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FACULTY CENTER GUIDE

FSCJ Florida State College
at Jacksonville

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FSCJ Florida State College at Jacksonville

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1. To access the Online Syllabus Builder in PeopleSoft follow the steps below.

Step	Action
1.	Begin by navigating to the **Faculty Center.** Log in to my.fscj.edu with your user name and password. Click the **Faculty Tab >** click the **Online Syllabus Builder.**
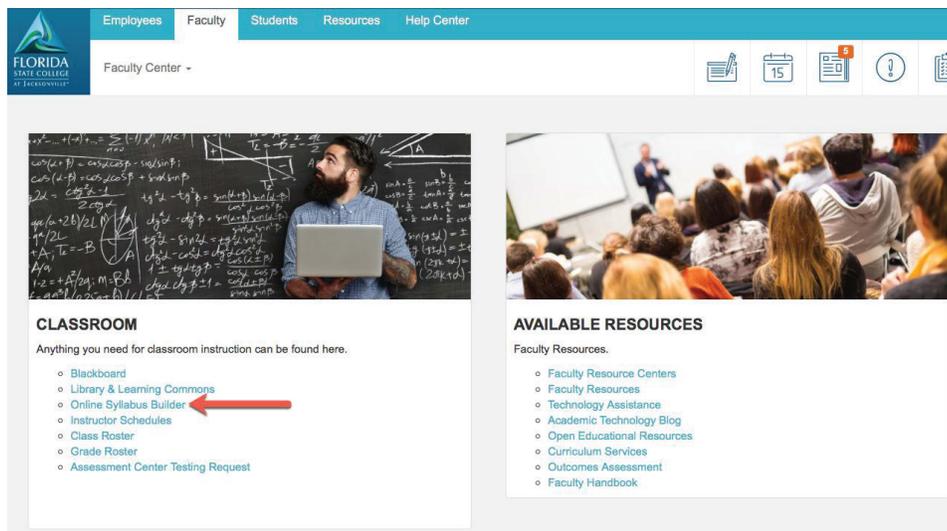
Step	Action
2.	The Online Syllabus Builder will display as long as there are no pop-up blockers preventing it.
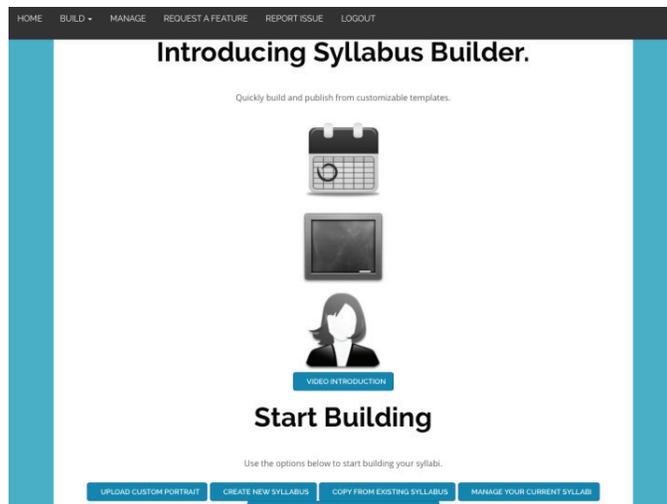
Disabling Pop-up Blockers

When you click this link for the first time, you may have to disable your pop-up blocker. Below you will find instructions on disabling the pop-up blocker in five common browsers: Chrome, Internet Explorer, Firefox, Safari, and Edge.

