Faculty Self-Service

NEW FACULTY ORIENTATION 2015
CHRIS REICHLEY AND KATHY GATES
WebID

- Why?
- What does it give me access to?
  - myOleMiss
    - my.olemiss.edu
  - Email
  - Blackboard
  - Wireless
  - Box
  - Library Services
  - Other
- Protect your WebID
  - Be sure to sign out!
## Class Rolls and Grades

This interface allows instructors to view/download class rolls, to submit midterm and final grades and to view/download grade results. Please select term/year and press "Submit."

Please select academic term and year.

<table>
<thead>
<tr>
<th>Term/Year</th>
<th>2015-2016</th>
</tr>
</thead>
</table>

For individual assistance with this interface, please contact the Faculty Technology Development Center at (662) 915-7918.

Need to email your students? To send email or SMS text messages to students in the classes you are currently teaching, go to UM Today Administration tool. In Step 4, set your options to send immediately. SMS text messages will only go to those who have opted in to receive non-emergency text messages. You can send text-only messages using the one step Send Immediate tool.

Please check your information carefully.

If you find that a section is missing, contact Doris Hodge. If you find that a student is missing from your class roll, contact Denise Knighton. Both individuals can be reached by calling the Registrar's Office at (662) 915-7792.
Submit/Upload Midterm Grades, Submit/Upload Final Grades, Submit Attendance Verification links will appear when the time is right.
Attendance Verification

- New process to identify and act on students who register for classes but never attend or participate
- Important Websites
  - olemiss.edu/gotoclass
  - common.olemiss.edu/docs/attendance.html
- AV reports must be submitted for all classes.
Link will appear in “Class Rolls and Grades” when the submission window is open. This link is also available from “Attendance” in the drop-down through out the term. If the window has closed, the submit buttons will be disabled.
Note that we need to know “as of this date,” not “on this date.” Also, the on-screen instructions are slightly different for alternate format classes. In these cases, we need to know whether the student has “actively participated in a meaningful way.”

If instructor is in a scanner-enabled classroom, interface will indicate this.
<table>
<thead>
<tr>
<th>STUDENT</th>
<th>GRADE</th>
<th>SCALE</th>
</tr>
</thead>
<tbody>
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<td></td>
<td>Ø A</td>
<td>AB+-</td>
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</tbody>
</table>

Screen shot generated from test system. Data is not real.
More on Grading

- Online submission of grades
  - Enter via Web Form
  - Upload via Excel
- Support for I (incomplete) grades
- Email confirmation
- Audit trails
- Deadlines are enforced by the system

- Plus / minus grading
- Online grade changes
  - Go to View / Change Final Grades
  - Click on pencil icon
  - Grade change form will pop up
Instructor alerts let you express concerns about academic performance. This notification will be available to advisors. Applicable to pilot group only.
FABI is a program that began in 2001 and has the simple purpose of providing intervention in cases where students have excessive absences. Absences can be reported manually through the online FABI interface or automatically through classroom attendance scanners. With the new Attendance Verification process, FABI will be re-evaluated and possibly discontinued next year.

This is another place where you can enter instructor alerts.
Automated Attendance

- The Automated Attendance System was designed to support student retention efforts while lowering the burden placed on faculty members.

- Factors
  - Record Enrollment
  - Hybrid Courses
  - Time Constraints
  - Attendance Requirements

- attendance.olemiss.edu
Barcode Scanner
Faculty Interface

- Configure Scanner Window
- View Scanner Logs
- View / Maintain Attendance
- Review FABI Reports
Manually Update Attendance

- Select Day
- Find Student
- Update Attendance Record
  - Class Cancelled
  - Absent Unexcused
  - Absent Excused
  - Present
# Scanner Log

- **Class Information**
  - Professor
  - Room
  - Day(s)
  - Scan Window
- **Search by Day**
- **Filter Results**
  - Valid
  - Invalid
  - Not Found
  - Searching (Processing)
- **Color Coded Scans**
  - Date / Time
  - Student Name / ID / Picture
  - Room

## Attendance Log

### General Chemistry II - Section 1
- **Instructor:** [Name]
- **Room:** Turner Room 205 (Auditorium)
- **Day(s):** M T W Th F
- **Scan Time:** 07:45 AM - 09:35 AM

### Search Scanner Logs
- **Date:** 07/24/2013

### Filter Results
- **Valid:** 22
- **Invalid:** 1
- **Not Found:** 0
- **Searching:** 0

### Gracie
- **Student:** 103
- **Barcode:** 22279300
- **Date:** 07/24/2013
- **Time:** 07:46 AM
- **Course:** Chem 106
- **Section:** Section 1
- **Room:** Turner Room 205 (Auditorium)

### Kat
- **Student:** 104
- **Barcode:** 22279300
- **Date:** 07/24/2013
- **Time:** 07:47 AM
- **Course:** Chem 106
- **Section:** Section 1
- **Room:** Turner Room 205 (Auditorium)

