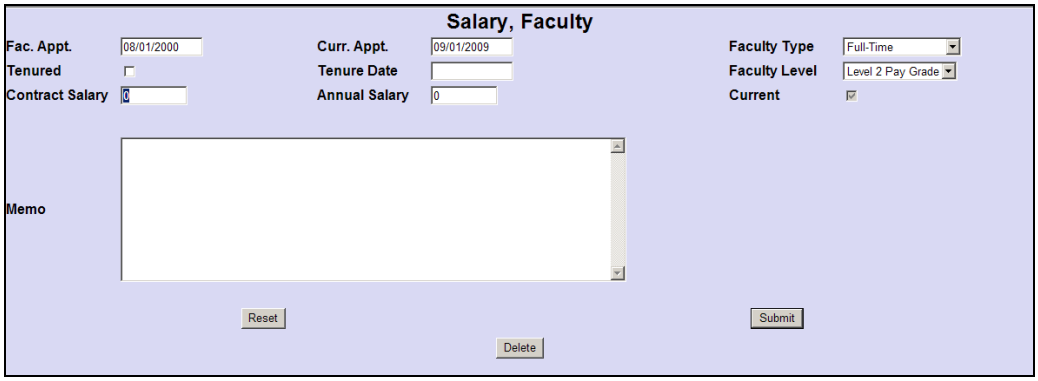
A separate record-keeping **PDF** called "**Students, Faculty, Applicant and Alumni/ae Record-keeping**" covers all of the people-records kept by SONISWEB®. This is a summary of some of the faculty records kept in the databases.

Changes to these records are made by a person with administrative access to SONISWEB® personnel records.

The basic biographic and address information is shown in Figure 50 (page 39). Unique to faculty and staff are those fields shown in Figure 57 and Figure 58.

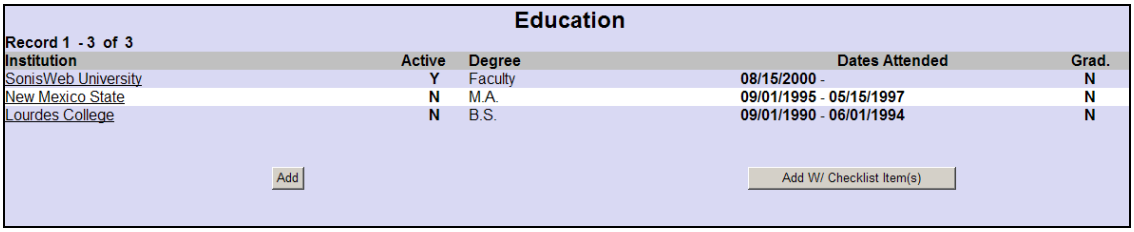


• Figure 57 Faculty Status Information



• Figure 58 Faculty Position and Salary Information

In Figure 57 the record access rights and the ability to assign duties are set. To be assigned to a course section as an instructor and/or assigned as an advisor, the related checkbox must be checked.



• Figure 59 Education Records

Figure 59 shows a list of education records. When an administrator clicks one of the underlined entries, a detailed record with dates, etc. appears.

Employment

Record 1 - 2 of 2

Contact	Employer	Position	Started	Stopped
N	SonisWeb University	Professor	08/01/2000	
N	New Mexico State	Assistant Professor	04/15/1995	

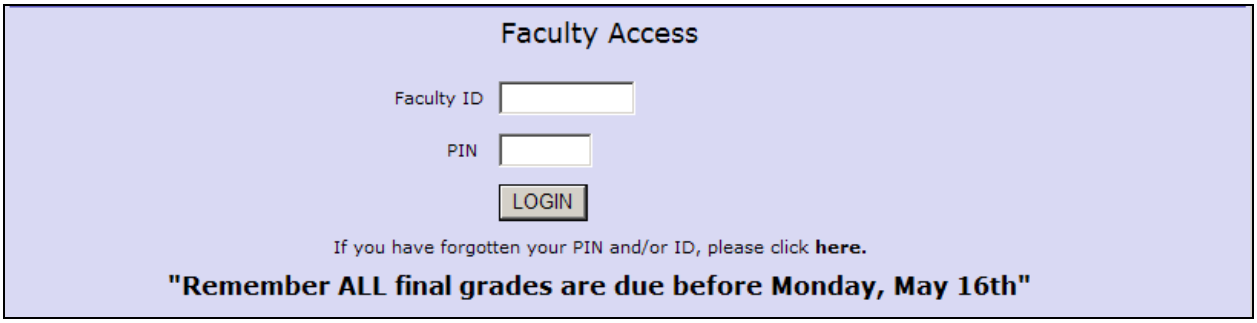
Add

• Figure 60 Employment Summary

Figure 60 illustrates a list of employment records. Click an underlined item and the detailed record appears for revising.

For your "Position" to appear in your online Biographic display (Figure 11), your employment record for this institution must have Home Institution ☑ (Home Institution) checked and the Position field filled out.

LOGGING ON TO SONISWEB® AS A FACULTY MEMBER



• Figure 61 Faculty Logon

Click the Faculty access link from your Web site and enter the PIN and ID you were issued. (Note: It is possible that the school has opted for the Login ID to be your email address rather than an ID number, as shown in the screen above.) Then click the "Login" button. That'll take you to Figure 11 Biographic Display on page 9. Of course, if you're not on record as a member of the faculty, this won't work. Let your SONISWEB® Administrator know if you are having difficulties logging in.

USING TABS, BUTTON AND FIELDS

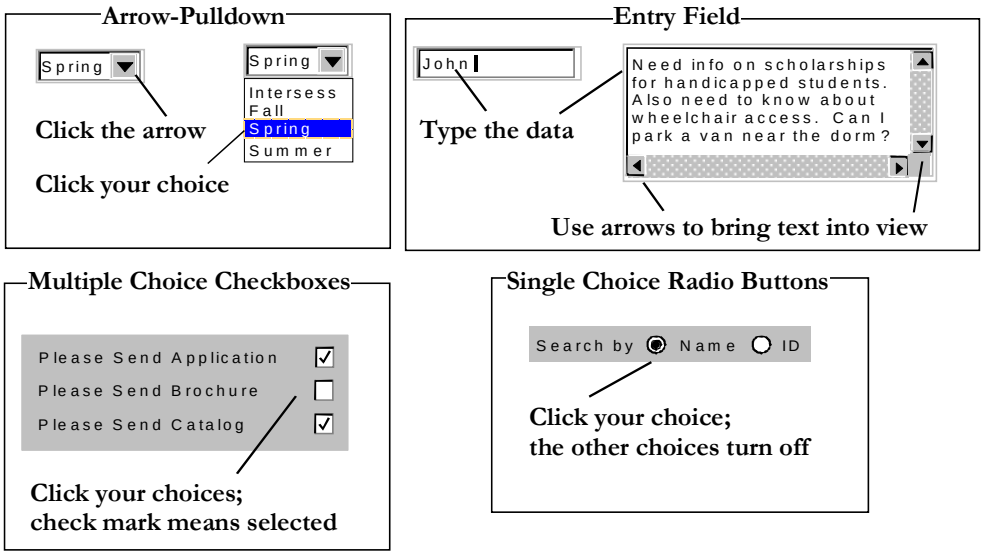


Figure 62 Arrows, Fields, Checkboxes and Buttons

SONISWEB prompts you for information with windows like those in Figure 62. Use your mouse to click your selection.

- Once you have made your selection(s), you must click an action button; usually it is SUBMIT, CHANGE, UPDATE, etc.
- For Entry Fields, click the beginning of the field so you don't get any blanks inserted in front of your entry.
- With Multiple Choice Checkboxes, each time you click a box it goes from selected (check mark) to unselected (no check mark).
- Radio Buttons allow only one to be selected; when you click one, all the others are turned off.

Some SONISWEB lists permit you to make multiple choices. It works just like most PC spread sheet software.

- To pick two or more in a series, click the top selection, hold down the Shift key on the keyboard and click the bottom item in the series. Release the shift key and they are selected as shown on the left and middle of Figure 63.

• Figure 63 Selecting Multiple Choices

- To pick two or more that are <u>not</u> adjacent, click the first item, hold the Ctrl key on the keyboard, select the next item and the next, etc. When you have picked the last item you want, release the Ctrl key and you see the selections like those on the right of Figure 63.