How to Disable Pop-Ups in **Chrome**

Step	Action
1.	Open **Chrome**. Click on the **3 dots** in the upper right corner of the browser window, then click on **Settings**.
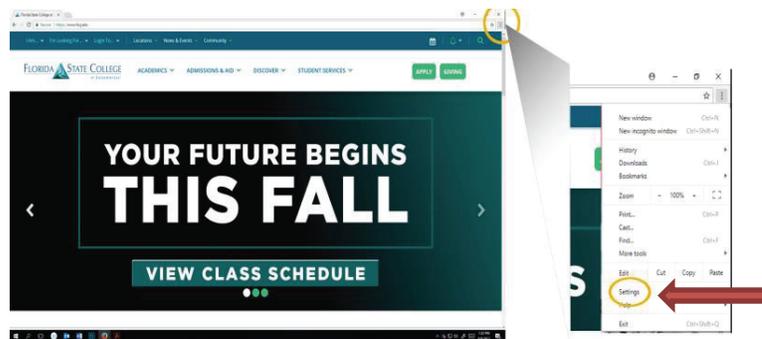
Step	Action
2.	In the **Search Settings bar** type in the word "pop" and follow the highlighted item.
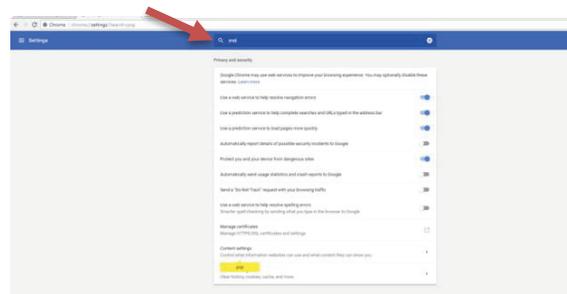
Step	Action
3.	Click **Content Settings**.
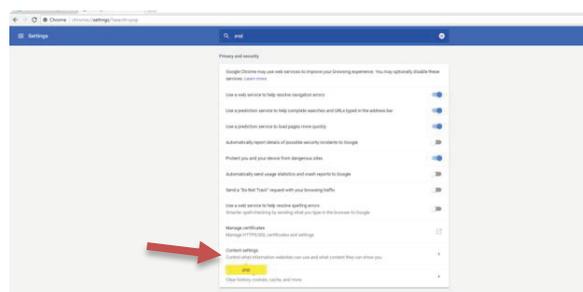
Step	Action
3.	Click **Popups**.
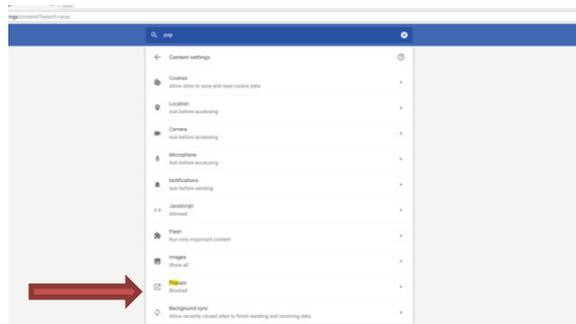
Step	Action
4.	Where you see **Blocked (recommended)**, move the slider to the right. It will turn blue and the title changes to **Allowed**.
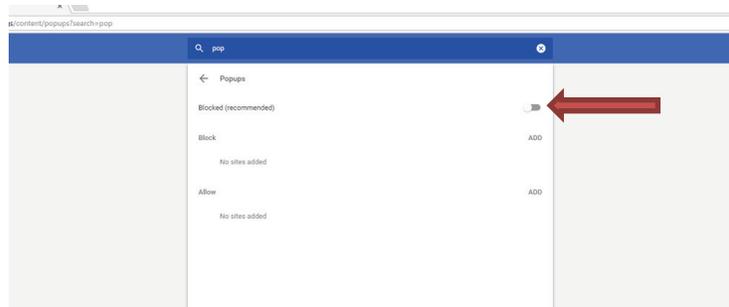
Pop-ups are now allowed. No need to "save." Close the tab by clicking on the "x." If pop-ups are still blocked close the browser and re-open it.