### mollie kate
- **Student:** 102
- **Barcode:** 22279300
- **Date:** 07/14/2013
- **Time:** 07:48 AM
- **Course:** Chem 106
- **Section:** Section 1
- **Room:** Turner Room 205 (Auditorium)
Scanner Rooms

- Anderson Room 11
- Anderson Room 137
- Anderson Room 21 (Auditorium)
- Anderson Room 231
- Barnard Observatory Room 105
- Bishop Room 101
- Bishop Room 102
- Bishop Room 103
- Bishop Room 104
- Bishop Room 105
- Bishop Room 106
- Bishop Room 107
- Bishop Room 108
- Bishop Room 112
- Bishop Room 209 (Auditorium)
- Bishop Room 324
- Bondurant Room 204C (Auditorium)
- Brevard Room 134 (Auditorium)
- Bryant Room 200
- Bryant Room 209 (Auditorium)
- Carrier Room 211
- Carrier Room 220
- Coulter Room 200
- Coulter Room 204
- Coulter Room 211
- Farley Room 202 (Auditorium)
- Fed Ex Room 207 (Auditorium)
- Ford Center Auditorium
- Fulton Room 101 (Auditorium)
- Holman Room 30 (Auditorium)
- Hume Room 101
- Hume Room 106
- Hume Room 107
- Hume Room 108
- Hume Room 109
- Hume Room 110
- Hume Room 111
- Hume Room 112
- Hume Room 113
- Hume Room 201
- Hume Room 203
- Hume Room 221
- Lamar Room 126
- Lamar Room 127
- Lamar Room 129
- Lamar Room 130
- Lamar Room 131
- Lamar Room 132
- Lamar Room 326
- Lamar Room 327
- Lamar Room 404
- Lamar Room 515
- Lewis Room 101 (Auditorium)
- Meek Room 138
- Music Building Room 102 (Band Hall)
- Music Building Room 123
- Nutt Auditorium
- Music Building Room 148
- Music Building Room 153
- Music Building Room 155
- Music Building Room 156
- Music Building Room 157
- Peabody Room 202
- Peabody Room 206 (Auditorium)
- Shoemaker Room 303
- Shoemaker Room 323
- Tupelo - Advanced Education Center 252
- Turner Room 205 (Auditorium)
Average # of Absences vs. Midterm Grade
Spring 2015
Teacher Evaluations

- How it works
  - Timeline
  - Online submission
  - Variable questions
  - One narrative question that is available to all on UM’s intranet
  - Online reports

- Select Teacher Evaluation Results from within myOleMiss
Alert! This is your last chance to complete course/teacher evaluations.

You have one or more outstanding course/teacher evaluations that need to be completed. During the first week of online viewing of grades, we ask that you go to the "On-Line Evaluation of Instruction" link shown below to complete your outstanding course/teacher evaluations.

 Proceed to On-Line Evaluation of Instruction before checking final grades.

Please complete an evaluation for: Accy 201 Section 1
Please complete an evaluation for: Bus 271 Section 7
Please complete an evaluation for: Math 262 Section 6
Please complete an evaluation for: Span 102 Section 5

All students are strongly encouraged to complete evaluations as these responses may:

- help your instructor to improve his or her teaching skills;
- contribute to tenure, promotion, salary, or award decisions concerning your instructor;
- be used by future students when selecting courses to take.

The results of the course/teacher evaluations are made available to the public within one month of the completion of each semester. You will be able to access these results, complete with comparisons with similar courses taught within the school/college, from the UM web page under Current Students/Academics. Publicly available results will include text response for a student-to-student question.
Text Messaging

- Emergency Notifications with RebAlert
- Student cell phone numbers are in class rolls
- Instructors and advisors can send text message to students
  - No “from address” so be overly clear.
Accessibility & Responsiveness

- All UM websites should be
  - Responsive
  - Mobile friendly
  - Accessible
- Accessibility Specialist position
  - Search is in progress.
  - This person will work with faculty on making instructional materials accessible.
Related Topics

- Advisor Interfaces
  - Multiple Advisor Types
    - Academic Advisor
    - Faculty Mentors
    - Other
- Academic Discipline
- Plagiarism Quiz
- Parent WebIDs
  - 16,000+ accounts
- More …
UM Network Features

- **Advanced Wireless Access**
  - [wireless.olemiss.edu]

- **Eduroam**
  - [www.eduroam.org]
  - Lets you use your UM WebID to login to the wireless network of participating institutions
Mississippi Optical Network: Established in January 2012

mission.mississippi.edu
Try It Out

- Sign in with WebID
  - Check class rolls
  - Look up advisees
For More Information

- Kathy Gates
  - kfg@olemiss.edu

- Chris Reichley
  - reichley@olemiss.edu