

MY.FSCJ.EDU FACULTY CENTER GUIDE

EDITION 2



THE ACADEMY FOR TEACHING AND LEARNING

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ENHANCE YOUR CAREER, ENRICH YOUR LIFE

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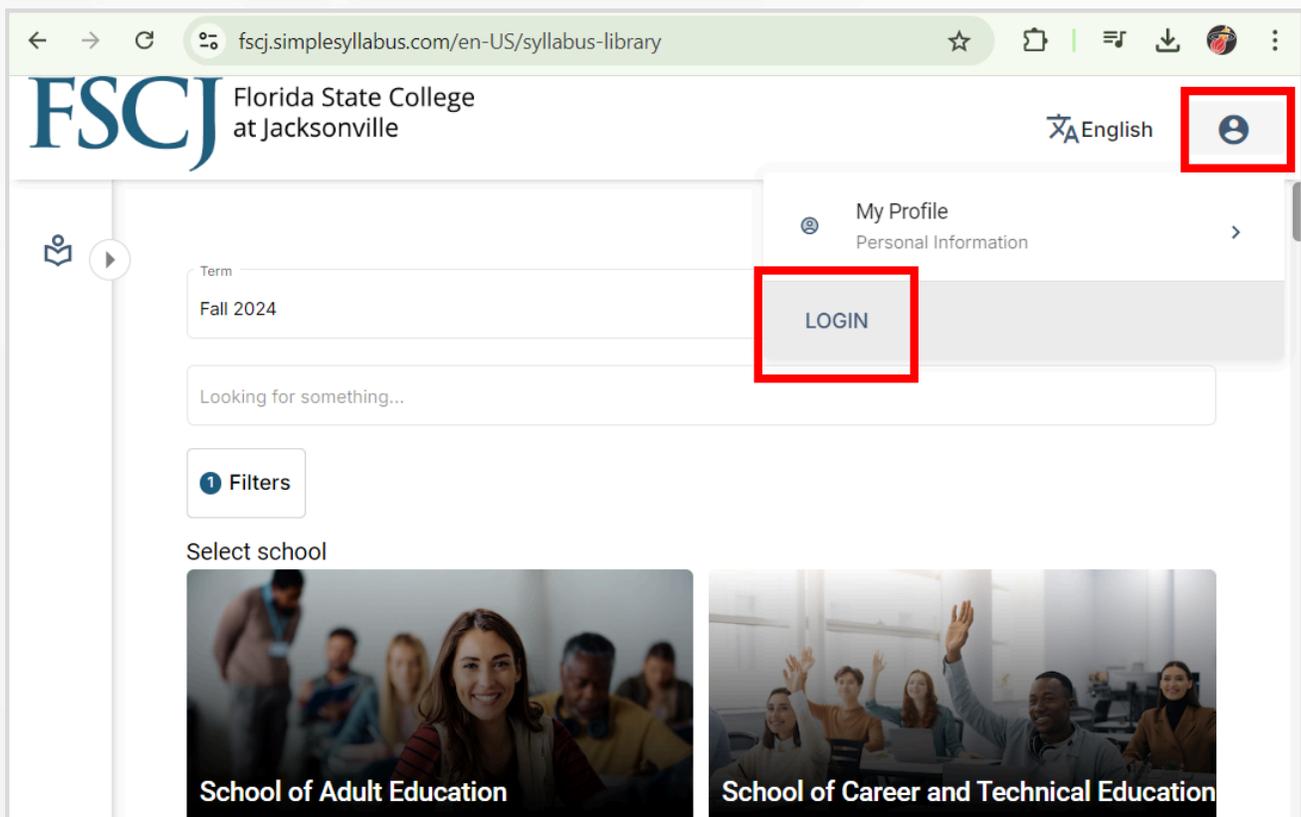
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ACCESSING SIMPLE SYLLABUS

“Simple Syllabus,” FSCJ’s online syllabus creation tool, can be accessed by following the steps below:

Step	Action
1	To access Simple Syllabus, go to https://fscj.simplesyllabus.com .
2	Next, click the Profile Icon at the far right, then click Login (Highlighted in red). Proceed to log in with your FSCJ user name and password (Note: If you need to retrieve your user name and password, submit a ticket to the IT Department at https://help.fscj.edu/).