How to Disable Pop-Ups in **Internet Explorer**

Step	Action
1.	Open **Internet Explorer**. Click on the **Tools** wheel (usually in the top right corner), and click **Internet Options**.
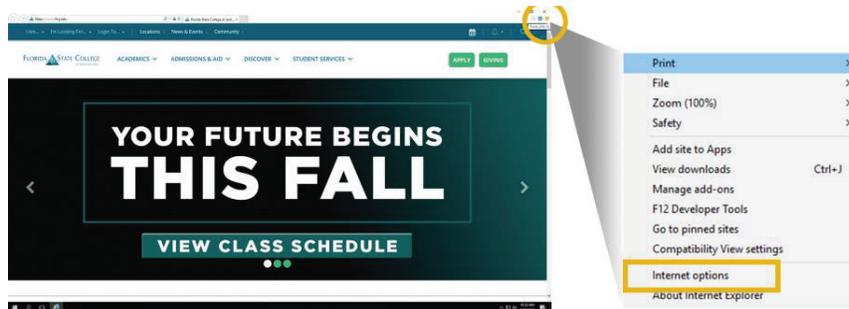
Step	Action
2.	Click the **Privacy** tab.
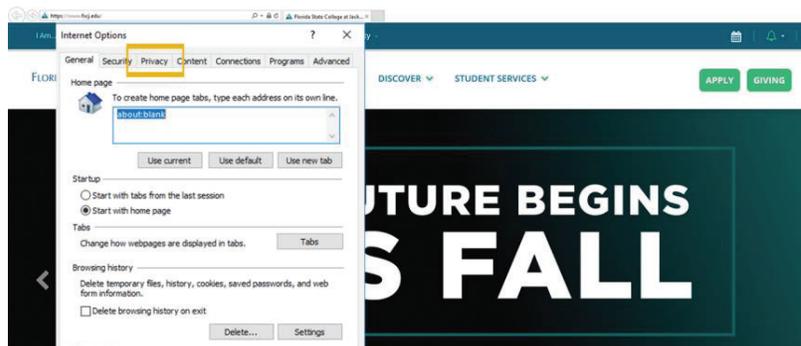
Step	Action
3.	Under Pop-ups, uncheck the **Turn on Pop-up Blocker** box.
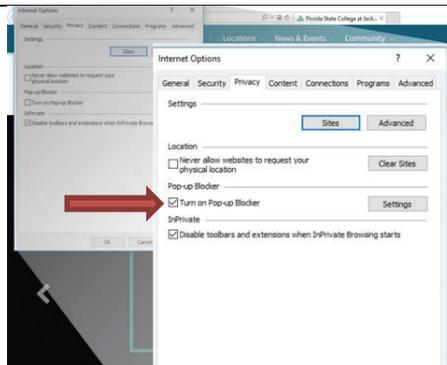
Pop-ups are now allowed. No need to "save." Close the menu by clicking on the "x." If pop-ups are still blocked close the browser and re-open it.

How to Disable Pop-Ups in **Firefox**

Step	Action
1.	Open **Firefox**. Click on the **3 lines** in the upper right corner of the browser window, then click on **Options**.
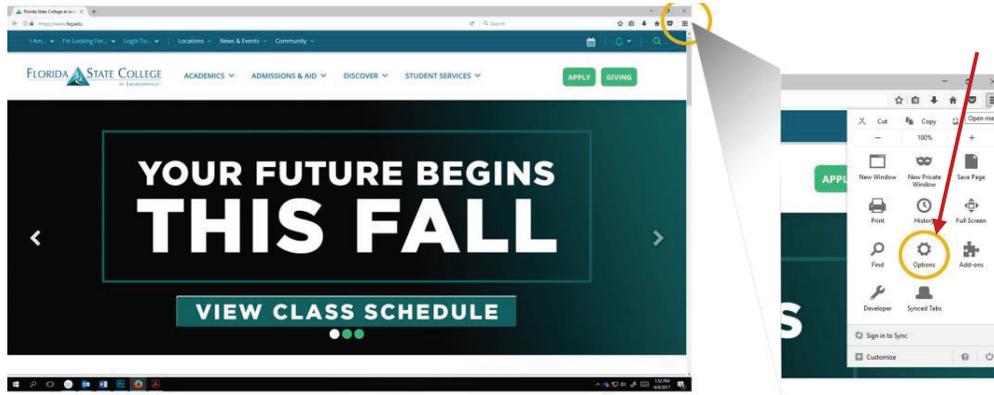
Step	Action
2.	Click on **Content** in the menu on the left.
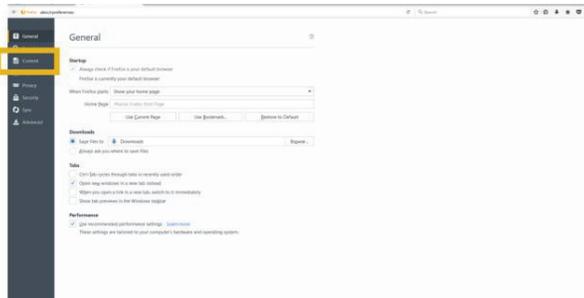
Step	Action
3.	Under Pop-ups, uncheck the **Block pop-up windows** box.
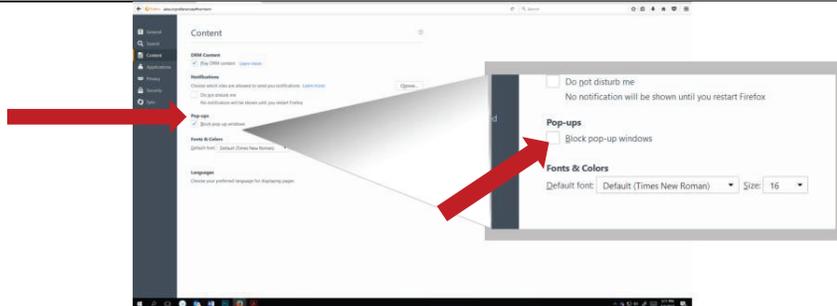
Pop-ups are now allowed. No need to "save." Close the "options" tab by clicking on the "x." If pop-ups are still blocked close the browser and re-open it.

