

Web Faculty Portal

The Web Faculty Portal will allow faculty members to post grades via the web along with other functions that will assist in the advisement process. It also allows viewing faculty load, class rosters, course seat availability, student inquiry, and degree audit. The modules will be available from 4:00 am to 11:00 pm weekdays, and 24 hours on the weekends. The Registrar's Office will set the dates and times the Grade Posting module will be available for reporting never attended students and recording mid-term and final grades.

The college uses a secure site with 128 bit encryption (the same encryption scheme that banks, credit card companies, and investment firms use). So while someone could get information from the Internet, they would not be able to read the information.

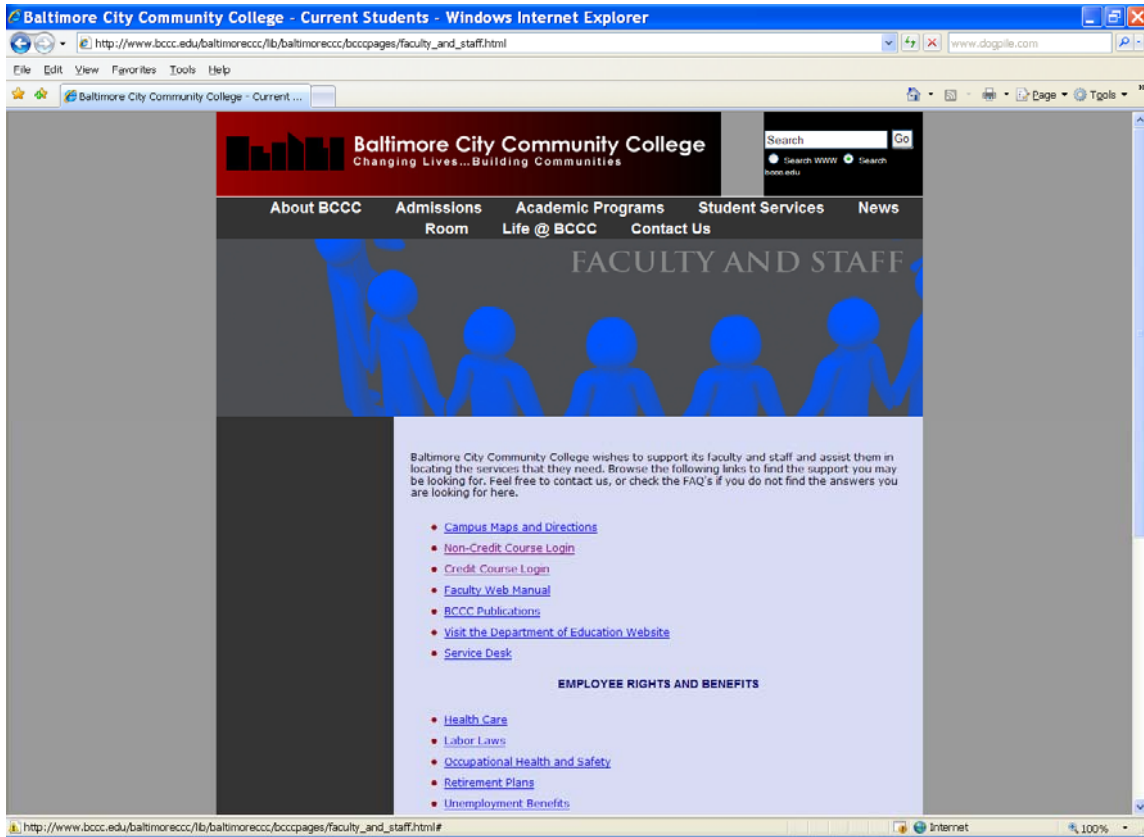
The Faculty Portal will be available from BCCC's web page as a link, "Faculty and Staff", from the left side of the page. The College's address is:

<http://www.bccc.edu>



CREDIT COURSE AND NON-CREDIT COURSE LOGIN

This is the first screen you will see when you click on the “Faculty and Staff” link. This screen lets you choose between the Credit courses “**Credit Course Login**” and the Non-Credit courses “**Non-Credit Course Login**” that are normally taught by BCED. Click the link you need to start the log in process.