Step	Action
3	To acquire a mastery of the Simple Syllabus Online Tool usage, we highly recommend enrolling in and completing the <u>essential</u> professional development training entitled “ PD 2187 Simple Syllabus Online Training ” at https://bridge.fscj.edu/learner/courses/cbdb27d9/enroll .



PD 2187 SIMPLE SYLLABUS TRAINING

This asynchronous course introduces users to FSCJ's new syllabus tool, Simple Syllabus. Simple Syllabus is a centralized, template-driven platform that enables instructors to quickly personalize and publish interactive class syllabi—directly within Canvas or through the Simple Syllabus site

STUDENT EVALUATION OF INSTRUCTION

Steps for Students

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

Step	Action
1	From the Student Center drop-down in myFSCJ, select the Manage Classes and Books tile.
2	On the View My Classes link, click the Evaluate Instruction link next to the desired class.

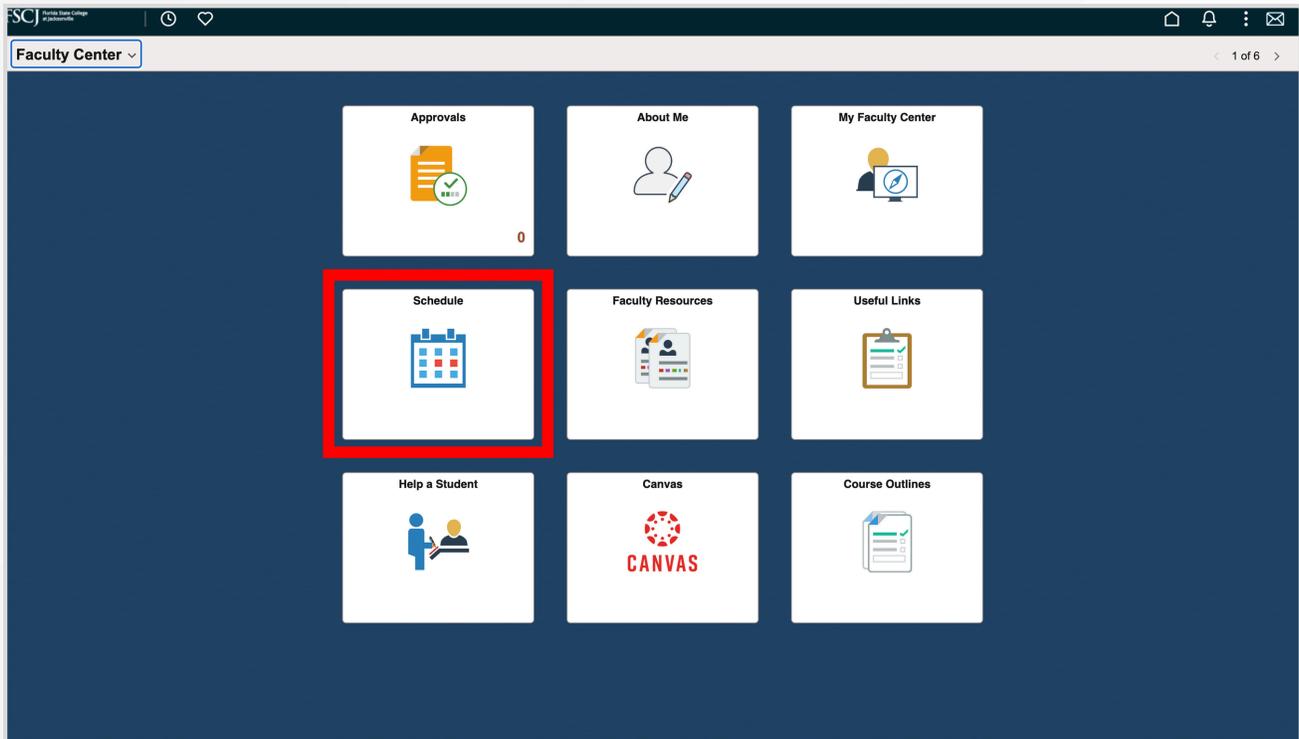
The screenshot shows the 'View My Classes' interface. On the left is a navigation menu with options like 'View My Classes', 'Shopping Cart', 'Class Search and Enroll', 'Drop Classes', 'Browse Course Catalog', 'Planner', 'Enroll by My Requirements', 'I Can't Find A Class', 'Enrollment Dates', 'Tips For Registration', and 'Change Academic Program Plan'. The main content area is titled 'View My Classes' and includes a 'Printable Page' button and filters for 'Show Enrolled Classes', 'Show Waitlisted Classes', and 'Show Dropped Classes'. There are two class entries:

- MGF 1106 Topics in College Math**: Status: Enrolled, Units: 3.00, Grading Basis: Traditional A-F, Academic Program: Bachelor Degree, Requirement Designation: Bachelor Degree. Class: C 3284YClass 3284. Days and Times: Tuesday, 6:00PM to 7:55PM. Room: Online - All activities online. A red box highlights the 'Evaluate Instruction' link.
- TRA 4202 LOGISTICS TECHNOLOGY**: Status: Enrolled, Units: 3.00, Grading Basis: Traditional A-F, Academic Program: Bachelor Degree, Requirement Designation: Bachelor Degree. Class: C 3132YClass 3132. Days and Times: Wednesday, 6:00PM to 8:00PM. Room: Online - All activities online. A red box highlights the 'Evaluate Instruction' link.

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	Select Faculty Center in the center navigation > Click the Schedule tile.



Step	Action
3	Click My Schedule .

The screenshot shows a mobile application interface for 'Faculty Schedule'. At the top, there is a search bar labeled 'Search in Menu'. Below it, the 'Faculty Schedule' section is visible. On the left, there is a sidebar menu with three items: 'My Current Schedule' (highlighted in orange), 'Previous Term Schedule', and 'Next Term Class Schedule'. The main content area shows a table header with columns: 'Roster Summary', 'Class', 'Class Title', 'Enrolled Days and Times', 'Room', and 'Class Dates'. Below the header, the text 'No Results found.' is displayed. A red box highlights the 'My Schedule' link in the sidebar menu.

Step	Action
4	Next to the course of interest, click on an Evaluation link to review a Student Evaluation of Instruction.

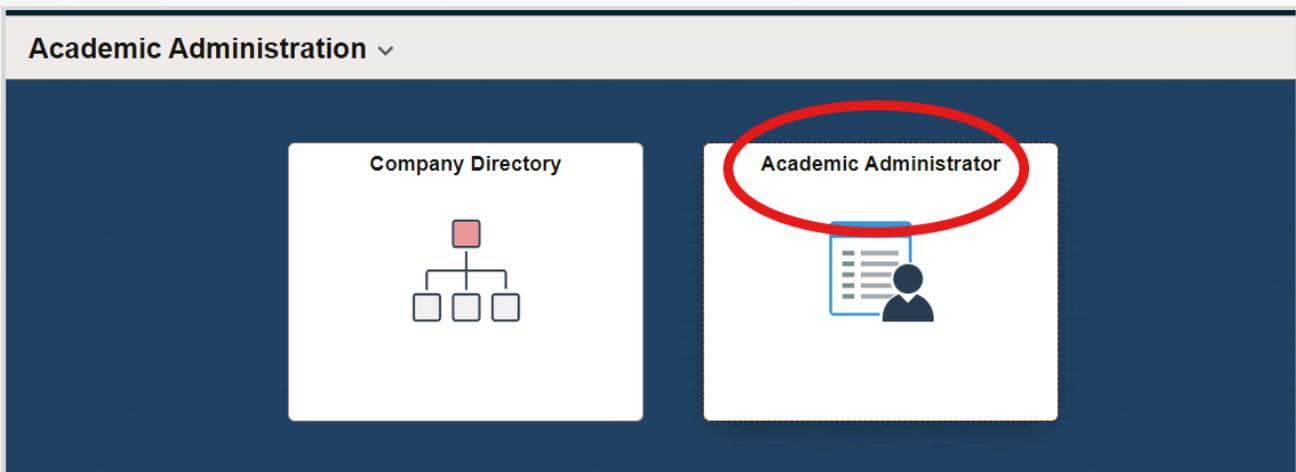
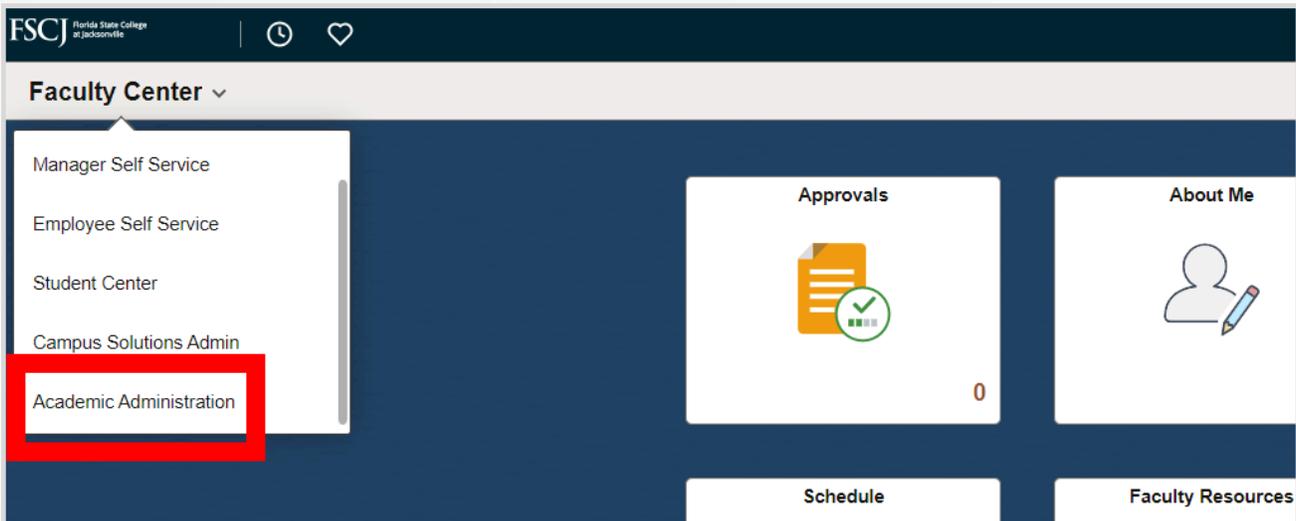
The screenshot shows a table of class rosters. The table has columns: 'Enrolled', 'Days & Times', 'Room', 'Class Dates', 'Print Photo Roster', 'Evaluation', and 'Grades'. There are five rows of data. A red box highlights the 'Evaluation' column. Below the table, there is a 'Go to top' button.

