

Sonis 3.2 Update for Faculty

Overview of changes and how to navigate to certain things in the new 3.2 update. **This includes how to upload and assign files to a specified class, emailing your entire class, posting announcements on the course page, and serves as a brief guide for new faculty.** As with any update, the main goal is to make things better. You will notice that the User Interface has drastically changed. This will also hopefully alleviate some frustrations that we previously experienced.

Sonis can be accessed at: <https://www.aacsonisweb.com/index.cfm>

If you forget your Faculty ID and/or PIN, you are able to retrieve/reset it. On the faculty login page, click on the "Link", then enter your full AAC email address (facultyname@artacademy.edu) , and directions will be sent to your AAC email address.

LOGIN : FACULTY

ID	PIN
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="background-color: #003366; color: white; padding: 5px 20px;" type="button" value="LOGIN"/>	

If you have forgotten your PIN and/or ID, please click the following link [Link](#)

Please note, this is not a comprehensive document on how to do everything in Sonis. I do not know what everyone uses Sonis for, or how you may use it personally. I am happy to field any questions about your particular needs, but please start here as an introduction.

Changes are noticeable right off the bat with a new homepage for our Sonis portal. To log in, click on “Log In” and select “Faculty”. I will be using the “Staff” profile for this demonstration.

Once you have logged in, the default page that you are brought to is your “Biographic Page”.

The screenshot shows the 'Biographic' page for a staff member. The page has a dark blue header with the 'Art Academy of Cincinnati' logo and navigation links: HOME | BIOGRAPHIC | HEALTH | BULLETIN BOARD | EVENTS | JOBS | UPDATE BIO | FILE UPLOAD | REMINDERS. A user profile icon labeled 'Staff' is in the top right. A left-hand navigation menu includes 'General', 'Course Management', 'Custom', and 'Logout'. The main content area is titled 'Biographic' with the date 'MAY 12, 2016'. Below the title is a 'Staff' section with a 'VIEW NOTES' button. Two columns of information are displayed: 'CONTACT INFORMATION' and 'ENROLLMENT INFORMATION'. The 'TEACHING SCHEDULE' section includes dropdowns for 'School Year' (201617) and 'Semester' (Summer), followed by a table of courses.

Course	Description	Session	Section	Times
IS5000	Independent Study		01	
IS5011	Independent Study		01	
IS5012	Independent Study		01	
MA5710	Graduate Studio: Photography, Video, Digital Imaging		01	WED 1:00 pm - 4:45 pm, TUE 1:00 pm - 4:45 pm, THU 1:00 pm - 4:45 pm
MA5710	Graduate Studio: Photography, Video, Digital Imaging		01	THU 1:00 pm - 4:45 pm, WED 1:00 pm - 4:45 pm, TUE 1:00 pm - 4:45 pm
MA5800	Graduate Drawing & Painting		01	THU 8:15 am - 12:00 pm, TUE 8:15 am - 12:00 pm

All of the menu navigation can be accessed entirely from the left hand menu. The terms “General” “Course Management”, etc. reveal drop down menus with additional options. If you click on “General”, the drop down menu appears with further options. The options at the top are identical to the options on the left.

Art Academy of Cincinnati

HOME | BIOGRAPHIC | HEALTH | BULLETIN BOARD | EVENTS | JOBS | UPDATE BIO | FILE UPLOAD | REMINDERS

Staff

Find on Page...

Biographic

MAY 12, 2016

General

- Home
- Biographic
- Health
- Bulletin Board
- Events
- Jobs
- Update Bio
- File Upload
- Reminders

Course Management

Custom

Logout

Staff

VIEW NOTES

CONTACT INFORMATION

Email Address : ?
 Phone :
 Work Phone :
 Street Address :
 City :
 State :
 Zipcode :
 Position :

ENROLLMENT INFORMATION

Campus : Main AAC Campus
 Department : Undecided
 Division : FT Faculty
 Level : Other
 Prog. :
 ID : ST3872662
 Profile : [View](#)

TEACHING SCHEDULE

School Year: 201617 Semester: Summer

Course	Description	Session	Section	Times
IS5000	Independent Study		01	
IS5011	Independent Study		01	
IS5012	Independent Study		01	
MA5710	Graduate Studio: Photography, Video, Digital Imaging		01	WED 1:00 pm - 4:45 pm, TUE 1:00 pm - 4:45 pm, THU 1:00 pm - 4:45 pm
MA5710	Graduate Studio: Photography, Video, Digital Imaging		01	THU 1:00 pm - 4:45 pm, WED 1:00 pm - 4:45 pm, TUE 1:00 pm - 4:45 pm
MA5800	Graduate Drawing & Painting		01	THU 8:15 am - 12:00 pm, TUE 8:15 am - 12:00 pm

ttfoc://www.aacsonicweb.com/facopts.cfm

This is a small convenience so that you can more quickly to navigate to a different portion within the larger tab. When you select a different page within a larger tab (Course Management, then pick “courses”), your menu at the top also changes to reflect the different tab that you are now in.

Most of what you will be using will be found within the larger “Course Management” tab in Sonis.

The courses section gives you an overview of the course, and has a lot of things for you to take advantage of.

Art Academy of Cincinnati COURSES | COURSE PAGES | GRADES | ATTENDANCE | GRADEBOOK | SYLLABUS | BOOKS | EMAIL/TEXT CLASS | REMIND CLASS Staff

Find on Page... MAY 12, 2016

Courses

COURSE SECTION ROSTER

School Year: 201617 Semester: Fall Course Section: DS301.01 MAIN

Design Methods-(DS301)

COURSE LINKS **COURSE DETAIL** **COURSE SCHEDULE**

BROWSE GRADES SECTION SETUP

FORUM ROSTER PDF

LINK TO COURSE PHOTOS

Section: 01 Start Date: 08/29/2016 End Date: 12/09/2016

Monday: 3:30pm - 6:20pm Room: S360
Monday: 3:30pm - 6:20pm Room: S365
Wednesday: 3:30pm - 6:20pm Room: S360
Wednesday: 3:30pm - 6:20pm Room: S365

Name	ID	Phone	Cell Phone	Level	Curriculum	Advisor			
Bacca, Andrea	BA2485222		571-234-9097	Junior	13IL	Ken Henson			
Favreau, Austin	FA5798014	502-409-4770	502-408-3246	Junior	15Design	Matthew Dayler			
Grubish, Dylan Michael	GR7014936	330-309-8140		Sophomore	13DE	Jimmy Baker			
Horsting, Jennifer	HO5688487	513-293-6498		Sophomore	15Illistra	Paige Williams			
Kahny, Katherine	KA4436141	513-673-9427	513-309-2611	Junior	13DE	Matthew Dayler			
Lamb, Sydney Kay	LA4102646	8596470305		Junior	13DE	Mark Thomas			
Rivers, Margaret Jane	RI6895712	513-767-0012		Pre-Entry	15Design				

1. Here you can change what course you are looking at. Above it, you are also able to view previous years/semesters.
2. View a printable roster list for the class that you are currently viewing
3. Next to the student's name, you can add notes. You can also click on the student's advisor, and it will automatically start an email to their advisor.
4. View the course schedule with room assignments visible.

Class Rosters

1. You can view class rosters by going to Course Management and selecting Gradebook.
2. Select the class that you want to view
3. Click "Roster PDF" to generate a printable version of your class roster.

Uploading and Assigning Files to Your Classes

This process is different from before, and after getting familiar with it, it should be more convenient than before. All files are uploaded/deleted through a central hub, then they are assigned in a separate menu.

To Upload a file, click on "General" on the left menu, and select "File Upload".

Art Academy of Cincinnati

HOME | BIOGRAPHIC | HEALTH | BULLETIN BOARD | EVENTS | JOBS | UPDATE BIO | FILE UPLOAD | REMINDERS

Staff

Find on Page...

File Upload

JUNE 15, 2016

Current Files All Files

File	Description	Date Uploaded	Public / Private	Hidden
Blank syllabus 2.pdf	Another trial	06/15/2016	Private	<input type="checkbox"/>
Blank syllabus.pdf	Trial	06/15/2016	Private	<input type="checkbox"/>

SUBMIT

1 File No file chosen

Description

Public Private

2

UPLOAD

RETURN

1. Choose the file that you wish to upload. You must enter a description of the file in order to continue. Make sure that "Private" is selected. (Choosing public can make it extremely difficult if not impossible to remove it later).
2. Upload the file.
3. If you want to delete a file, simply click on the file, and select delete.

Assigning a file

To assign a file to a particular class, click on "General" on the left menu, and go to "Biographic".

Select the course number that you want to assign/manage your files to. This opens up a new window.

In the new window, you should see something similar to the following:

Faculty

JUNE 15, 2016

Close Window

IS109 - 01 Independent Study

Lead Faculty : Staff,
Staff,

Instructor :

Classroom :

Start Date / End Date :

Day/Times

06/13/2016-08/05/2016

TBD

Syllabus

No Grade Sheet Available

Instructor Office Hours

There are no Office Hours available for this course.

Course Files

There are no Course Files available for this course.

Course Section Files

There are no Course Section Files available for this course.

My Current Files

All My Files

Others' Public Files

Blank syllabus 2.pdf - Another trial

Blank syllabus.pdf - Trial

ASSIGN FILE

Upload File

I currently do not have any files assigned to the course, but just below, I have selected "My Current Files", and it lists the two files that I have uploaded so far.

You will have to assign files one at a time.

1. Click on the file that you want to assign to your class.
2. Select "Assign File".

The file automatically uploads.

Your screen should now reflect this:

Faculty

JUNE 15, 2016

Close Window

IS109 - 01 Independent Study

Lead Faculty : Staff,

Instructor : Staff,
 Classroom :
 Start Date / End Date : 06/13/2016-08/05/2016
 Day/Times TBD

Syllabus

No Grade Sheet Available

Instructor Office Hours

There are no Office Hours available for this course.

Course Files

There are no Course Files available for this course.

Course Section Files

File	Description	Date Assigned	File Owner	Remove
Blank syllabus 2.pdf	Another trial	06/15/2016		<input type="checkbox"/> Remove

My Current Files
 All My Files
 Others' Public Files

Blank syllabus 2.pdf - Another trial
 Blank syllabus.pdf - Trial

ASSIGN FILE

My file has been uploaded and I can view it if I click on the blue title (Hyperlink). To assign additional files, repeat steps 1 and 2.

To remove a file:

3. Check the Remove box
4. Click "remove".

Course Announcements

If you would like to make a course announcement (publishing office hours, or notifying students of files uploaded), you could do that a few different ways.

1. Course Announcement (Under Bio section when you were assigning files) is available there. That would display on the student's Course Page.
 - a. You can preview what that looks like by going to "Course Management" then "course pages"
 - b. Students may not see that, as I don't think we've been pushing SONIS too much in the past for this sort of thing, but you can direct them to this in the future.
2. You can send out a mass email through SONIS to notify the class--they *should be* checking their email more regularly. It might be a more direct way to reach them.
 - a. Go to "course management" and then "email/text class". Choose the class you want to email,

and select "Email Only". I wouldn't recommend texting the class, as this is also something that we have not used in the past, and it is also only a one-way communication--they can't text you back through this method. Email is 2-way since it sends it under your AAC email address.

3. Just below "email/text class" is a "remind class" item. I haven't used this, but I think it may be an internal thing in SONIS. So if they never log in to sonis on a regular basis, they'll never see this.

Mid-Term and Final Grades

Faculty are responsible for entering mid-term and final grades by the deadlines listed in the Academic Calendar. Please see Denise Watson, or the Registrar if you need another copy of it. It is also available on the website, on the Registrar's page.

To enter mid-term and or final grades, follow the steps below.

Art Academy of Cincinnati

Grades

AUGUST 04, 2016

School Year: 201617 Semester: Summer

Course Section: IS5011 :01

Independent Study-(IS5011)

Weighting Scale : None Assigned

Name	Enroll Code	Mid-Term Grade	Grade	Official	Date Completed
1	EN			No	

Viewing - Year: 201617 Semester: 1

RESET SUBMIT PRINTABLE GRADE ROSTER

Under course management, select grades.

