

Information Technology Department

Faculty Portal User Guide

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What is Faculty Portal?

Faculty Portal is an online experience for faculty and advisors, which allows them to manage student information. This includes being able to search for students, view their class schedule, view academic information, enter attendance, grades, and can approve/reject their advisees' course registration request.

How can I access the Faculty Portal?

The Faculty Portal can be accessed from My AURAK on AURAK website <u>www.aurak.ac.ae</u>.

Faculty Portal Home Page

American l	Iniversity of Ras Al Khaimah
My Home Page	Personalize
	Message Center
	Recent Students Shaikha Al Shehhi 🔻 Find Student Monday, August 24, 20
 > Campus Info > Academics > My Profile > My Profile > My Students > My Classes > External Links Version: 12.1.0.17359 	tudent Online Registrations o Student Registrations is pending for Approval Home Logout Help Ste Index Campus Contacts Privacy Policy Feedback F

Faculty Portal Home Page during Student Online Registration

During student online registration, your Faculty Portal home page will list your advisees' course registration request pending for approval. Once approved, student is registered to the course.

America	an Unive	ersity	of Ras A	l Khaimah					Hel	lo seinen Logout Help
My Home Page										Personalize
								Recent Students Find	Student	
<u>Campus Info</u>										
Academics										
<u>My Profile</u>	Studen	t Onlin	e Registrat	ions						
<u>My Students</u>	Approv	e Select	ed Reject	Selected						
<u>My Classes</u>			STATE HOUSE AND							
, External Links		S.No	. Student ID	Name	Term	Course Code	Section	on Course Description		
		1	0001000100	shi@ulayshoushum	Fall 2015	IENG 231	1	Engineering Materials	Approve	Reject
		2	000-1000-107	Albeing Aussian	Fall 2015	CHEM 213	1	General Chemistry II	Approve	Reject
		3	000-1000-107	vilūsinų nessius	Fall 2015	CHEM 214	1	General Chemistry II Lab	Approve	Reject

How to view your classes

1. Click on My Classes menu bar.



2. Click on **Gradebook** link.



On the Gradebook page, if there are more than one active term, the
 drop list option is visible on the View
 Courses List for Term, click the
 drop list option to display all active
 term, and select the desired term.

If there is only one active term, the active term will display by default and the **view** drop list option is not visible on the *View Courses List for Term*.

America	n University of F	Ras A	l Khaimah
<u>Campus Info</u>	Gradeboo	k	3
My Profile			
My Students			
My Classes	View Course List for	Term	Fall 2016
Class Schedule	Primary Course I	List	Spring 2016
Gradebook	Below are all courses	to whit	Summer 2016 Session 1 In you are assigned as the Primary Inc
	Course C	ourse T	tie
External Links	EDUL 610	dminist	ration and Leadership in Schools
	ED18 620 S	limaniai	on and Evaluation of Instaution

4. Click the desired course title link.

> <u>Academics</u> > <u>My Profile</u> Mercage Center	Gradebo	ook	
> My Students	View Course Lis	t for Term Fall 2015	
My Classes	Primary Cour	se List	
Class Schedule	Below are all cour	rses to which you are assigned as the Primary Instructor	
Gradebook	Course	Course Title	Section
> External Links	ARAB 110	Introduction to Arabic Literature	1
	ARAI	Beginning Arabic - I	1
	GEIC 101	Islamic Culture & Sciences	7
		1	

5. By default the Attendance tab is selected.

tendance	Assignments & Exams	Midterm Grades	Final Grades	÷												
lass Atter	ndance															
							Prev	vious N	Month	Next I	Month	•				
				Click	on a d	ay wî	thin th	ne cale	ndar t	o view	comp	lete a	ttenda	ance d	leta	6
					Aug	ust	201	5			Se	pte	mbe	r 20	15	
			s	м	т	w	Cale	ndar	s	s	м	т	w		F	S
			26	27	28	29	30	31	1	<u>30</u>	<u>31</u>	<u>1</u>	2	3	4	5
			2	3	4	5	6	Z	<u>8</u>	<u>6</u>	Z	<u>8</u>	2	10	11	12
			9	<u>10</u>	<u>11</u>	<u>12</u>	13	<u>14</u>	<u>15</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	18	19
			<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	22	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	20
			<u>23</u>	24	25	<u>26</u>	27	<u>28</u>	<u>29</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	1	<u>2</u>	3
			30	31	1	2	3	4	5	4	5	6	7	8	9	10

- 6. In the Attendance tab click on the Day (orange background) to enter attendance.
- 7. Click on **Edit**.

