



ALMA COLLEGE

STUDENT PLANNING – FACULTY MODULE

Updated: September 2019

Introduction

This guide will assist all faculty (both full-time and part-time) with instructions on completing crucial faculty tasks in the Faculty Self-Service module within Inside Alma.

Faculty Guide

This guide will reference:

1. Manage course sections for a given term displaying course details (days, times, location)
2. View course roster (ability to print, email all enrolled students in course, export roster for other use)
3. Grade students at both midterm and final grading
4. View prioritized waitlist for course

HOME PAGE – THE PATH TO FACULTY PORTLET

Log into Inside Alma and Select “My Self-Service Account”:

New portlets available in Self-Service for advisors on October 1, 2019 will be Advising and Faculty.

FACULTY MODULE

Manage Your Courses

When selecting the faculty portlet option, you will be lead to a full look at your current term courses.

Section	Times	Locations
COM-110-01: Media Systems and Influence	T/Th 1:10 PM - 2:40 PM 9/3/2019 - 12/13/2019	Swanson Academic Center, 113 Lecture
FYS-101-01: Great Minds Think Alike	T/Th 9:40 AM - 11:10 AM 9/3/2019 - 12/13/2019	Dow Science Center, L1 Lecture

Section Details

By selecting the title of the course, additional section details will be made available for each course you are teaching. Faculty will view the course details (see example) and a menu of options to drill into the course details:

The screenshot shows the 'Section Details' page for the course 'COM-110-01: Media Systems and Influence'. The page is part of the ALMA COLLEGE system. It includes a navigation menu on the left with icons for home, clock, graduation cap, and briefcase. The main content area displays the course title, semester (Fall 2019), meeting times (T/Th 1:10 PM - 2:40 PM), dates (9/3/2019 - 12/13/2019), and location (Swanson Academic Center, 113 Lecture). It also shows 'Seats Available 0 of 30' and 'Waitlisted 11'. At the bottom, there are tabs for 'Roster', 'Grading', 'Books', 'Permissions', and 'Waitlist', with 'Roster' currently selected.

Roster

Faculty can directly email students from within the roster, print the roster or export it to excel for use.

The screenshot shows three buttons: 'Print' with a printer icon, 'Email All' with an envelope icon, and 'Export' with a download icon and a dropdown arrow.

Grading

When the grading option is open and faculty are notified by the Registrar, open grading will be shown as below for MIDTERM 1. Students will then be displayed with the grading drop-down menu for each student.

The screenshot shows the 'Grading' page for the course 'COM-110-01: Media Systems and Influence'. The page is part of the ALMA COLLEGE system. It includes a navigation menu on the left with icons for home, clock, graduation cap, and briefcase. The main content area displays the course title, semester (Fall 2019), meeting times (T/Th 1:10 PM - 2:40 PM), dates (9/3/2019 - 12/13/2019), and location (Swanson Academic Center, 113 Lecture). It also shows 'Seats Available 0 of 30' and 'Waitlisted 11'. At the bottom, there are tabs for 'Roster', 'Grading', 'Books', 'Permissions', and 'Waitlist', with 'Grading' currently selected. Under the 'Grading' tab, there are two sub-tabs: 'Overview' and 'Midterm 1', with 'Midterm 1' highlighted.