Enrolled	Days & Times	Room	Class Dates	Print Photo Roster	Evaluation	Grades
	We 5:30PM - 8:30PM	NORTH BLDG D ROOM 0202	May 6, 2024- Jun 25, 2024	Print Photo Roster	Evaluation	Approved
	TuTh 2:00PM - 3:15PM	Online - All activities online	May 28, 2024- Aug 20, 2024	Print Photo Roster	Evaluation	Approved
	TBA	Online - All activities online	May 28, 2024- Aug 20, 2024	Print Photo Roster	Evaluation	Approved
	Sa 11:00AM - 12:30PM	Online - All activities online	May 28, 2024- Aug 20, 2024	Print Photo Roster	Evaluation	Approved
	TBA	Online - All activities online	Jul 1, 2024- Aug 20, 2024	Print Photo Roster	Evaluation	Approved

Steps for Administrators

The evaluation reports will be made available to administrators 5 days after the last day of class. Administrators 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 and select Academic Administration within the drop-down menu.
2	Select the Academic Administrator tile.



Step	Action
3	Select the Course Evaluations: Dean's View link.

Academic Administrator



Instructor Pay Agreements



Instructor Schedule



Instructor Term Workload



Instructor IA Table



Syllabus: Dean's View



Course Evaluation: Dean's View



myGradPlan - Staff

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

Introducing Course Evaluations for Deans

Track and review Course Evaluations submitted by students.

Career:

Term:

Session:

Professors:

Courses:

Student Instructional Assessment Report

Term/Session:
 Course:
 Class Number:
 Location:
 Course Organization and Planning:

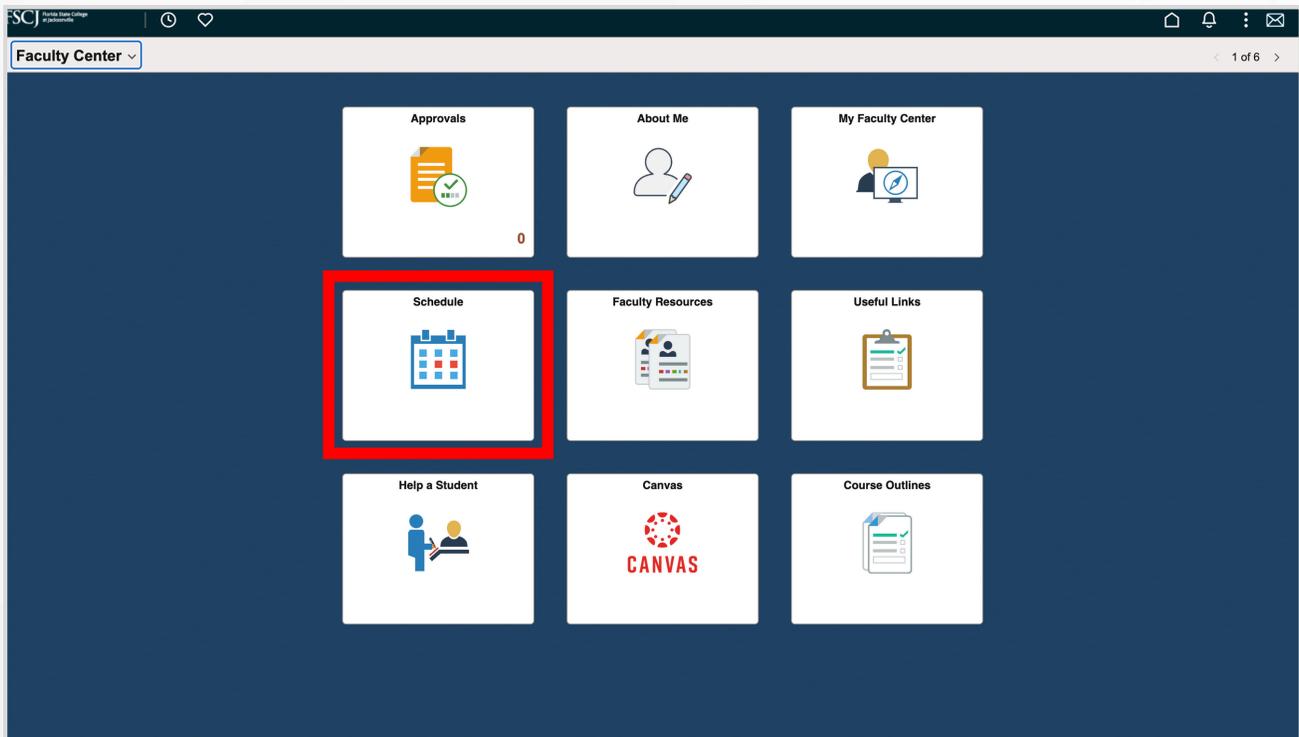
Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree	Count	Mean	Standard Deviation
5	4	3	2	1			

DROP FOR NEVER-ATTENDED

If a student does not attend class from the beginning of the session to the end of Drop for Never-Attended window, the student should be Dropped for Never-Attended. The Drop for Never-Attended 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 Never-Attended on the final day of the Drop for Never-Attended window. Even if you do not have any students who need to be dropped for Never-Attended, you must certify your class roster. To report Drop for Never-Attended and/or certify your class roster, follow the steps below:

Step	Action
1	Select Faculty Center in the center navigation > Click the Schedule tile.



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 Drop for Never-Attended and Certify the class roster on the enrollment section only).

The screenshot shows a web-based class roster interface. A red rectangular box highlights the first column of the table, which contains icons representing a class roster. The table has the following columns: Class, Certified, Class Title, Enrolled, Days & Times, and Room. The rows list various computer science and database courses.

Class	Certified	Class Title	Enrolled	Days & Times	Room
NET 2600-1 (1237)	Yes	NETWRK FND CISCO 1 (Lecture)	24	Tu 6:00PM - 10:00PM	SOUT ROOM
NET 2600-1L (1243)		NETWRK FND CISCO 1 (Laboratory)	24	TBA	TBA
NT 1015-3 (3875)	Yes	OPERATING SYST FOUND (Lecture)	24	TBA	Online activi
NT 1015-3L (3876)		OPERATING SYST FOUND (Laboratory)	24	TBA	Online activi
ITS 2437-1 (1197)	Yes	INTRO SQL SERVER DB (Lecture)	12	Mo 6:00PM - 9:00PM	SOUT ROOM
ITS 2437-1L (1216)		INTRO SQL SERVER DB (Laboratory)	12	TBA	TBA
ITS 2437-3 (4032)	Yes	INTRO SQL SERVER DB (Lecture)	24	TBA	Online activi
ITS 2437-3L (4033)		INTRO SQL SERVER DB (Laboratory)	24	TBA	Online activi
CWS 0018-3 (5808)	No	JAVA-I-TECH PROGRAM (Lecture)	0	MoWe 2:00PM - 4:30PM	SOUT M RO
CWS 0027-1 (5802)	No	SQL - Server I Tech	0	MoWe 12:00PM - 2:30PM	SOUT

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

[Certify and Save](#)

[Download Custom Roster](#)

Personalize | Find | | First 1-25 of 25 Last

Units	Program and Plan	Class Nbr	Level	Drop for NA
4.00	Associate Degree - Nursing	2408	Freshman	✓
4.00	Associate Degree - Digital Media/Multimedia Tech	2408	Freshman	Non-Attendance
4.00	Associate Degree - Funeral Services	2408	Freshman	▼
4.00	Associate Degree - Dental Hygiene	2408	Freshman	▼
4.00	Associate Degree - Radiography FSCJ Option	2408	Freshman	▼
4.00	Associate Degree - Business Administration	2408	Freshman	▼
4.00	Associate Degree - Surgical Services	2408	Freshman	▼
4.00	Associate Degree - IT Security	2408	Freshman	▼
4.00	Associate Degree - Computer Information Tech	2408	Freshman	▼
4.00	Associate Degree - Radiography FSCJ Option	2408	Freshman	▼
4.00	Associate Degree - Radiography Degree Completion	2408	Freshman	▼
4.00	Associate Degree - Associate in Arts	2408	Freshman	▼

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).

*Enrollment Status

Enrollment Capacity 22 Enrolled 16

Certify and Save

Enrolled Students							
ID	Name	Grade Basis	Units	Program and Plan	Level	Drop for NA	
1		Graded	3.00	Associate Degree - Associate in Arts	Freshman	Non-Attendz	▼
2		Graded	3.00	Associate Degree - Associate in Arts	Freshman	Non-Attendz	▼
3		Graded	3.00	Associate Degree - Associate in Arts	Freshman		▼
4		Graded	3.00	Associate Degree - Associate in Arts	Freshman		▼
5		Graded	3.00	Associate Degree - Engineering Technology	Freshman		▼
6		Graded	3.00	Non-Degree - Dual Enrolled College Credit	Freshman		▼

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

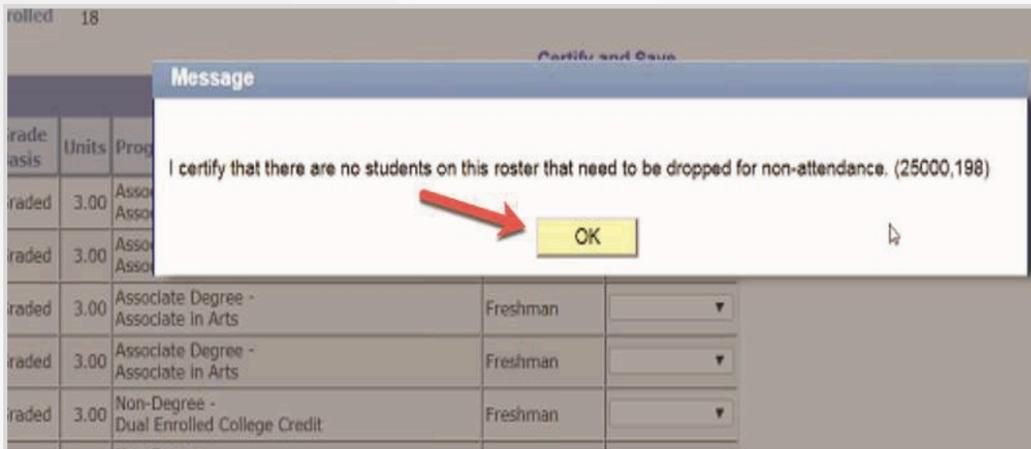
Enrolled 16

Message

Are you sure you want to update the Drop for NA information for these students? (25000,199)

Grade Basis	Units	Program and Plan	Level	Drop for NA
Graded	3.00	Associate Degree - Associate in Arts	Freshman	Non-Attendz ▼
Graded	3.00	Associate Degree - Associate in Arts	Freshman	▼
Graded	3.00	Associate Degree - Associate in Arts	Freshman	▼
Graded	3.00	Associate Degree - Engineering Technology	Freshman	▼
Graded	3.00	Non-Degree - Dual Enrolled College Credit	Freshman	▼

Step	Action
6	Click OK to certify that there are no students who need to be Dropped for Never-Attended.



Step	Action
7	Once the class is certified, the date/time stamp will appear to show when the roster was certified.

Class Roster

[View FERPA Statement](#)

Fall 2017 | Regular Academic Session | FSCJ1 | College Credit

▼ **CTS 2437 - 3 (4032)** change class

Introduction to SQL Server Database (Lecture)

Days and Times	Room	Instructor	Dates
TBA	Online - All activities online	Pamela Brauda	08/28/2017 - 12/09/2017

*Enrollment Status

Enrollment Capacity 24 Enrolled 24

Certify and Save
10/02/2017 8:24:35PM

Enrolled Students						
ID	Name	Grade Basis	Units	Program and Plan	Level	Drop for NA
Find First 1-24 of 24 Last						

Notes:

- If you mistakenly mark someone as Dropped for Never-Attended, you can go back in and change it as long as the drop-down box is still there. Simply click the drop-down and reset 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 Never-Attended window.

GRADE CHANGES

Before Student Records posts the final grades, faculty members may change a student's grade through the grade roster the same way they submit the initial grade. Simply change the approval status from **Approved** to **Review**, change the grade, then return the status to **Approved** again. Any grades that need to be changed after that must be done through the grade change process outlined below.

Faculty members have one year after the class ends to enter grade changes. The ability to change grades is open for a year after the class is completed. This will allow faculty to change "I" grades. The grade change process in myFSCJ does not require departmental approval. Administrators cannot change grades; only the faculty member has access to complete the grade change process. If an adjunct is also an employee of the College, they must submit a **Help Desk** Ticket to change grades (Submit a ticket to the **IT Department** at <https://help.fscj.edu/>).

Step	Action
1	On the Faculty Center navigation, click the Schedule tile and click the Grade Roster icon.

Icon Legend Class Roster Grade Roster Learning Man...

My Teaching Schedule > Fall 2024 > FSCJ1

Class	N/A	Class Title	Enrolled	Days & Times	Room
 1107-52 (2429)	Yes	Strat/Pursuit of Knowledge (Lecture)	25	TBA	Online activities online
0005-10 (2408)	No	FNDN COLLEGE SUCCESS (Lecture)	23	TBA	Online activities online

[View Weekly Teaching Schedule](#) [Go to](#)

Step	Action
2	Click the Request Grade Change link.

▼ **ENC 1102 - 34 (4168)** change class

Writing About Texts (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 2:00PM-3:15PM	KENT BLDG F ROOM 0235		

Display Options:

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status Approved **Posted**

[Request Grade Change](#)

Student Grade		Transcript Note							
	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	Status	
<input type="checkbox"/>	1		A	A	GRD	Associate Degree - Associate in Arts	Sophomore	Posted	
<input type="checkbox"/>	2		A	A	GRD	Non-Degree - Dual Enrolled College Credit	Freshman	Posted	
<input type="checkbox"/>	3		FN	FN	GRD	Associate Degree - Associate in Arts	Freshman	Posted	
<input type="checkbox"/>	4		A	A	GRD	Associate Degree - Associate in Arts	Freshman	Posted	
<input type="checkbox"/>	5		B	B	GRD	Associate Degree - Associate in Arts	Sophomore	Posted	

Step	Action
3	Click the Official Grade drop-down box next to the student that you want and select the appropriate grade.

Previous Term Schedule

Next Term Class Schedule

Faculty Center |

[My Schedule](#) | [Class Roster](#) | **Grade Roster**

Grade Roster

Fall 2024 | Seven Week - A | FSCJ1 | College Credit

IDS 1107 - 52 (2629) C
 Strategies for the Pursuit of Knowledge (Lecture)

Days and Times	Room	Instructor
TBA	Online - All activities online	Audrey Antee

Display Options

*Grade Roster Type

Display Unassigned Roster Grade Only

[Personalize](#) | [Find](#) | [View All](#)

	ID	Name	Roster Grade	Official grade	Grading Basis	Program
<input type="checkbox"/>	1		<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #007bff; color: white; padding: 2px 5px; display: flex; align-items: center; justify-content: center;"> <input checked="" type="checkbox"/> </div> <div style="margin-top: 5px;"> <p>A</p> <p>B</p> <p>C</p> <p>D</p> <p>F</p> </div> </div>		GRD	Associa Associa
<input type="checkbox"/>	2				GRD	Associa Associa
<input type="checkbox"/>	3				GRD	Associa Accoun
<input type="checkbox"/>	4				GRD	Associa Associa

Step	Action
4	Click the Submit and the word "Success" will appear next to the updated grade. Click Return to Grade Roster (Note: The grade is now changed).

▼ **ENC 1102 - 34 (4168)**

Writing About Texts (Lecture)

Days and Times	Room	Instruc	Dates
TuTh 2:00PM-3:15PM	KENT BLDG F ROOM 0235		

ID	Name	Enrollment Status	Grading Basis	Official Grade	
1		Enrolled	Traditional A-F	A ↕	
2		Enrolled	Traditional A-F	A ↕	
3		Enrolled	Traditional A-F	FN ↕	
4		Enrolled	Traditional A-F	A ↕	
5		Enrolled	Traditional A-F	A ↕	Success

[Return to Grade Roster](#) ←

SUBMIT

F GRADES AND LAST DATE OF ATTENDANCE

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

Step	Action
1	On the Faculty Center navigation, click the Schedule tile and click the Grade Roster icon.

My Teaching Schedule > Fall 2024 > FSCJ1

Class	N/A	Class Title	Enrolled	Days & Times	Room	Class Dates	Print Photo Roster
1107-52 (29)	Yes	Strat/Pursuit of Knowledge (Lecture)	25	TBA	Online - All activities online		Print Photo Roster
0005-10 (2408)	No	FNDN COLLEGE SUCCESS (Lecture)	23	TBA	Online - All activities online		Print Photo Roster

View Weekly Teaching Schedule Go to top

Step	Action
2	Click the Roster Grade drop-down and select F . Then the Grade Reason field will appear.

ID	Name	Roster Grade	Grade Reason	Official Grade	Grading Basis	Program and Plan	Level
1 3833898	Kristin Armoza	F	Attended Entire Course			Associate Degree - Associate in Arts	Freshman
2 3833337	Stefan Badyr		Attended Until			Associate Degree - Associate in Arts	Freshman
3 3834235	Bradley III, Gregor				SRD	Associate Degree - Accounting Technology	Freshman

Step	Action
3	If the student attended the course, select Attended Entire Course . 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 retroactively drop the student, and the student will lose any disbursed financial aid and will have a debt owed to the College. Once the student is dropped, they are removed from the myFSCJ class roster and will show as inactive in Canvas. <u>Therefore, it is very important that students are properly dropped for Never-Attended at the beginning of the course.</u>

The screenshot shows two instances of the 'Student Grade' form. In the first instance, the 'Grade Reason' dropdown is set to 'Attended E'. In the second instance, it is set to 'Never Atter'. A red box highlights the 'Grade Reason' dropdown menu in both cases.

ID	Name	Roster Grade	Grade Reason	Official grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/> 1		F	Attended E		GRD	Associate Degree - Associate in Arts	Sopho
<input type="checkbox"/> 1		F	Never Atter		GRD	Associate Degree - Associate in Arts	Sophon

Step	Action
4	If the student attended at least one class session, but stopped attending, select Attended Until . Then, the Grade Date field will appear.

The screenshot shows the 'Student Grade' form with the 'Grade Reason' dropdown set to 'Attended U'. A red box highlights the 'Attended U' option in the dropdown menu. The 'Grade Date' field is visible and empty.

ID	Name	Roster Grade	Grade Reason	Grade Date	Official Grade	Grading Basis
<input type="checkbox"/> 1		F	Attended U			GRD

Step	Action
5	In the Grade Date field, enter the student's last date of attendance.

The screenshot shows a 'Student Grade' form with the following columns: ID, Name, Roster Grade, Grade Reason, Grade Date, Official Grade, Grading Basis, Program and Plan, and Level. The 'Roster Grade' is set to 'F' and the 'Grade Reason' is 'Attended U'. The 'Grade Date' field is highlighted with a red box and contains a date input field with a calendar icon.

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

Note that if a faculty member accidentally selects "Never-Attended" on an F grade, the faculty member should use the grade change process outlined in this guide to change the grade. However, if the grades have already been posted by Student Records, then the faculty member will need to submit a **Help Desk** ticket to have the grade changed (Submit a ticket to the **IT Department** at <https://help.fscj.edu/>).



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