How to Disable Pop-Ups in **Safari**

Step	Action
1.	Open Safari. (If you're on a MAC and don't see it go to the Launchpad – rocket icon in the tool bar - and click it there). Click on the **Tools** wheel (usually in the top right corner).
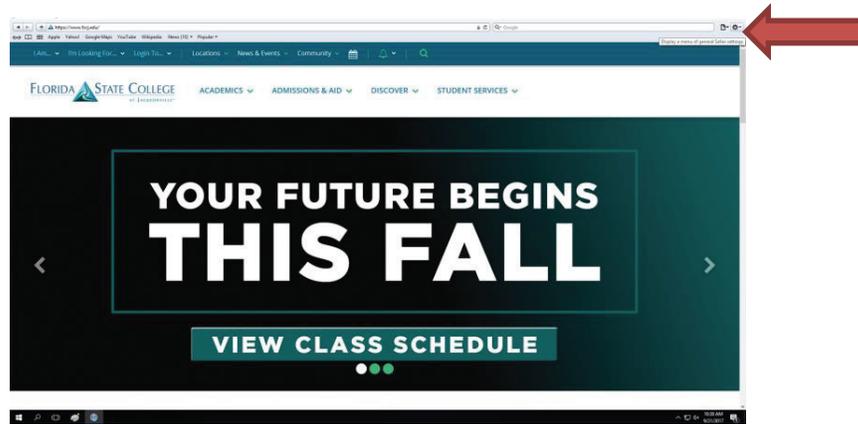
Step	Action
2.	Go to the line that says **Block Pop-up Windows** and uncheck it.
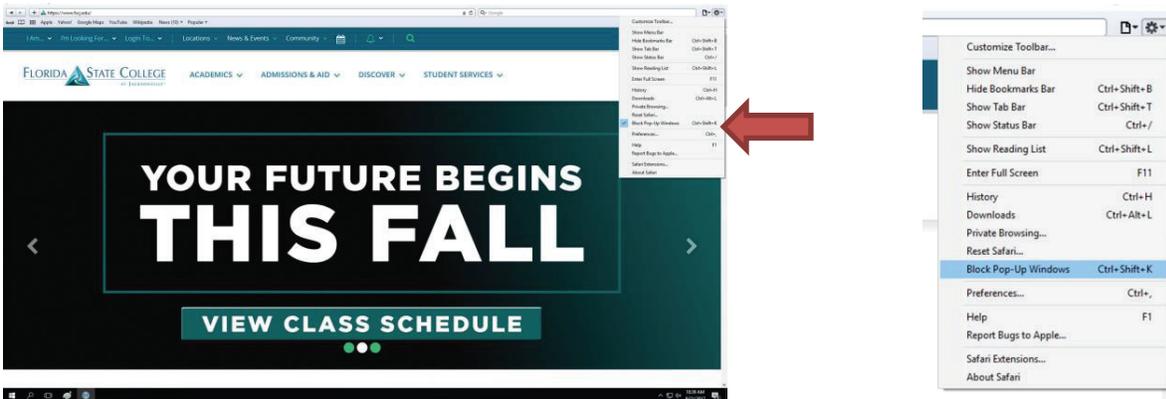
Pop-ups are now allowed. No need to "save." If pop-ups are still blocked close the browser and re-open it.