View & Post Attendance							
Here you post attendance for the date you s	elected, and view previously (posted attendance deta	ails				
Class Information - Introduction to A	rabic Literature						
Class Length Attendance Type	75 minutes Time Absent-	AI	Class Me	eting Date		9/2/2015	Back
Student Attendance							Quick He
Student ID	Status	Time Absent	Course Absent	Excused?	Reason	🗷 Only sho	w active students
1 2012000142 Abdul Hadi, Hani	Current	Not Posted	0.00%				
2 2014001528 Abdulwahed, Chaker	Current	Not Posted	0.00%			7	
3 2015001971 ledger, course	Current	Not Posted	0.42%				
Print Roster							Edit

8. Enter the *Time Absent* for each student.

Here you post attendance for the date you se Class Information - Introduction to Ar	lected, and view previously p abic Literature	oosted attendance det	ails				
Class Length Attendance Type	75 minutes Time Absent-/	All	Class Me	eting Date		9/2/2015	Ba
tudent Attendance							Quick
Student ID	Status	Time Absent	Course Absent	Excused?	Reason	🗹 Only show active	stude
1 2012000142 Abdul Hadi. Hani	Current	mins	0.00%				
2 2014001528 Abdulwahed, Chaker	Current	mins	0.00%			9	
3 2015001971 ledger,	Current	mins	0.42%	0			

9. Once finished click **Update**.

Note: Entering attendance is a one-time activity only, changes should be address to Registrar Office.

How to enter Attendance

1. Click on My Classes menu bar.



2. Click on **Gradebook** link.



3. On the Gradebook page, if there are more than one active term, the drop list option is visible on the View Courses List for Term, click the drop list option to display all active term, and select the desired term.

If there is only one active term, the active term will display by default and the **v** drop list option is not visible on the *View Courses List for Term.*



4. Click the desired course title link.

ew Course Lis	t for Term Fall 2015	
rimary Cour	se List	
selow are all cour	ses to which you are assigned as the Primary Instructor	r
Course	Course Title	Section
ARAB 110	Introduction to Arabic Literature	1
ARAI	Beginning Arabic - I	1
GEIC 101	Islamic Culture & Sciences	7
	iew Course List rimary Cour selow are all cour Course ARAB 110 ARAI GEIC 101	iew Course List for Term Fall 2015 rimary Course List below are all courses to which you are assigned as the Primary Instructor Course Course Title ARAB 110 Introduction to Arabic Literature ARAI Beginning Arabic - I GEIC 101 Islamic Culture & Sciences

- 5. By default the Attendance tab is selected.
- 6. In the Attendance tab click on the Day (orange background) to enter attendance.

tendance Assignments & Exams	Midterm Grades	Final Grades													
lass Attendance															
						Pre	vious I	Month	Next	Month	•				D
		(Click	on a d	ay wit	thin th	he cale	endar t	o view	comp	lete a	ttenda	anced	e ails	
		August 2015 September 2015													
		S	м	т	W	Cale	ndar	s	s	м	т	w	T	F	S
		26	27	28	29	30	31	1	<u>30</u>	<u>31</u>	<u>1</u>	2	3	4	5
		2	3	4	5	6	Z	<u>8</u>	<u>6</u>	Z	<u>8</u>	2	<u>10</u>	11	12
		<u>9</u>	10	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	18	19
		<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	22	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	26
		<u>23</u>	24	25	26	27	28	<u>29</u>	27	<u>28</u>	<u>29</u>	<u>30</u>	1	2	3
		30	<u>31</u>	1	2	3	4	5	4	5	<u>6</u>	7	8	2	10

7. Click on **Edit**.

Here you post attend	ance for the date you se	lected, and view previously p	oosted attendance <mark>d</mark> eta	ails				
lass Information	Introduction to Ar	abic Literature						
lass Length Attendance Type		75 minutes Time Absent-/	AI	Class Me	eting Date		9/2/2015	Bac
tudent Attendance	e 🐪							Quick I
Student ID		Status	Time Absent	Course Absent	Excused?	Reason	Conly sho	w active studer
1 2012000142 Abo	dul Hadi, ni	Current	Not Posted	0.00%				
2 2014001528 Ab	dulwahed, aker	Current	Not Posted	0.00%			6	
3 2015001971 ledg	ger, rse	Current	Not Posted	0.42%				
- Print Roster				<i>0</i> 5				Edi