1. Choose the class section that you want to assign grades to. It will automatically update to show the course that you chose.
2. For mid-term grades, assign the student the correct mid-term grade. While you may have multiple options available to you, please limit yourself to the following: **A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F**. If a student has been absent from your class, but has not withdrawn officially from the class, please assign them as though they were still in the class with whatever grade they have at that time.
 - a. For students who have been absent for a period of time please make multiple attempts to reach out to the student. If you need help in doing so, please email/contact Alex Siebert, Registrar, at asiebert@artacademy.edu so that I can attempt to reach out to them as well, and give you other ways to reach the student.

- b. After we have made multiple attempts to reach a student, you may assign them a grade of UW, for Unofficial Withdraw. This carries the same weight as an F, but implies that the student failed to take the necessary steps to be successful or remedy their situation in class. This grade does NOT mean that their work was deserving of an F, hence the different letter grade distinction. If you have questions, please ask the Registrar.
3. Click "Submit" to post your grades.
4. At the end of the semester, you will need to post their final grades as well. Refer to step 2 and 3.
5. You may print a roster for your convenience here.

Once all semester grades are in, the Registrar will do a grade check, to ensure that all faculty have submitted their grades, and they will become final. Once grades are final, you will be unable to change the grades. The only way at that point, is to submit a grade change form to the Registrar, who will then change the grade.

If you fail to submit your grades, the Registrar will be contacting you to get grades turned in. If it is not done in a timely manner, the student's assigned grade will be an "X". This may affect the student's ability to register for classes, obtain scholarships, or receive additional funds, so PLEASE submit grades on time.

Emailing your class (in bulk/listserv manner)

You can email your class through SONIS if you would prefer. This will send an email to the entire class of your choice, to their AAC email. Some teachers prefer to manage their own email listservs for their classes, which is fine as well.

To do this through SONIS (Pictures below):

1. Select "Course Management" from the left menu
2. Select "Email/Text Class"
3. Make sure that you have the correct academic year, semester, and course section
4. Select "Email Only". We do not utilize the texting service with SONIS, and selecting "Text Message Only" or "Both" may cause issues.
5. Write your Subject line
6. Body of email
7. You can attach files
8. Hit submit. A copy of the email is sent to you as well (you are automatically CC'ed on the email)

Photo Rosters for Classes

If you would like to have a photo roster for your class, you can get that out of SONIS as well.

The screenshot shows the SONIS interface for the Art Academy of Cincinnati. The top navigation bar includes 'COURSES | COURSE PAGES | GRADES | ATTENDANCE | GRADEBOOK | SYLLABUS | BOOKS | EMAIL/TEXT CLASS | REMIND CLASS' and a user profile for 'Advisor Registrar'. The left sidebar contains a menu with options like 'General', 'Course Management', 'Courses', 'Course Pages', 'Grades', 'Attendance', 'Gradebook', 'Grade Sheet', 'Syllabus', 'Books', 'Email/Text Class', 'Remind Class', 'Advising', and 'Custom'. The main content area is titled 'Courses' and shows the date 'FEBRUARY 27, 2020'. Below this, there is a 'COURSE SECTION ROSTER' section with dropdown menus for 'School Year' (201920), 'Semester' (Spring), and 'Course Section' (GCC100 :01). The course title is 'Consortium-(GCC100)'. There are three main sections: 'COURSE LINKS' with buttons for 'BROWSE GRADES', 'SECTION SETUP', 'FORUM', 'ROSTER PDF', and 'LINK TO COURSE PHOTOS' (circled in red); 'COURSE DETAIL' with 'Section: 01', 'Start Date: 01/13/2020', and 'End Date: 05/08/2020'; and 'COURSE SCHEDULE'. At the bottom, there is a 'Show' dropdown set to '10' and a search box.

1. Click on “Course Management”, then “Courses”.
2. You can change sections in the “Course Section” menu, near the middle of your screen.
3. Click on “Link to Course Photos”.