How to Disable Pop-Ups in **Edge**

Step	Action
1.	Open **Microsoft Edge**. Click on the **3 dots** in the upper right corner of the browser window, then click on **Settings**.
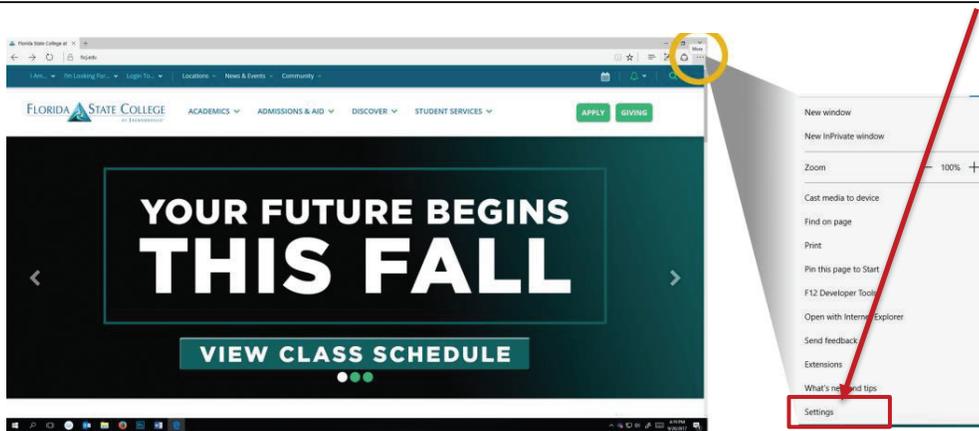
Step	Action
2.	In the Settings menu, scroll down and click **View Advanced Settings**.
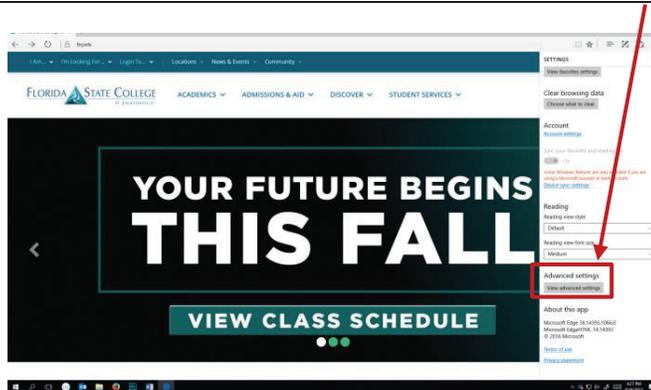
Step	Action
3.	Near the top you will see a line that says **Block Pop-ups.** Move the slider to **off**.
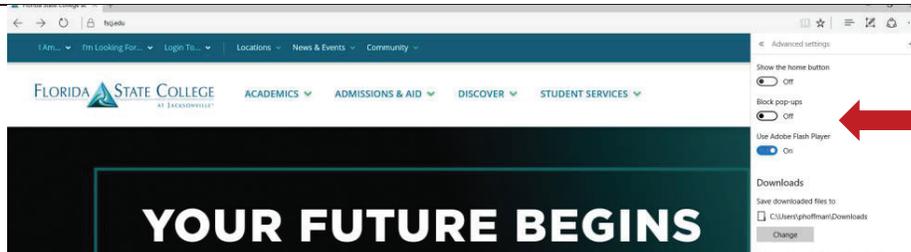
Pop-ups are now allowed. No need to "save." Just click off of the menu and it will close. If pop-ups are still blocked close the browser and re-open it.

STEPS FOR STUDENTS

Students have the opportunity to evaluate their courses beginning the Friday before the last week of the class. In order to access the evaluation, students should follow the steps below:

Step	Action
1.	Log in to my.fscj.edu.
2.	On the **Students Tab** click the **Evaluate Instruction** link next to the desired class.
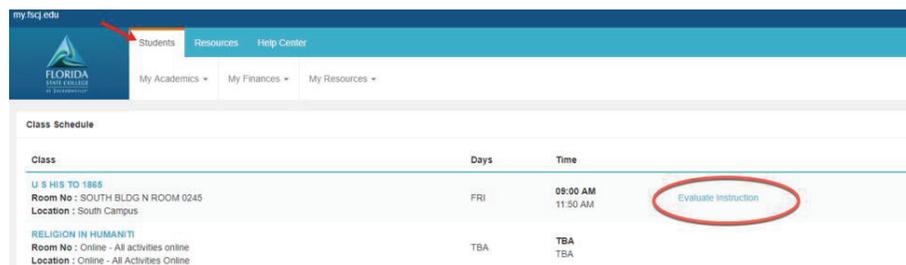
STEPS FOR INSTRUCTORS

The evaluation reports will be made available to instructors 5 days after the last day of class. Instructors will be able to view the evaluation report by following the steps below:

Step	Action
1.	Log in to my.fscj.edu.
2.	On the **Faculty Tab** scroll down to the "My Current Schedule" area and click the **Evaluation Report** link next to the desired class.
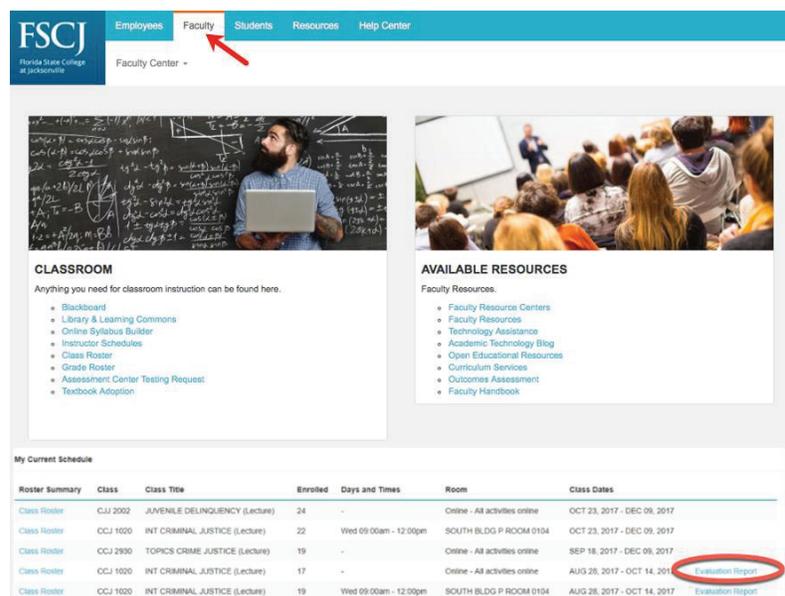
Instructor view of evaluation report:

Student Instructional Assessment Report

Term/Session: 2178/A7
Course:
Class Number:
Location: NORTH
Instructor:

Course Organization and Planning:

	Strongly Agree 5	Agree 4	No Opinion 3	Disagree 2	Strongly Disagree 1	Count	Mean	Standard Deviation
My professor presented the subject matter clearly.	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67	0.89
My professor displayed enthusiasm when teaching.	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67	0.89
My professor had a style of presentation that encouraged me to learn.	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67	0.89
My professor taught his/her stated course objectives.	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67	0.89
My professor was open to questions or comments when they were appropriate.	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67	0.89
My professor was available to help me during POSTED office hours.	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67	0.89
My professor explained what was expected of me.	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67	0.89
My professor provided written course policies.	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67	0.89
My professor provided feedback on all my work quickly enough to benefit me.	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67	0.89
I would recommend this professor to another student.	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67	0.89
My professor clearly explained how I was going to be graded at the beginning of the course.	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67	0.89
My professor used methods of evaluation that were clearly related to the objectives in the course.	2(67%)	1(33%)	0(0%)	0(0%)	0(0%)	3	4.67	0.89

Alternatively, you can access the evaluation report from your class schedule.

STEPS FOR ADMINISTRATORS
The evaluation reports will be made available to administrators 5 days after the last day of class.
Instructors will be able to view the evaluation reports of their instructors by following the steps below:

Step	Action
1.	Log in to my.fscj.edu.
2.	On the **Faculty Tab** click on the **Faculty Center** drop down menu.
3.	Select the **Assessments – Dean's View** link.

Step	Action
4.	Use the input form to search for instructors or courses.

Administrator view of evaluation report:

If a student does not attend class from the beginning of the session to the end of Drop for Non-Attendance window, the student should be dropped for non-attendance. The drop for non-attendance window opens approximately 7 days after the session start date and closes approximately 14 days after the session start date.

Instructors are required to enter non-attendance on the final day of the Drop for Non-Attendance window. Even if you do not have any students who need to be dropped for non-attendance, you must certify your class roster. To report non-attendance and/or certify your class roster, follow the steps below.

Step	Action
1.	Log in to my.fscj.edu with your user name and password.
	Click the **Faculty Tab → Instructor Schedules.**

Step	Action
2.	Click the **Class Roster icon** next to the class section that you want.
	Note: For a class that has more than one component, you will need to enter non-attendance and certify the class roster on the enrollment section only. You will know which class is the enrollment section because it will say "Yes" in the Certified column next to it.