8. Enter the *Time Absent* for each student.

Here you post attendance for the date you se	lected, and view previously p	osted attendance det	ails			
lass Information - Introduction to Ar	abic Literature					
Class Length Attendance Type	75 minutes Time Absent-	Al	Class Me	eting Date	9/2/2015	Back
tudent Attendance						Quick H
Student ID	Status	Time Absent	Course Absent	Excused?	C Only Reason	show active studen
1 2012000142 Abdul Hadi. Hani	Current	mins	0.00%	0		
2 2014001528 Abdulwahed, Chaker	Current	mins	0.00%		9	
3 2015001971 ledger,	Current	mins	0,42%	0		

9. Once finished click **Update**.

Note: Posting of attendance is a one-time activity only. Contact the Registrar Office for changes.

Note: The information is saved in CampusVue[®] Student and will be available to students via the Student Portal. Notice how the background color on the attendance calendar has changed to green for the day posted.

How to enter Final Grades

1. Click on My Classes menu bar.



2. Click on **Gradebook** link.



3. On the Gradebook page, if there are more than one active term, the drop list option is visible on the View Courses List for Term, click the drop list option to display all active term, and select the desired term.

If there is only one active term, the active term will display by default and the drop list option is not visible on the *View Courses List for Term.*



4. Click the desired *Course Title* link



5. Click on the **Final Grades** tab.



Alternately, you can enter numeric grade and the equivalent letter grade is displayed.

Attendance Assignments & Exams Midterm Grades Final Grades							
Final Grades							
✓ Only show active students							
Student ID	Current GPA	Total % Absent	Numeric Grade	Letter Grade			
	3.90	11.76%	87	A- V			
2	3.31	5.88%		7			
	3.57	17.65%		A A- B+			
	3.50	11.76%		B B- C+			
5	3.90	11.76%	7	C F INC			
	3.76	17.65%					
				Save Final Grades			

7. After entering all grades, click Save Final Grades.

NOTE: Once a final grade has been entered, it can only be changed by the Registrar Office.

How to view Student Degree Audit

- Verify desired student is referenced in Recent Students. If student is not on the Recent Students drop list use the Search feature to find the student. Please see the *How to Search Student* for detailed instruction.
- 2. Click on **My Student** to open the student menu.
- 3. Click on the Degree Audit link.



Faculty Portal User Guide

How to Search Student

- Click the Find Student located at the top portion of the faculty portal. The Student Search page will appear.
- 2. Enter the *student ID* in the Student ID text box as your search criteria.
- 3. Click **Search** to view the results.
- 4. Scroll down and you will see the student's name/ID, program and email.

cv-test-portal/Se	cure/Staff/MyStuder	nts/StudentSearch.as	рх						
tudent Search	h						Close Wind		
lect the appropriate Cam lect the Search Reference u can use the wild-card cl	pus. Use the search criteria a Address option if you wish haracter * to search for any	to narrow your focus. to include Reference addres string of characters, and ? f	ses in your searc or any single cha	h. Iracter					
avanced Search									
Campus	All	T							
Program	All	Ŧ							
First Name		Student	ID	2012000042	Show Aliases				
Last Name		Enrollm	ent ID		Search Refere	nce			
					Restrict Searc	h to			
Social Security #		Email			My Students	3			
	4	Enrollm	ent Status	All	Results/Page	10 per page 🔻			
						Clea	ar Search		
esults									
or 1 1 1 1 (0)	1.170	C L 1							
Student Name/St	udent ID	Status	Status Program		Phone/Email	Phone/Email			
2012000042		Active	ve BS-BIO - BS in Biotechnology		dina.mohammed@au	dina.mohammed@aurak.ac.ae			
	5								

5. Click the *student name* link.
6. The Recent Student name field is populated.

E	<u>R</u> ecent Students	Dina Mohamed	•	Find Student

Once the Recent Students references the needed

student you may view their information by going to the **My Students** menu.

 1

 <u>R</u>ecent Students

 Find Student