NOTE regarding codification of session codes:

▪ Session Codes

(The semester---example: Fall 2008 (code is: A089))

A= Millennium

08= Current year

9= Month semester starts

January = 0; Winter

January = 1; Spring

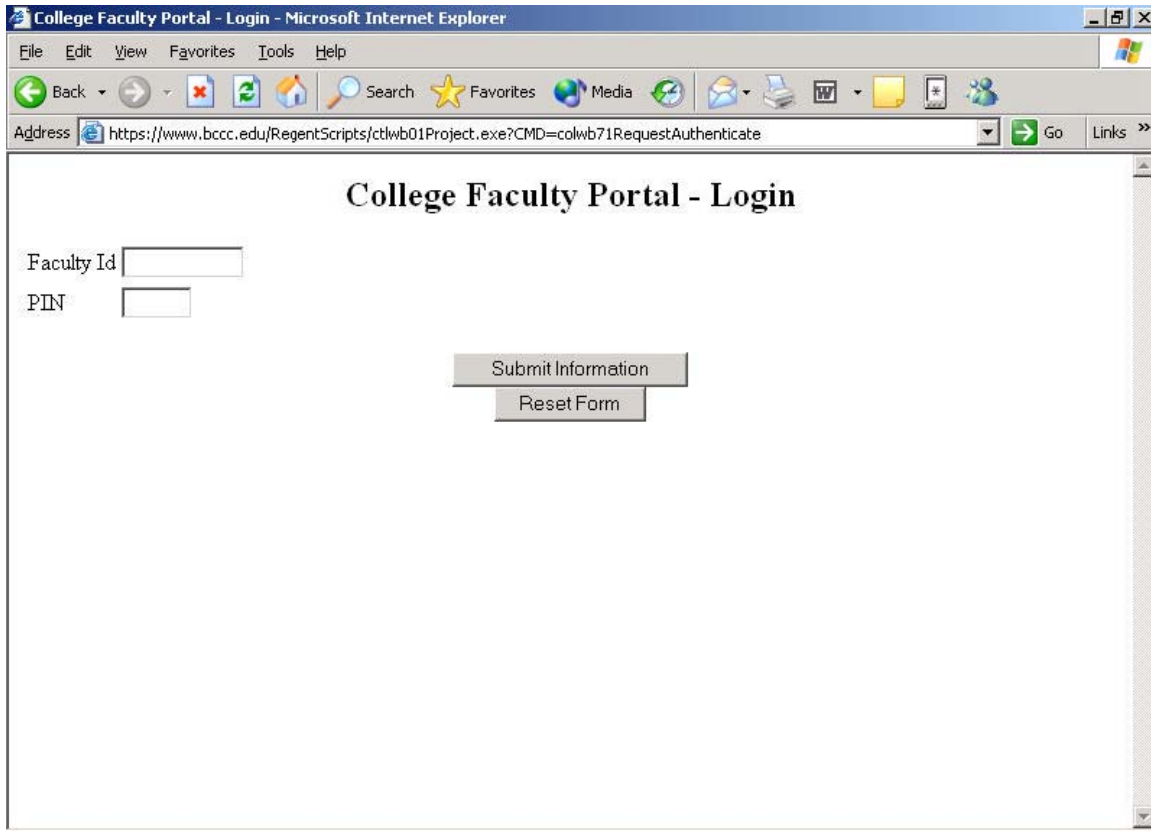
June =6; Summer I

July = 7; Summer II

September = 9; Fall

LOGIN PAGE

The Login Page will verify that you are a valid user to the system. Please click in the “Faculty Id” box and type your id. Next hit the Tab key or click in the “PIN” box and type your 4 character PIN. Then click the “Submit Information” box, or hit the enter key.



The screenshot shows a web browser window titled "College Faculty Portal - Login - Microsoft Internet Explorer". The address bar displays the URL: <https://www.bccc.edu/RegentScripts/ctlwb01Project.exe?CMD=colwb71RequestAuthenticate>. The main content area of the browser displays the following form:


College Faculty Portal - Login

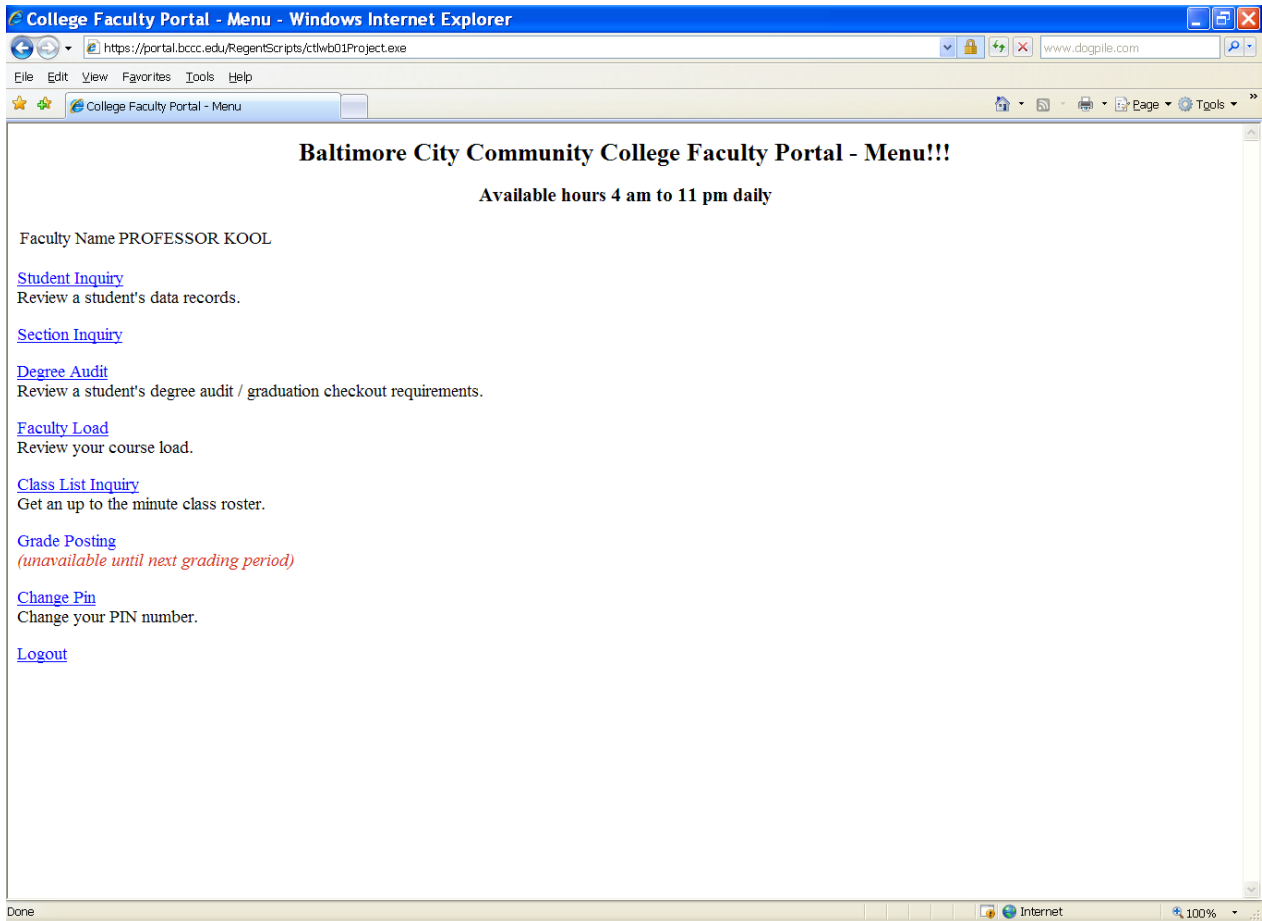
Faculty Id

PIN

If you get an error message, such as “*Faculty Authorization Failed.*”, hit the “OK” box and it will take you back to the above screen to try again.

MAIN MENU

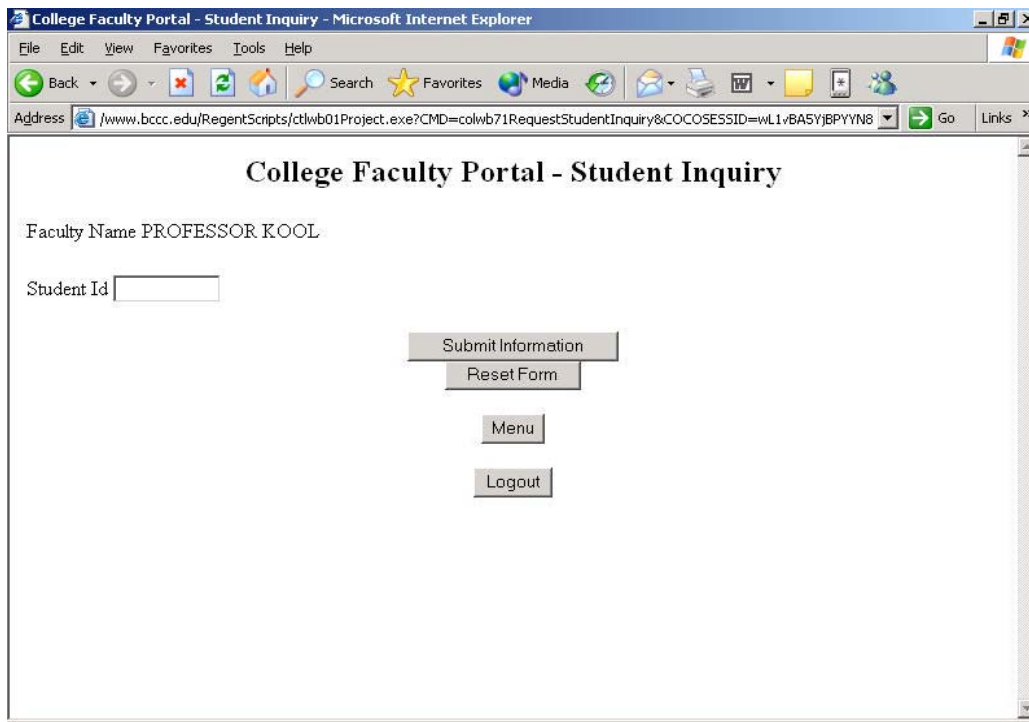
After you successfully login, you will get the main menu seen below. The first six modules will aid you with student advising, your classes, and Grade Posting. The “[Change Pin](#)” module will allow you to change your pin, and the “[Logout](#)” module will log you off the system. At any time, you may also click the “” box in the upper right hand corner of the web browser’s window to exit the web modules.



Note: “Professor Kool” will be used as our test instructor throughout this document.

STUDENT INQUIRY

The Student Inquiry page will allow you to enter a student's id and get the same information on the student as you would from the HP LAN's *COL710 Student Inquiry Program* view screen.



The screenshot shows a web browser window titled "College Faculty Portal - Student Inquiry - Microsoft Internet Explorer". The address bar contains the URL: `/www.bccc.edu/Regent5cripts/ctlwb01Project.exe?CMD=colwb71RequestStudentInquiry&COCOSESSIONID=wL1vBASyJBPYN8`. The main content area of the page is titled "College Faculty Portal - Student Inquiry". Below the title, there is a form with the following elements:

- Faculty Name PROFESSOR KOOL
- Student Id
- Submit Information
- Reset Form
- Menu
- Logout

Enter the Student Id and click the "Submit Information" box, or hit the enter key. If you get "INVALID STUDENT ID," just click the web browser's "Back" button to get to the above screen and try again. When you are successful, the student information will appear in a similar format as the COL710 screen on the HP LAN. You can also click the web browser's print icon/button to get a printout of this screen.

STUDENT INQUIRY

The screenshot shows a web browser window titled "College Faculty Portal - Student Inquiry Results" in Microsoft Internet Explorer. The address bar shows the URL "https://www.bccc.edu/RegentScripts/ctlwb01Project.exe". The main content area displays the following information:

College Faculty Portal - Student Inquiry Results

NAME: CHANGED, NEWSIE K. SSN# 123456789 BIRTH DATE: 02/02/45
ADDRESS: 1234 WEST DALTIMORE MD 222220000
PHONE# 301-333-3333 HIGH SCHOOL: YEAR:
DATE ENTERED: 02/83 CAMPUS: 01 ADMISSIONS CATEGORY: UNKNOWN (**DO NOT REG.**) CURRICULUM: COMPUTER SCIENCE ADVISOR: SHAW, M ACAD GOAL: A.A. Degree
ACAD STATUS: In Good Standing DISABILITY:

S T U D E N T P R O F I L E

ASSESSMENT SCORES: ENG 112 RECOMMENDED COURSE SEE G.A.P.
READING 27 RECOMMENDED COURSE SEE G.A.P.

ENGLISH COURSES TAKEN: NO COURSES FOUND TO REPORT
MATH COURSES TAKEN: NO COURSES FOUND TO REPORT

#SEMESTERS ENROLLED 0 CUMULATIVE HOURS .000 GPA .0000
COURSE WITHDRAWALS: TOTAL# 0 0% COURSE REPEATS: TOTAL# 0 0%
COURSE COMPLETION RATE: 0%

List of courses taken - Alphabetical order
NO COURSES FOUND TO REPORT

Assessment scores - Placement tables TEST DATE: 01/28/03

ENG	-SENTENCE	112	Placement SEE G.A.P.

SENTENCE SKIL	0 0000		
Recmd. Course	SEE G.A.P.		

READING	-READING	27	Placement SEE G.A.P.

The page is one continuous form. You can use the scroll bar on the right to see the rest of the student's information. The bottom of the page has the same functions:

Continue

Menu

Logout

Hit the **Continue** button to enter another student id. Hit the **Menu** button to take you to the main menu, and the **Logout** button to sign off and exit the web modules.

SECTION INQUIRY

The Section Inquiry page will allow you to view the available courses that the college offers for a selected session.

College Faculty Portal - Section Inquiry

Faculty Name PROFESSOR KOOL

Course From

Course To

Campus ALL
 LIBERTY CAMPUS

Session

Enter a course id, such as “ENG 101,” in the “Course From” box, or enter a range in the “Course From” and “Course To” boxes, such as “ENG 101” & “ENG 999.” Choose the campus you want to view, and the desired Session. Then click “Submit Information.”

College Faculty Portal - Section Inquiry Results

SECTION INQUIRY

<--- TIME --->

CP	INDEX	CRED	DAYS	FROM	TO	FACULTY	BLDG	ROOM	SEATS	TKN	AVL
	ENG 101										
	ENGLISH WRITING										
	SESSION: A036 SUMMER 2003										
LC	1012	3.00	M	8:00-10:10	AM	K.Sellers-Sh	NRS	101	21	4	
	EXCEPTION		W	8:00-11:00	AM	K.Sellers-Sh	NRS	101			
HC	2002	3.00	T	8:00-10:10	AM	C.Potter	BRD	419	16	9	
	EXCEPTION		R	8:00-11:00	AM	C.Potter	BRD	419			
LC	1011	3.00	T	10:30-12:40	PM	E.Leik	MNB	237B	11	14	
	EXCEPTION		R	12:00- 3:00	PM	E.Leik	MNB	234B			
LC	1017	3.00	T	10:30-12:40	PM	M.Brooks	NRS	101	24	1	
	EXCEPTION		R	10:30- 1:30	PM	M.Brooks	NRS	101			
LC	1134	3.00	M	10:30- 1:30	PM	T.Gross	NRS	101	15	10	
	EXCEPTION		W	10:30-12:40	PM	T.Gross	NRS	315			
LC	3010	3.00	M	5:30- 7:40	PM	D.Benson	LSB	123	23	2	
	EXCEPTION		W	5:30- 8:30	PM	D.Benson	LSB	123			
LC	3051	3.00	T	5:30- 7:40	PM	M.Brooks	NRS	102	13	12	
	EXCEPTION		R	5:30- 8:30	PM	M.Brooks	NRS	102			
HC	4008	3.00	T	5:30- 7:40	PM	L.Murphy	BRD	413	18	7	
	EXCEPTION		R	5:30- 8:30	PM	L.Murphy	BRD	413			
LC	3050	3.00	T	7:00- 9:10	PM	C.Rhodes	LSB	122	19	6	
	EXCEPTION		R	6:30- 9:30	PM	C.Rhodes	LSB	122			
OF	8718	3.00	TWR	7:30-10:00	PM	A.Forman	MAAL	TBA	0	20	
OF	7803	3.00	TBA	TBA	-TBA	C.Tsubaki	WEB	CRSE	26	-6	

The following course information will be displayed: the Campus (CP), the Index number, number of Credits, Days met, Time, Faculty, Building and Room, and Seat Availability.

DEGREE AUDIT

The Degree Audit page will allow you to review a student's progress toward his/her academic major. The same student id screen as the Student Inquiry will appear. Enter the student's id and click the "Submit Information" box, or hit the enter key

College Faculty Portal - Degree Audit

Faculty Name PROFESSOR KOOL

Student Id

Submit Information
Reset Form
Menu
Logout

College Faculty Portal - Degree Audit

Faculty Name PROFESSOR KOOL

Student Id 123456789
Student Name NEWSIE CHANGED

Current Advisors

Degree Code	Description	Major	Description	Catalog Edition	Description
AA	Associate of Arts	M096	COMPUTER SCIENCE	0203	02-03CATALOG

Degree

Curric/Major

Catalog Edition

Audit Type
 Report of Academic Progress
 Report of Unmet Requirements

Submit Information

To retrieve the student's degree audit for his current major, simply click on "Submit Information". For a 'what if I changed my major/degree/catalog edition' advising scenario, three components are necessary: degree code, major code, and catalog edition. (To actually change his major, the student must go to the Career Counseling Center). There are two types of reports you can request- the report of academic progress to date for the student, and all the unmet requirements that the student has left before they can graduate. Click in the circle for the desired report and click "Submit Information."

FACULTY LOAD

The faculty load inquiry page will display your teaching assignments for the semester requested. Enter the session and click “Submit Information”, or hit the enter key. **IT IS VITAL THAT YOU CHECK YOUR FACULTY LOAD AT THE BEGINNING OF EACH SEMESTER TO ENSURE YOU ARE ASSIGNED TO YOUR COURSES IN THE COMPUTER SYSTEM.** Only those faculty members assigned to a course can post grades for that course! If you don't see your courses listed correctly for the given semester, contact your department chair / coordinator for corrections.

NOTE regarding codification of session codes:

The session---example: Fall 2008 (code is: A089) Spring 2009 (code is: A091)
Summer I 2009 (code is: A096) Summer II 2009 (code is: A097)

A= Millennium

08= Current calendar year

9= Month semester starts

January = 0; Winter

January = 1; Spring

June = 6; Summer I

July = 7; Summer II

September = 9; Fall

College Faculty Portal - Faculty Load Inquiry

Faculty Name PROFESSOR KOOL

Session

Submit Information

Reset Form

Menu

Logout

College Faculty Portal - Faculty Load Results

Faculty Name:

Index	Course ID	Section	Course Title	Time	Days	Bldg/Room	Hours	Credits	Max Enrollment	Current Enrollment
1150	BUAD112	1150	COMPUTERS FOR BUSINESS MANAGT.	09:00AM - 11:45AM	TR	HH 113	45.00	3.00	20	18
1167	CLT 100	1167	COMPUTER LITERACY	01:00PM - 03:50PM	TR	HH 113	30.00	2.00	15	15

Continue

Menu

Logout

CLASS LIST (ROSTER)

The class list displays the students enrolled in any class taught at the college. Enter the Index number and Session, and click “Submit Information.”

College Faculty Portal - Class List Inquiry

Faculty Name PROFESSOR KOOL

Index

Course ID Section

Session

Submit Information

Reset Form

Menu

College Faculty Portal - Class List Results

Course ID	Section	Title	Status	Index	Department
CLT 100	7907	COMPUTER LITERACY 8W		7907	0111

Date	Time
06/02-07/28	MW 05 30PM-07 10PM OF RPC 127

Enrolled Students:

Student ID	Name	Major	Enrl Type	Hours	Added	Phone Number
	ADEYELE (PAIGE), YVETTE	EARLY CHILDHOOD ED		2.00	05/12/2003	410
	ALLEN, TAMERA	GEN. ST.-PRE NURSING		2.00	05/14/2003	410

GRADE POSTING

You will have access to the Grade Posting module only during the times indicated by the Registrar's Office. Enter the session and index number and click the "Submit Information" box, or hit the enter key.

College Faculty Portal - Grade Posting Selection

Faculty PROFESSOR KOOL

Session:

Index:

Course: Section:

College Faculty Portal - Grade Posting Entry

Faculty PROFESSOR KOOL
 Session A036 SUMMER I 2003 (A036)
 Index 9999 COMPUTER LITERACY
 Course CLT 100 Section 9999

Student Name	Student Id	Final Grade	Mid-term Grade	Type of "F"	Date Added	Date Last Attend	Grade Opt	Hours	Registration Index
AKEREDOLU-ALUKO, OLUBUSOLA	XXXXXXXX	<input type="text" value="B"/>	<input type="text"/>	<input type="text"/>	05/06/2003	<input type="text"/>	CR	2.00	9999
BETTER, ADRIENNE	XXXXXXXX	<input type="text" value="A"/>	<input type="text"/>	<input type="text"/>	05/12/2003	<input type="text"/>	CR	2.00	9999
CAESAR, TAMAQUA	XXXXXXXX	<input type="text" value="F"/>	<input type="text"/>	NS	05/13/2003	<input type="text"/>	CR	2.00	9999

In the Final Grade column, you will see pull down boxes that have the valid grades to be assigned. If you assign a "F" grade, *you must explain the reason for the "F" grade* in the "Type of 'F'" column. The following table indicates the valid Type of "F" codes:

Grade	Type of "F"	Explanation
F	NS	No Show. Student did not attend class at all.
F	SA	Student Stopped Attending (Input the Date Last Attended).
F	CR	Course Requirements not met.