Step	Action
3.	For any student who has not attended class, select **Non-Attendance** in the Drop for NA column.

Step	Action
4.	Click **Certify and Save**. NOTE: There is no warning reminding you to save when you leave this page, so you must remember to click Certify and Save or your changes will not be saved.

Step	Action
5.	Click **Yes** when asked if you want to update the Drop for NA information for these students.

Step	Action
3.	For any student who has not attended class, select **Non-Attendance** in the Drop for NA column.

Step	Action
4.	Click **Certify and Save**. NOTE: There is no warning reminding you to save when you leave this page, so you must remember to click Certify and Save or your changes will not be saved.

Step	Action
5.	Click **Yes** when asked if you want to update the Drop for NA information for these students.

Step	Action
2.	Click **Yes** when asked if you want to update the Drop for NA information for these students.
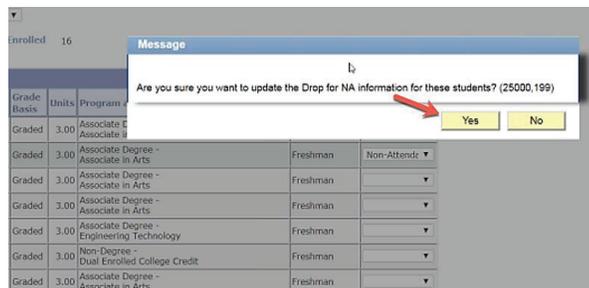
Step	Action
3.	Click **OK** to certify that there are no students who need to be dropped for non-attendance.
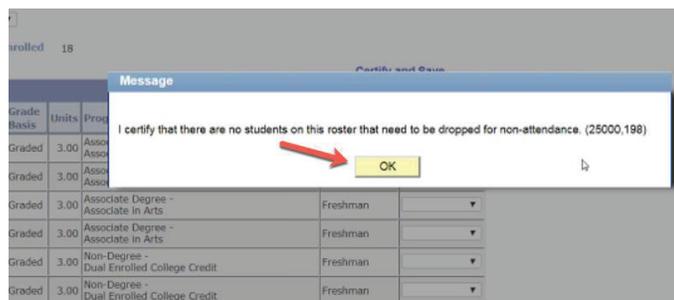
Step	Action
4	Once the class is certified the date/time stamp will appear to show when the roster was certified.

NOTES:

- If you mistakenly mark someone as dropped for non-attendance, you can go back in and change it as long as the drop down box is still there. Simply click the drop down and re-set it to blank. Be sure to click Certify and Save again.
- After the process runs to drop the student (which is intended to be a nightly process), you will not be able to make any changes to that student.
- You may be contacted by the College if you fail to certify and save your roster at the end of the Drop for Non-Attendance window.

Faculty members have one year after the class ends to enter grade changes. The grade change process in Campus Solutions does not required departmental approval. Administrators cannot change grades; only the faculty member has access to complete the grade change process.

The ability to change grades is open for a year after the class is completed. This will allow faculty the time needed to change "I" grades.

If an adjunct is also an employee of the College, they must submit a Help Desk Ticket to change grades.

To change grades, follow the steps below.

Step	Action
1.	In the Faculty Center, click the **Grade Roster Icon** next to the course that you want.

Step	Action
2.	Click the **Request Grade Change** link.

Step	Action
3.	Click the **Official Grade** dropdown box next to the student that you want and select the appropriate grade.

Step	Action
4.	Click the **Submit** and the word "Success" will appear next to the updated grade. Click **Return to Grade Roster.**

Step	Action
5.	The grade has now been changed.

If a student earns a failing grade due to non-attendance, the faculty member must report the grade as an "FN" and enter the last date of attendance. To do so, follow the steps below.

Step	Action
1.	In the Faculty Center, click the **Grade Roster Icon** next to the course that you want.

Step	Action
2.	Click the **Roster Grade** dropdown and select **FN**.

Step	Action
3.	The **FN Grade Reason** field will become available. If the student never attended select **Never Attended**. NOTE: The "Never Attended" option is used when the student should have been dropped for Non-Attendance, but is still on the grade roster. Student Records will pull these students and retroactively drop them for Non-Attendance.

Step	Action
4.	If the student attended at least one class session, but stopped attending select **Attended Until**.

Step	Action
5.	The **FN Grade Date** field will become available. Enter the student's **Last Date of Attendance.**

From there, you can complete the grading process as usual.

NOTES: