

Distance Learning and Faculty Development (DLF) Training Guide: Instructions for DLF Workshop Instructor/Presenter

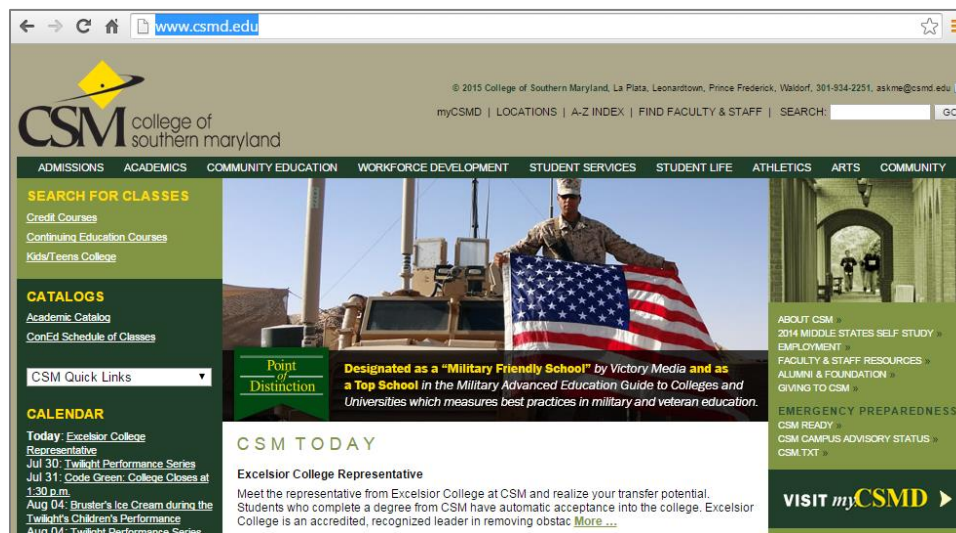
Description: In July 2015, CSM began utilizing Online Services for professional development workshops. This is the same tool where you input grades and where students register for classes. Each DLF workshop will have one designated instructor listed for the workshop section. The instructor is responsible for using Online Services to (1) get a list of registrants, (2) take attendance, and (3) enter grades.

Note -- This is a new registration system, so DLF Workshop instructors will need to assist attendees with registration during and/or after the workshop. All attendees must register in order for you to enter grades. To assist with registration, see the DLF Training Guide -- How to Register for DLF Professional Development Workshops.

Step 1

- Go to <http://www.csmd.edu/>
- Click on -- Visit my.CSMD

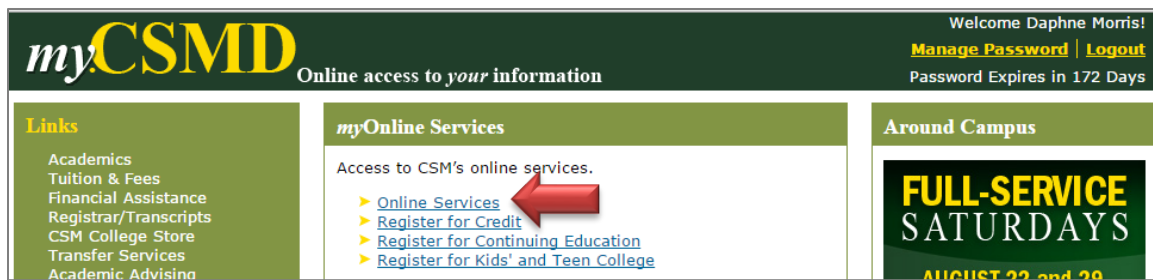
Figure 1: my.CSMD link



Step 2

- In my.CSMD, click on -- Online Services

Figure 2: Online Services link



Step 3

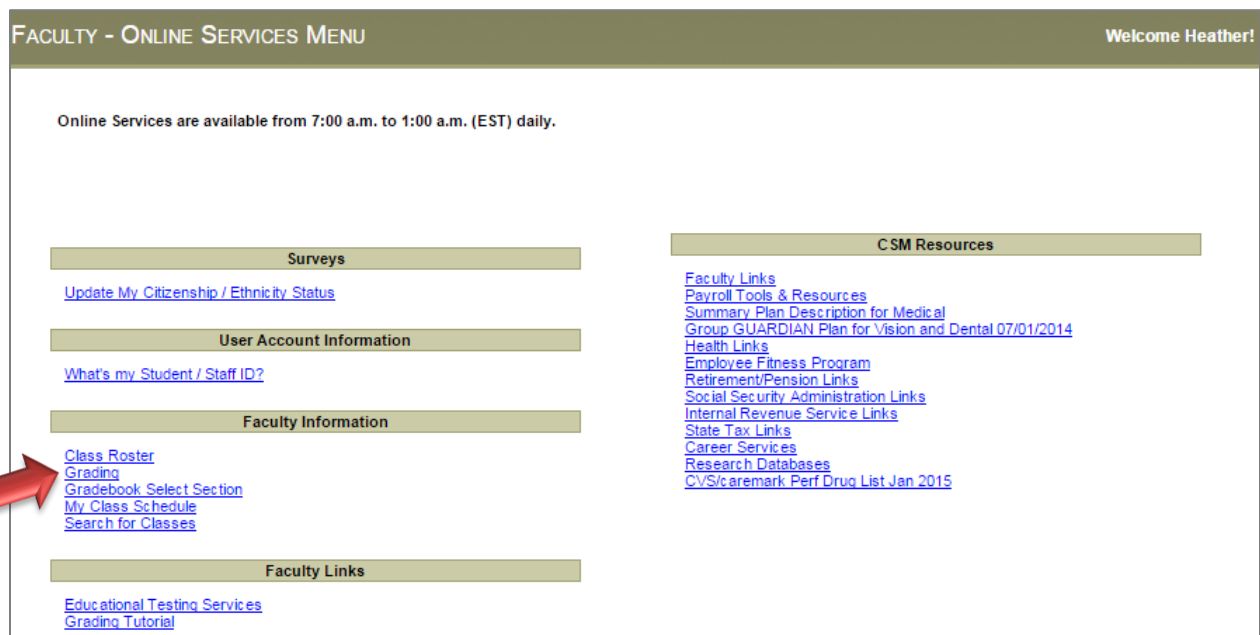
- In Online Services, click on -- Faculty
- *Note that attendees will register under the Employees link, not the Faculty link!*

Figure 3: Faculty link

**Step 4**

- To see the roster, you need to use the Grading link.
- *The Class Roster link does not currently work for Professional Development courses/sections; IMT is working on a fix.*
- In Online Services, click on -- Grading

Figure 4: Faculty Page in Online Services



Step 5

- Select the correct PD term. Professional Development workshops have three terms, PD Fall, PD Spring, and PD Summer. These are slightly different from our normal academic semesters. For example, pre-semester workshops are “in” PD Fall or PD Spring, even though they occur before the Fall semester begins.
- *Note that currently you will only see a PD term if you have at least one registered attendee. You will not see or be able to select a PD term if no one has registered. IMT is working to see if this can be changed.*

Figure 5: Professional Development Terms

The screenshot shows a web form titled 'Grading' with a header 'FACULTY' and 'Welcome Heather!'. Below the title is a dropdown menu with the prompt 'Select a term or date range to restrict your class list'. The dropdown is open, showing a list of terms: 2015SP - 2015 Spring, 2015S1 - 2015 Spring Minisession I, 2015S2 - 2015 Spring Minisession II, 2015S - PD - 2015 Spring, 2015SU - PD - 2015 Summer, 2015SU1 - 2015 Summer I, 2015SU2 - 2015 Summer II, 2015F - PD - 2015 Fall (highlighted), 2015FA - 2015 Fall, 2015F1 - 2015 Fall Minisession I, and 2015F2 - 2015 Fall Minisession II. To the right of the dropdown is a date input field with a placeholder 'm/dd/yyyy'. At the bottom right of the form are buttons for 'LOG OUT' and 'MAIN MENU'.

Step 6

- Select the Midterm or Final grading
- Select the correct workshop
- Click -- Submit.

Figure 6: Selecting your workshop (roster)

The screenshot shows the 'Grading' form with 'FACULTY' and 'Welcome Heather!' at the top. Below the title is a dropdown menu for 'Final or Midterm/Intermediate Grading' set to 'F - Final'. Below this is a table with the following data:

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input checked="" type="radio"/>	BSK-1201-132183 Faculty Academy Welcome	08/01/15	08/01/15	BU	BU107	09:30AM - 12:00PM	S	CCCC	2015F

At the bottom of the form is a 'SUBMIT' button.

Step 7

- Use the next screen as your roster. Note that this example shows only one registrant.
- We recommend that you print this page before your workshop begins. You can then use it to take attendance. You can also use the classroom computer to bring this page up in order to see the most recent list at the beginning of your workshop.

- If a person attends your workshop but did not register, please help him/her register using the new system. See the DLF Training Guide -- How to Register for DLF Professional Development Workshops.

Figure 7: Viewing registrants

Welcome Heather!

Final Grading

Attention all Faculty!

If you have trouble submitting FX or I grades please e-mail the Registrar's office at Registrar@csmid.edu and with your section (eg. ACC-2015-123456), student id that should have an FX, and the last date of attendance.

Attention all Faculty!

If you get an error like "Application Error without corresponding message in LIST.VAR18" it is because the date you entered below is not properly formatted as MM/DD/YYYY. Google Chrome has been evaluated and been known to cause such an error even if you hand enter the date properly. Safari has also been evaluated and if you use the date buttons on it, the date gets reformatted to YYYY-MM-DD which also does not match proper date formatting for this form.

If you experience problems please use the FireFox or Internet Explorer browser if you have to enter grades that require you to enter a last date of attendance or an expiration date.

Thank you!

Class Name BSK-1201-132183
 Title Faculty Academy Welcome
 Location La Plata Campus
 Term PD - 2015 Fall

Instructor
 Ms. Heather M. Zeolla

Student	ID	Status	Grade	Expire Date	Last Date of Attendance	Never Attended	Midterm Grade	Class Level	Credits	CEUs	Cross-Listed Section
Morris, Daphne A.	0095878	N	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="checkbox"/>				1.50	

Step 8

- After your workshop is done, repeat the steps above to get to the Grading Page.
- Remember to select Final grades along with your workshop.

Figure 8: Selecting your workshop (grading)

Welcome Heather!

Grading

Final or Midterm/Intermediate Grading

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input checked="" type="radio"/>	BSK-1201-132183 Faculty Academy Welcome	08/01/15	08/01/15	BU	BU107	09:30AM - 12:00PM	S	CCCC	2015F

Step 9

- Enter the grade earned. DLF only uses three grades on the list:
 - Completed – This is like a Pass for a credit course; the attendee earns CEUs
 - Incomplete – The attendee left early, came late, or did not participate (if required for the workshop); the attendee does not earn CEUs
 - No Show – A registrant did not show up for the workshop; he/she does not earn CEUs
- Do not use Withdrawal or Excused Absence.
- Grades should be entered within 72 hours after the workshop ends.
- Send an email to DLF (KStevens1@csmd.edu) if an attendee does not appear on your list.

Figure 9: Types of professional development grades

Class Name	BSK-1201-132183
Title	Faculty Academy Welcome
Location	La Plata Campus
Term	PD - 2015 Fall
Instructor	
Ms. Heather M. Zeolla	

Student	ID	Status	Grade	Expire Date	Last Date of Attendance	Never Attended	Midterm Grade	Class Level	Credits	CEUs	Cross-Listed Section
Morris, Daphne A.	0095878	N	CMP - Complete	mm/dd/yyyy	mm/dd/yyyy	<input type="checkbox"/>				1.50	

SUBMIT

[LOG OUT](#) | [MAIN MENU](#) | [FACULTY MENU](#) | [HELP](#) | [CONTACT US](#) | [GLOSSARY](#)

Figure 10: Final grade entered

Student	ID	Status	Grade	Expire Date	Last Date of Attendance	Never Attended	Midterm Grade	Class Level	Credits	CEUs	Cross-Listed Section
Morris, Daphne A.	0095878	N	CMP - Complete	mm/dd/yyyy	mm/dd/yyyy	<input type="checkbox"/>				1.50	

SUBMIT

- Verify the grades entered, and click -- OK

Figure 11: Grading Confirmation Form

Welcome Heather!

Grading Confirmation Form

Class Name	BSK-1201-132183
Title	Faculty Academy Welcome
Location	La Plata Campus
Term	PD - 2015 Fall
Instructor	
Ms. Heather M. Zeolla	

** Your changes have been saved. Modified records are shown below **

Student	ID	Status	Final Grade	Expire Date	Last Date of Attendance	Never Attended	Midterm Grade	Class Level	Credits	CEUs	Cross-Listed Section
Morris, Daphne A.	0095878	N	CMP			<input type="checkbox"/>				1.50	

OK

Attendees who registered will see their grades in Online Services on the Employee page under the link, Professional Development Transcript.

Thank you!