

Faculty Portal Manual

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Faculty's Attendance Policies

Why is student attendance important?

Attendance is one of the most important tasks that faculty is required to complete on a daily basis. Students are required to adhere to specific attendance policies throughout their enrollment and in order to continue with their program, it is imperative that faculty accurately and timely record attendance for each student.

Attendance also plays a major role in the Financial Aid funding process. To ensure students have met all Satisfactory Progress (SAP) standards and are eligible to receive funding, Financial Aid must carefully evaluate each student's attendance and grades before requesting Title IV. Without attendance Financial Aid would not be able to complete this task.

Western Tech Faculty Attendance Policies

1) Attendance needs to be recorded and tracked throughout the day through CampusNexus Student (CNS) Faculty Portal. As a minimum standard, students should be accounted for at the beginning of class, throughout breaks and before class ends.

2) Attendance must be **completed** and **posted** after the class ends on CampusNexus Student (CNS) Faculty portal.

* Internship classes: attendance must be posted once a week.

Posting attendance is an important part of the Faculty's daily tasks and must be completed timely and accurately. The posting of attendance will be monitored closely by each department's program director and will be part of the Faculty's annual evaluation. Failure to adhere to policies listed above will result in disciplinary action. **Please refer to the Employee Handbook - Section 4- Standards of Conduct.**

Faculty's Grades Policies

Why are student grades important?

Posting grades is another important task that faculty is required to complete at the end of each course. Students are required to adhere to specific grades policies throughout their enrollment and in order to continue with their program, it is imperative that faculty accurately and timely post grades for each student.

Grades also play a major role in the Financial Aid funding process. To ensure students have met all Satisfactory Progress (SAP) standards and are eligible to receive funding, Financial Aid must carefully evaluate each student's attendance and grades before requesting Title IV. Without grades Financial Aid would not be able to complete this task.

Western Tech Faculty Grades Policies

- 1) Final grades need to be submitted to the Program Director for approval.
- 2) Final grades must be **completed** and **posted** through CampusNexus Student (CNS) Faculty Portal within 3 days from the course end date.

* Internship classes: grades must be posted within a week from the internship end date.

Posting grades is an important part of the Faculty's tasks and must be completed timely and accurately. The posting of grades will be monitored closely by each department's program director and will be part of the Faculty's annual evaluation. Failure to adhere to policies listed above will result in disciplinary action. **Please refer to the Employee Handbook - Section 4- Standards of Conduct.**

Faculty's Documenting Notes Policies

Why is documenting notes important?

The purpose of documenting notes in CampusNexus Student (CNS) through the Faculty portal is to track student's behaviors and progress and their interactions with faculty. Proper documentation also serves as evidence that can be used in legal cases, decisions on the re-entry of a student, decisions on the expulsion of a student, or decisions on awards and recognition.

Western Tech Faculty Portal Student Notes Policies

Student Notes must be entered by Faculty after the following takes place:

- 1) **Student-initiated conversation** - Describe the situation. Who handled it? Did the Faculty handle it, or was the student referred to another individual or department? Describe the outcome or resolution, and include follow-up time frames.
- 2) **Faculty-initiated conversation** - Document: Why was the conversation initiated? Examples of responses might be attendance, grades, conduct, and/or tardiness. What reason did the student give for his/her behaviors/performance? What will the student do to correct the behavior/performance? Describe the outcome, including any disciplinary actions that were taken. Was an Advising Form used? Include follow-up time frames.
- 3) **Faculty observation of student behavior** Document: Describe what the student is doing well or badly. Examples might be attendance; conduct; performance in classroom/lab/shop; participation; and interactions with other students.

Proper Documentation

- 1) A variety of experiences and topics are appropriate, but documentation should always tell a complete story.
- 2) Documentation should be clear and detailed so that others can understand what took place, who was involved, and the outcome.
- 3) Stick to the facts. Documentation should be factual and not biased or opinionated. If documentation is ever needed for legal cases, sticking to the facts (**not** hearsay) will help eliminate any impression that Western Tech's actions were discriminatory or biased.
- 4) If student discloses medical information it should be kept confidential, keep note general. Example Note: Spoke to student about frequent absences, student disclosed medical issues he/she is having.

Documenting notes through the Faculty portal is an important part of an Faculty's daily tasks. Documenting will be monitored closely by each department's program director and will be part of the Faculty's annual evaluation. Failure to adhere to policies listed above will result in disciplinary action. **Please refer to the Employee Handbook - Section 4 - Standards of Conduct.**

Documentation Examples

Example 1: Advising

Spoke to student about missing 8 hours of class. He said that he had car trouble and was looking into getting it fixed. He is now borrowing his mom's car to get to school. Also went over attendance policy. Sent email/advising form to Registrar's Office.

Spoke to student about his absences. He got kicked out of his house and going through personal issues. Walked him over to Miriam and went over the importance of attendance. Also had Javier follow up with the Registrar's Office to see where he is at with his attendance. Sent email/advising form to Registrar.

Example 2: Retention

Tried calling student to find out why he missed class. Left voicemail on cell phone. Will try again if he does not come in tomorrow.

I spoke to Michael about his grades. He is not passing quizzes. Had him go to tutoring. He said he would go 2 days a week after class.

Student came and told me that he was having problems paying for school and was going through family issues and wants to drop. I walked him over to the Program Director. Will follow up with Program Director and student.

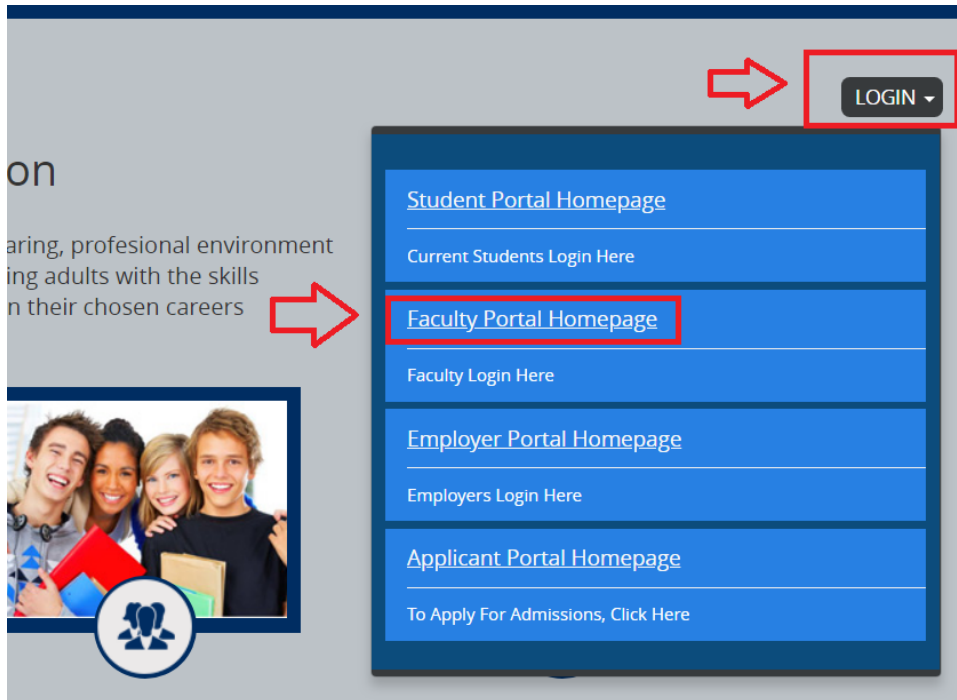
Example 3: Incident

Daniel came into the class late and when I spoke to him about him being late, he got really upset and started yelling and cussing in the classroom. I told him to leave the classroom. When he came back I went to talk with the Program Director and she warned him about how he acted in the classroom. Gave him an advising form.

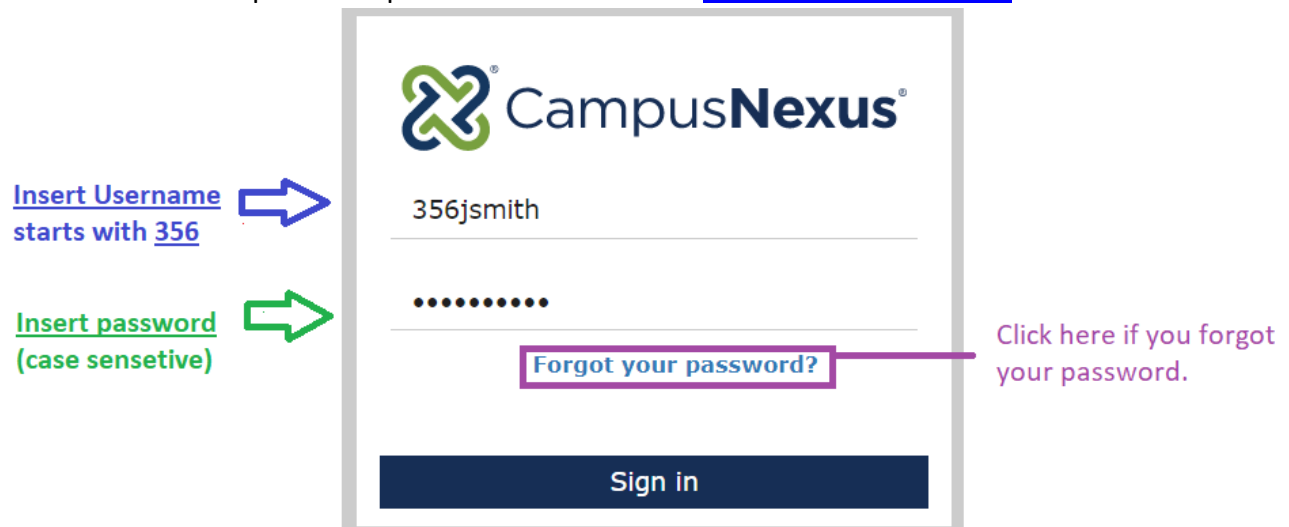
Lynda has been disrupting class. She is asking questions that do not pertain to the lesson, goes in and out of the classroom, walks in late from breaks, and talks rudely to other students. I had a conversation with her about the way she was being in class. Filled out an advising form and sent it to the Registrar's Office. Also spoke to the Program Director.

How to post attendance through Faculty Portal

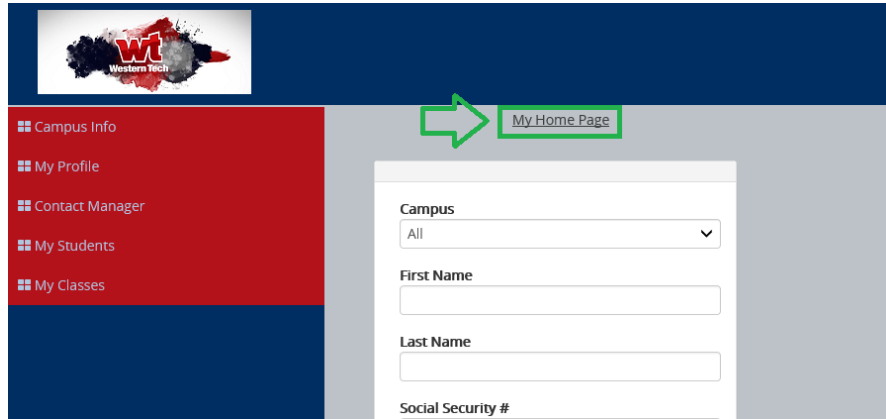
- 1) Open Web Browser (Internet Explorer, Chrome etc.) and go to myportal.westerntech.edu or **CLICK HERE** <https://myportal.westerntech.edu/>
- 2) Click on **LOGIN**
- 3) Click on **Faculty Portal Homepage**



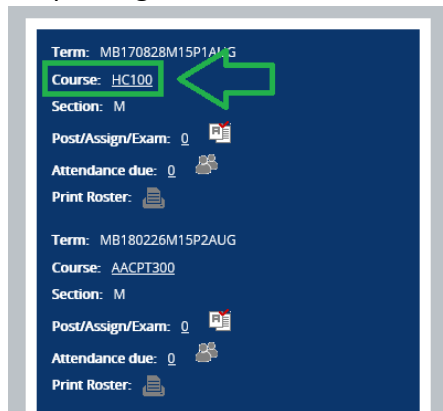
- 4) Insert your Faculty Portal username and password. If you do not have a Faculty Portal username and password please send an email to help@westerntech.edu



- 5) Click on **My Homepage**



6) Click on Course you will be posting attendance for



7) Scroll down to Attendance and click on Day that has an **ORANGE BOX**. Orange=Requires Posting (All color codes are in the screenshot below)

Attendance [Final Grades](#)

Class Attendance ◀ Previous Month

Click on a day within the calendar to view complete attendance

April 2018						
S	M	T	W	T	F	S
25	26	27	28	29	30	31
8	9	3	4	5	6	7
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

■ Fully Posted
 ■ Requires Posting
 ■ Scheduled
 ■ Holiday
 ■ Cancelled

8) Roster can be printed from this page for the day or for the week

Class Information - Code Pipe Welding TC (1E)

Class Length: 240 minutes
 Class Meeting Date: 7/16/2018
 Attendance Type: Time Absent-All

[Back](#)

Student Attendance [Quick Help](#)


Only show active students

Show entries Search

Name	Status	Time Absent	Course Absent	Excused?	Reason
Acosta, Victor	Scheduled	Not Posted	0.00%		

Showing 1 to 1 of 1 entries Previous Next

[Print Roster](#) [Edit](#)



Class Roster [Print Roster](#) [Close Window](#)



Class Information -

Instructor: Bob Minion
 Class Meeting Days/Times: M 6:00p-10:00p, T 6:00p-10:00p, W 6:00p-10:00p, R 6:00p-10:00p
 Building: Plaza Building
 Room: WELD1
 Class Length: 240 minutes
 Course Code: PW204TC
 Class Description: Code Pipe Welding TC
 Course Credits: 4.50

Code Pipe Welding TC

Monday 7/16/18 [View by Day](#) | [Week](#)

Student Name	Class Status	Class Date	
Acosta, Abelemir	Grade Posted	7/16/2018	<input type="text"/>
Acosta, Victor	Schedule	7/16/2018	<input type="text"/>
Campos, Ruben	Grade Posted	7/16/2018	<input type="text"/>
Leyva, Angel	Grade Posted	7/16/2018	<input type="text"/>

9) Click Edit

Student Attendance [Quick Help](#)


Only show active students

Show entries Search

Name	Status	Time Absent	Course Absent	Excused?	Reason
Acosta, Victor	Scheduled	Not Posted	0.00%		

Showing 1 to 1 of 1 entries Previous Next

[Print Roster](#) [Edit](#)



10) Enter the time absent in minutes. A reason for the time absent can be entered. Keep in mind that the Reason field does not appear as a “Note” in the student’s contact manager history. It is a comment on the student’s attendance report for the course. Click Update.

Student Attendance Quick Help

Only show active students

Show 10 entries Search

Name	Status	Time Absent	Course Absent	Excused?	Reason
Acosta, Victor	Scheduled	30 mins	0.00%	<input type="checkbox"/>	Tardy

Showing 1 to 1 of 1 entries Previous 1 Next

[Print Roster](#) [Cancel](#) [Update](#)

11) Attendance is now showing as Fully Posted for the day

Attendance Assignments & Exams Final Grades

Class Attendance ◀ Previous Month

Click on a day within the calendar to view

July 2018						
S	M	T	W	T	F	S
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Fully Posted
Requires Posting
Scheduled
Holiday
Cancelled

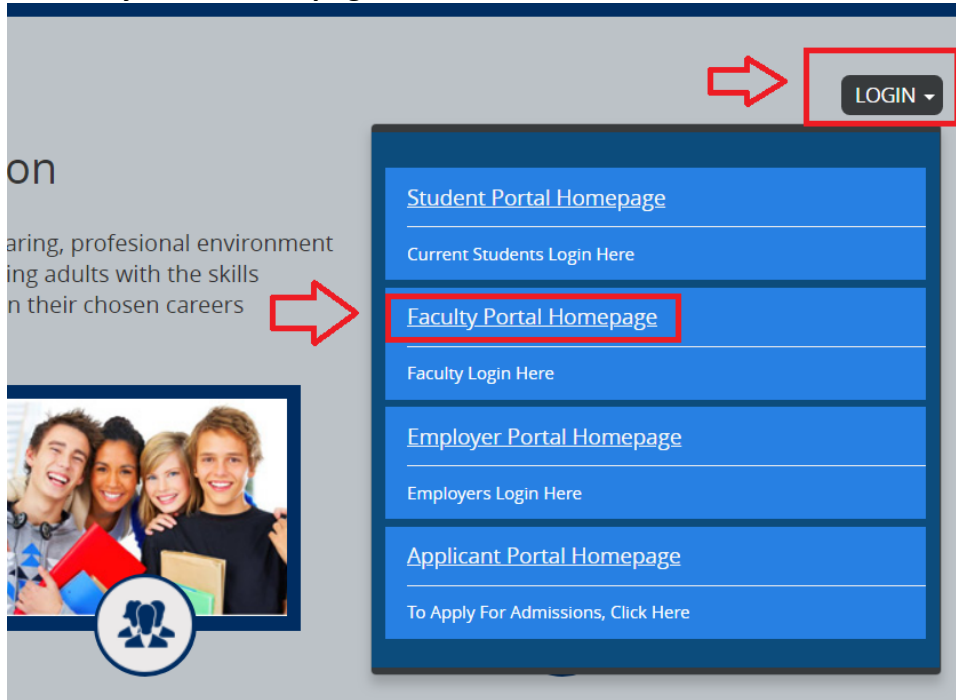
The Faculty portal is accessible from any computer within the school. If you experience connectivity issues from the classroom you can enter the attendance at another workstation including the school’s library.

- 1) Open Web Browser - Internet Explorer
- 2) Type <https://myportal.westerntech.edu/>
- 3) Click on **LOGIN** > **Faculty Portal Homepage**

All technical issues need to be reported immediately to help@westerntech.edu

How to post grades through Faculty Portal

- 1) Open Web Browser (Internet Explorer, Chrome etc.) and go to myportal.westerntech.edu or **CLICK HERE** <https://myportal.westerntech.edu/>
- 2) Click on **LOGIN**
- 3) Click on **Faculty Portal Homepage**



- 4) Insert your Faculty Portal username and password. If you do not have a Faculty Portal username and password please send an email to help@westerntech.edu

Insert Username
starts with 356

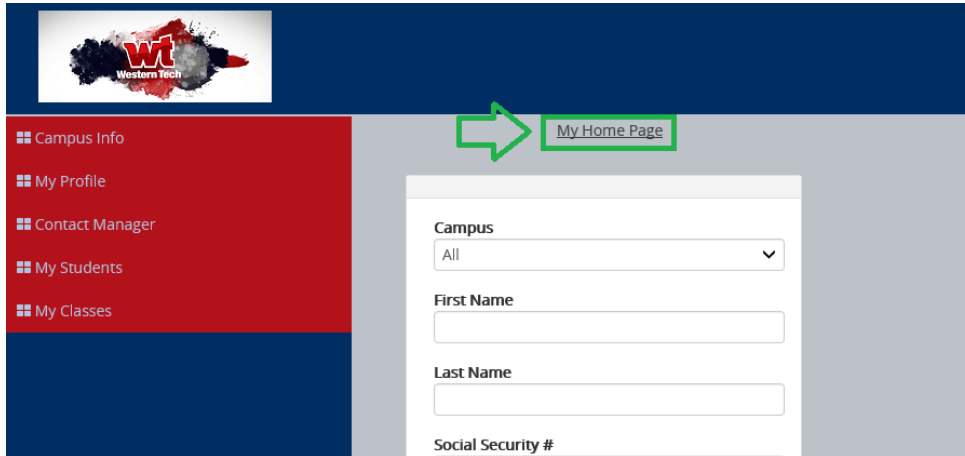


Insert password
(case sensitive)

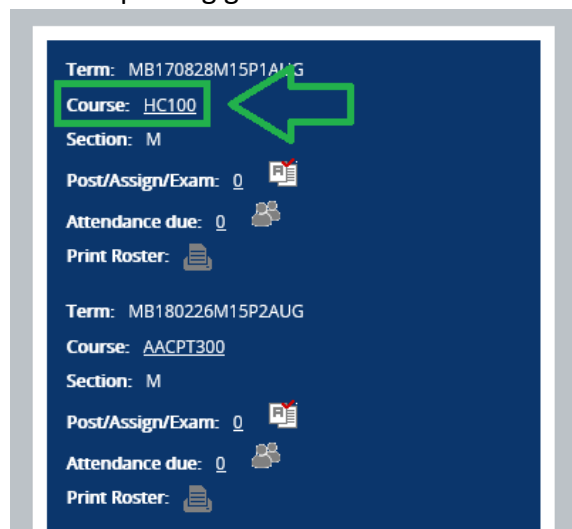
A screenshot of the CampusNexus login form. At the top is the CampusNexus logo. Below it is a text input field containing the username '356jsmith'. Underneath is a password input field with masked characters (dots). A purple box highlights the text 'Forgot your password?' with a purple arrow pointing to it from the right. At the bottom of the form is a dark blue 'Sign in' button.

Click here if you forgot your password.

- 5) Click on **My Homepage**

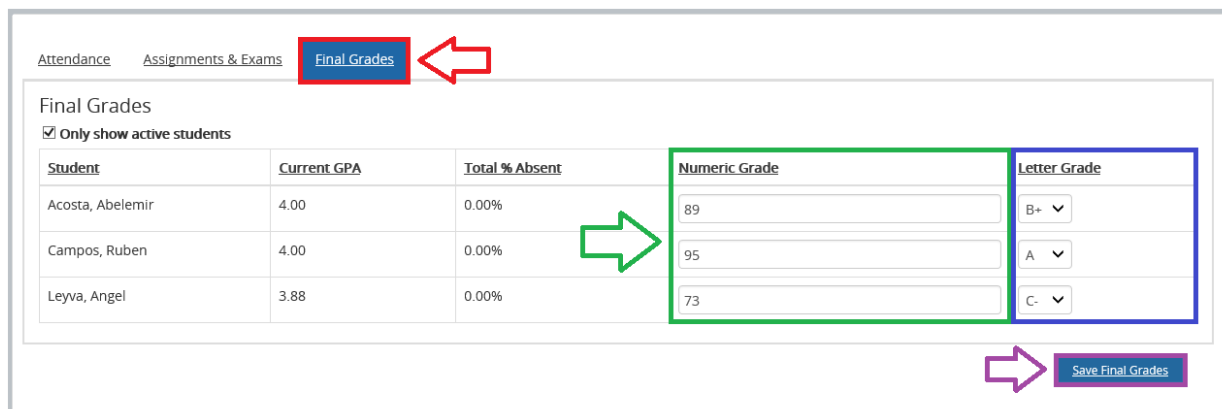


6) Click on Course you will be posting grades for



7) Scroll down to Final Grades and enter the final numeric grade for each student. The letter grade will automatically appear once a numeric grade is entered.

8) Click Save Final Grades




9) Final grades are now posted

Attendance Assignments & Exams **Final Grades**

Final Grades
 Only show active students

Student	Current GPA	Total % Absent	Numeric Grade	Letter Grade
Acosta, Abelemir	3.97	0.00%	89	B+
Acosta, Victor	3.14	0.42%	78	C+
Campos, Ruben	4.00	0.00%	95	A
Leyva, Angel	3.68	0.00%	73	C-



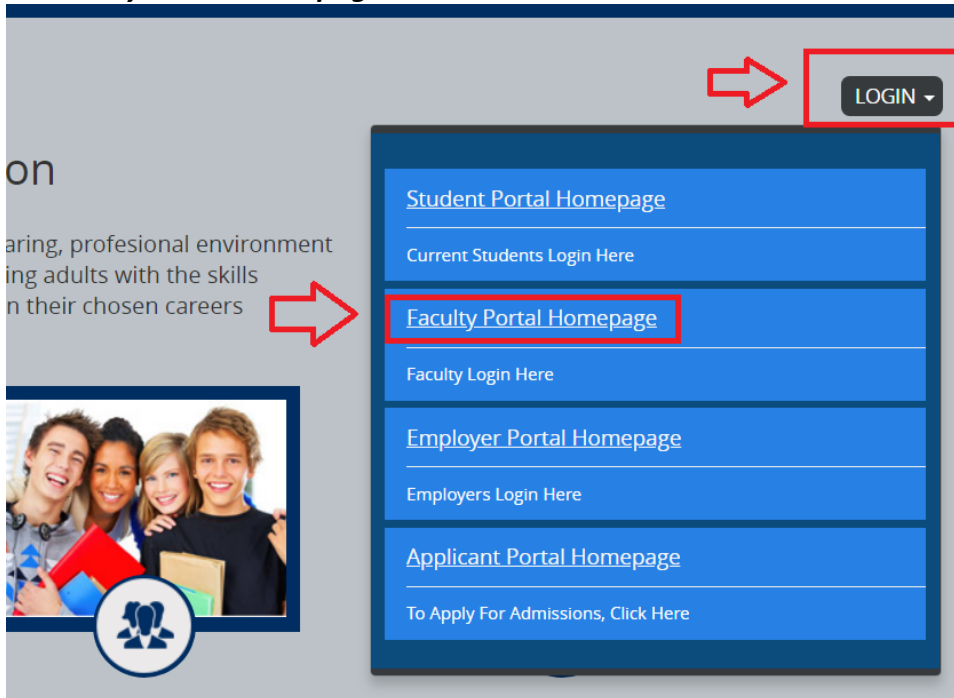
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- 3) Click on **LOGIN > Faculty Portal Homepage**

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How to add a Contact Manager Activity (Note) through Faculty Portal

- 1) Open Web Browser (Internet Explorer, Chrome etc.) and go to myportal.westerntech.edu or **CLICK HERE** <https://myportal.westerntech.edu/>
- 2) Click on **LOGIN**
- 3) Click on **Faculty Portal Homepage**



- 4) Insert your Faculty Portal username and password. If you do not have a Faculty Portal username and password please send an email to help@westerntech.edu

Insert Username
starts with 356



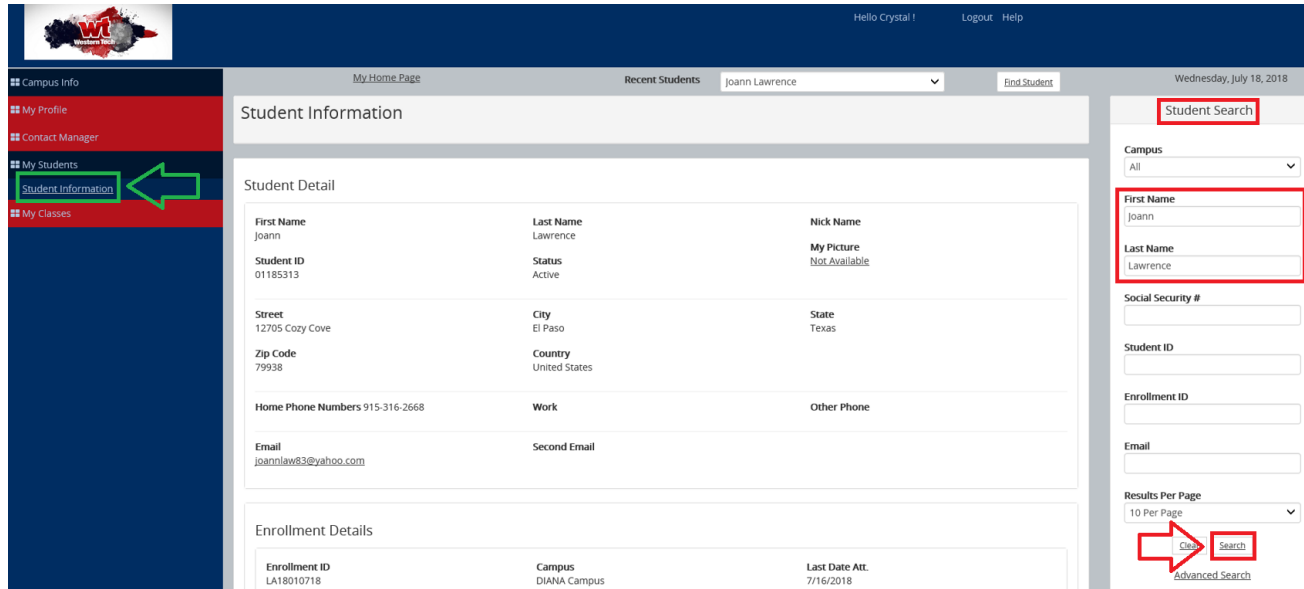
Insert password
(case sensitive)



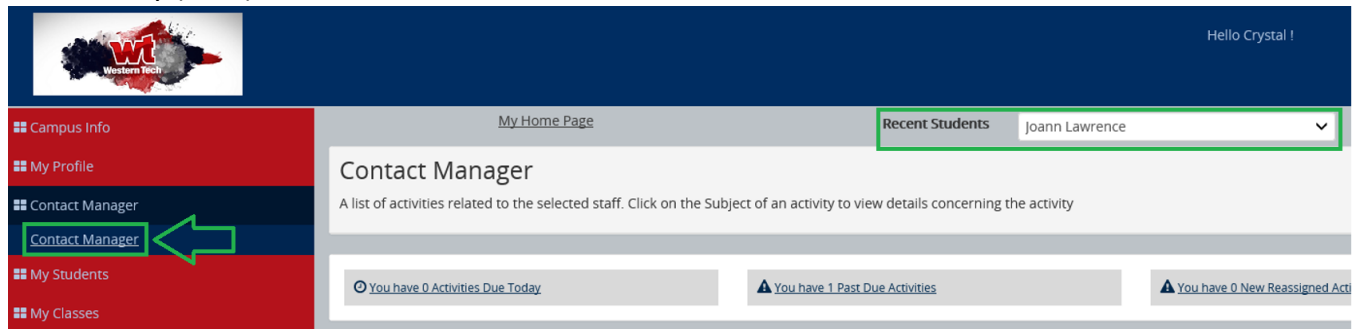
A screenshot of the CampusNexus login form. The form has a header with the CampusNexus logo and the text 'CampusNexus'. Below the header, there are two input fields: the first contains the username '356jsmith' and the second contains a masked password '.....'. A purple box highlights the 'Forgot your password?' link, with a purple arrow pointing to it from the right. At the bottom of the form is a dark blue 'Sign in' button.

Click here if you forgot
your password.

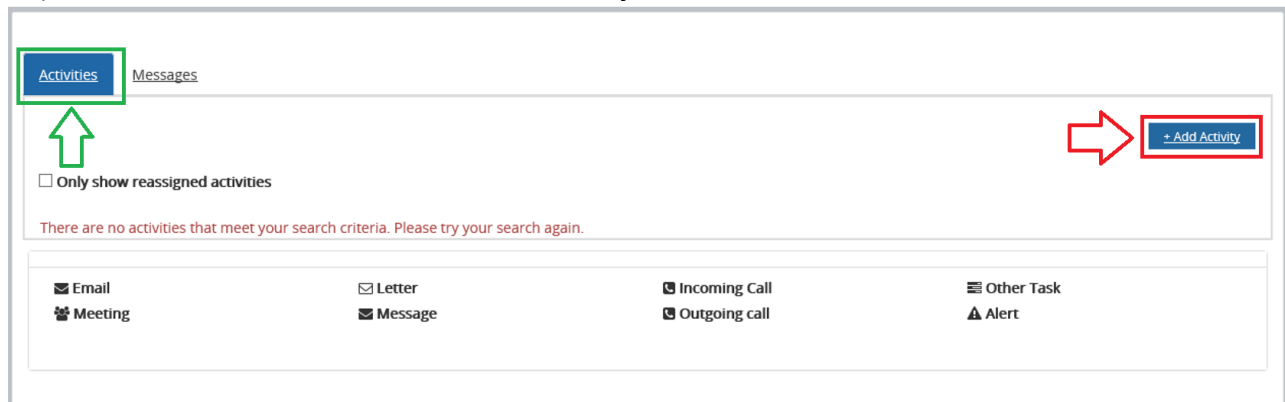
- 5) Click on **My Students > Student Information**
- 6) Go to Student Search. Enter the student's first and last name. Click Search.
 - a. Note that you can also search for student using the student's SSN, Student ID, Enrollment ID, and/or Email.



- 7) Once a student has been selected from the search results click on **Contact Manager > Contact Manager**. Check the Recent Students field to ensure that you are adding an activity (note) to the correct student.



- 8) Scroll down to **Activities**. Click **Add Activity**.



9) Complete all required fields (*). See screenshot below for example. Enter your note. Then click **Save**.

Activity Detail

Required Fields*

This will default to the instructor for this course. → **Assign To*** Gurrola, Crystal

Select WP - Instructor Note as the Activity. → **Activity*** WP - Instructor Note

Student* Joann Lawrence ← This field will default to the student the instructor searched for and selected in the previous step.

Enrollment Medical Billing and Coding Certificate | 13.25 Months - ATT

Inquiry Please select

This will default to the description of the activity. However, it can be edited to be more specific in regards to the note that is being entered. → **Subject*** WP - Instructor Note

Due Date 7/18/2018

From 08:00 AM

To 08:15 AM

N/A - Defaults to Normal. → **Priority*** Normal

Select Closed. → **Activity Status*** Closed

This is not a required field, but select Task Complete. → **Activity Result** Task Complete

Enter your note in this field. → **Comments** Student was late for the third time this week. Advised student on being tardy.

Cancel **Save** ← Click Save.

10) The activity (note) has been saved in the student's contact manager history.

For security purposes once notes have been posted they are completely locked from modification. If you need a note modified or deleted, please email the registrar and cc: program director with the requested changes.

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