GRADE POSTING

After you have entered the grades, click the “**Process Updates**” button to submit the grades to the system. You will see a Grade Posting Results screen telling you what changes have been made. Print the results screen for your records. If you feel you mistyped a grade, you can click the “**Return to Section**” button to go back to the above screen to make any changes. Don’t forget to click the “**Process Updates**” button again to process any new changes made.

This process can be done as *many times you need to from the time the Grade Posting module is turned on, to the time the Registrar’s Office turns the function off*. If you have any questions and/or need support with submitting your grades, please contact the registrar’s office at (410) 462-8366, (410) 462-8368, or (410) 462-7777

There are several ways to record for yourself the grades you have entered. The first way would be for you to click on the web browser’s PRINT button to get a hard copy for your records. Another way would be to “Cut and Paste” the grades into a word processing document or a spreadsheet and saving them to your hard drive or the college’s network.

After the Grade Posting module has been turned off on the last day to submit grades, you will have to submit grades to the Registrar’s Office via paper at the Liberty Campus, MNB 8, or the Harbor Campus BARD 101. Also, if you must change grades after the web module has been turned off, you must submit a paper change grade form to the Registrar’s Office.

CHANGE PIN

The change PIN screen allows you to select a new PIN. Your PIN can be any combinations of letters, numbers, or special characters up to four positions.

College Faculty Portal - Change Faculty Pin

Faculty Name PROFESSOR KOOL

Old Pin

New Pin

Confirm Pin

Submit Information

Reset Form

Logout

Type your current PIN in the “Old Pin” box, click or tab to the “New Pin” box and type a new PIN. Then tab or click the “Confirm Pin” box and retype the new pin a second time. Click the “Submit Information” button, or hit the enter key.

If you get an error message, such as “Pin confirmation does not match new pin,” or “Fields can not be blank,” just click the OK button and retry the process. When you are successful, it will tell you “**Pin Change Successful**” and you have to click the “Continue” button to go to the main menu.

FREQUENTLY ASKED QUESTIONS (FAQ)

1. **What if I don't have a faculty id or pin assigned to me yet?** Contact your department chairperson or coordinator. Faculty who have not had training, must contact their Department Chair to make arrangements for training. NOTE- your faculty id will be your first initial and last name, with no spaces, up to 10 characters. If by chance another faculty member has this id, contact your department chair/coordinator to find out your faculty id. New instructors are set up with a default PIN code of 1234, which MUST be changed.
2. **What if I've forgotten my faculty id and/or pin?** Contact the office of Records and Registration via e-mail- sdquick@bcc.edu ; ddyer@bcc.edu, or come to the Registrar's office with identification to obtain your PIN. PIN numbers are confidential and cannot be given via telephone or to anyone else other than the instructor.
3. **What if my courses are not listed under the Faculty Load module?** Contact your Department chair who will send a Master Schedule Change form to Academic Operations (410)462-8222 to make corrections to the faculty assignment for the course(s) not listed.
4. **What if I have questions concerning grading policies?** Contact the office of Records and Registration (410) 462-8366, (410) 462-8368 or (410) 462-7777.
5. **How can I make sure my grades posted correctly?** Print the second page you receive after you click on 'process updates'. Also, after you've posted the grades (clicked on process updates), exit from the grading function, then re-enter the grading function, and view your grades. If the grades are present, then they've been posted successfully.
6. **What if a student doesn't appear on your roster, or if I have students on the roster who never attended class?** If a student does not appear on your roster, that student is not registered for your class. (The database presents a live/current view of student information and is always up-to-date.) If a student never attended your class, you must report them during the "Never Attended" grading period.
7. **What if I need to change a student's grade after the portal is closed?** You must come to the Office of Records and Registration Liberty Campus Main Building 08 or Harbor Campus BARD 101 to make changes.

For any other questions, please contact the Office of Records and Registration on (410) 462-8366, (410) 462-8368 or (410) 462-7777.