

Basic Tutorial for Faculty

- Step 1:

Open your web browser and navigate to: <http://my.jtsa.edu/ics>

Don't forget the **/ics**

Or from www.jtsa.edu go to **academics** and then **course listings** on the right hand side.

- Step 2:

Enter your username and password to logon.

User Name: Password: [I forgot my password](#)

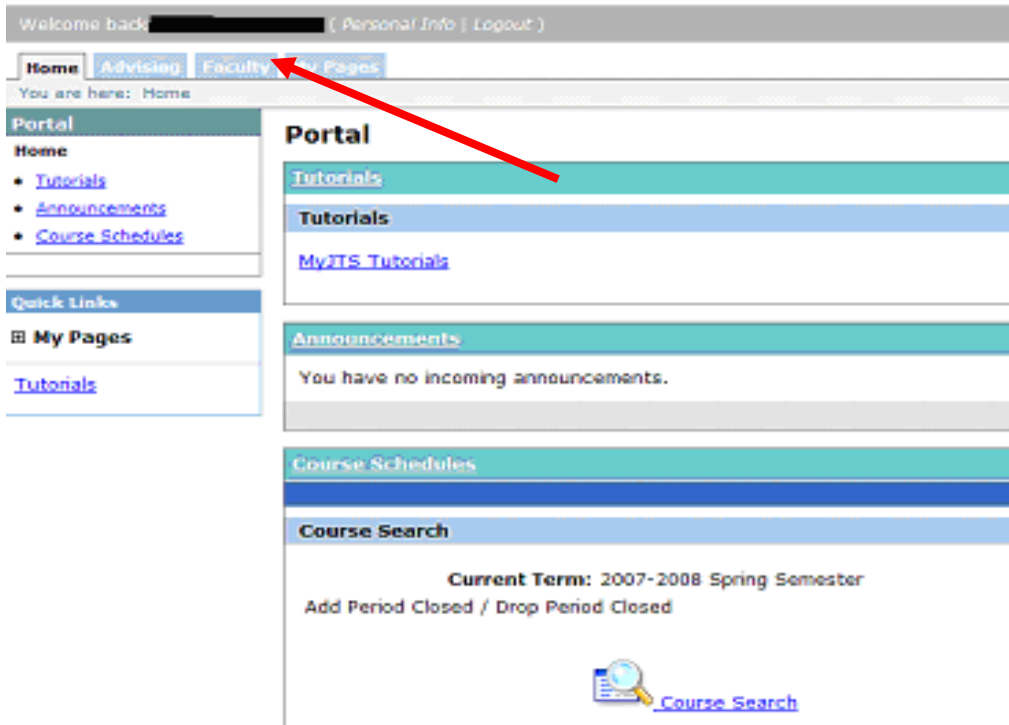
[Home](#) [Courses](#)

You are here: [Courses](#) > [Default Page](#)

- Your username is the same as the one you use for your JTS email address (minus the '@jtsa.edu').
- **For returning faculty:** Your password is your first and last initials followed by the last 4 digits of your JTS ID (which can be found on your pay stub).
**e.g. if your name is John Doe and your ID is 12345678, your username would be jodoe, and your password would be jd5678*
- **For new faculty:** Your password is your first name followed by the last 4 digits of your JTS ID (which can be found on your pay stub).
**e.g. if your name is John Doe and your ID is 12345678, your username would be jodoe, and your password would be john5678*
- Click "Login"

- Step 3:

Once you have logged on, you should see the following screen:



Welcome back [redacted] (Personal Info | Logout)

Home **Advising** Faculty **My Pages**

You are here: Home

Portal

Home

- [Tutorials](#)
- [Announcements](#)
- [Course Schedules](#)

Quick Links

☰ **My Pages**

[Tutorials](#)

Portal

[Tutorials](#)

Tutorials

[MyJTS_Tutorials](#)


[Announcements](#)

You have no incoming announcements.

[Course Schedules](#)

Course Search

Current Term: 2007-2008 Spring Semester
Add Period Closed / Drop Period Closed

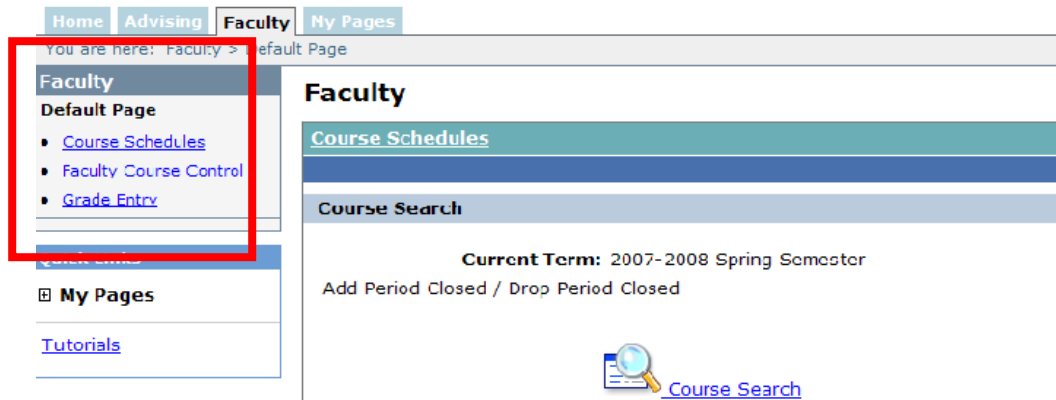
 [Course Search](#)

Click the “**F**aculty” Tab.

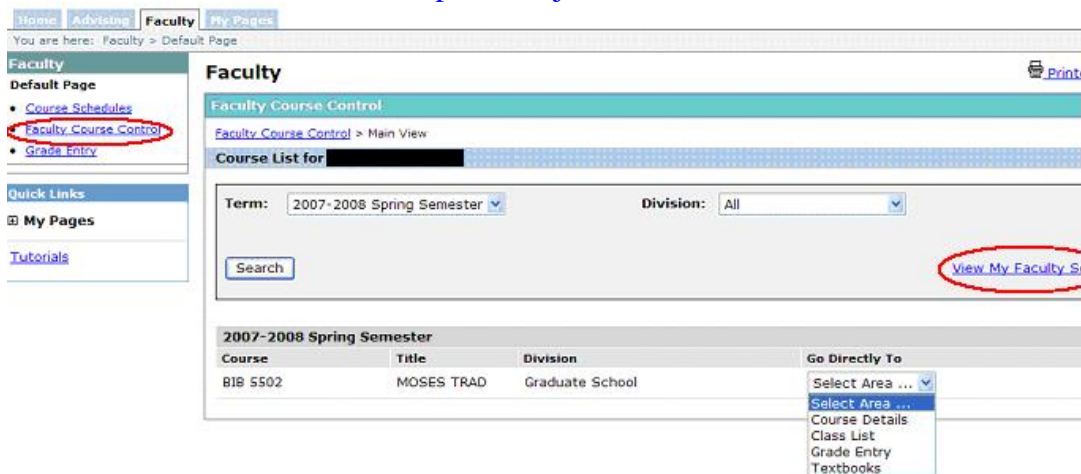
Notes:

- You will only see the advising tab if you are also an academic advisor.
- Please do not use the “Back” button on your browser. Instead, click on the [blue](#), underlined links, known as breadcrumbs.

On the faculty tab there are severable options, accessible via links on the left or portals in the middle of the screen:



“Course Search” is available to all who are interested. There is a separate tutorial for that available online at <http://www.jtsa.edu/x548.xml>



The “**Faculty Course Control**” allows you to view your teaching schedule for the selected term, or to select a number of options from a drop down menu (i.e. Course Details, Class List, Grade Entry).

- To view your teaching schedule, select desired semester then click **view my faculty schedule**.
- To view the other options, choose them from the drop-down menu.

“Course Detail” gives basic information about the course:

Faculty [Printer Friendly](#)

Faculty Course Control - Course Details

[Faculty Course Control](#) > [Main View](#) > Course Details

Course Details

THE MOSES TRADITIONS (BIB 5502) [Back](#)

Instructor(s): [Redacted]

2007-2008 Spring Semester, Graduate School	3 Credit(s)
Dept: BIB	Clock Hours: 0
Status: O (9 out of 30 seats)	

Note: No note is available for this course.

Course Schedules

Day & Time	Date(s)	Location
T 1:20 PM-3:10 PM	1/22/2008 - 5/15/2008	

Course Description

A fresh look at traditions about Moses focusing primarily on the biblical evidence. Was Moses perceived as divine? How might such a possibility further our understanding of the development of a religious community?

[All courses in the BIB Department](#)

Cross-listed Courses

Course	Type	Title	Capacity	Enrollment	Waitlisted
BIB 5502	Parent	MOSES TRAD	30	21	0
Totals:			30	21	0

“Class List” provides a list of all registered students.

- To export this list to Microsoft Excel click the **Export to Excel** link
- To Send e-mails to all students click **Email All Students** link
- To e-mail individual students click on their name.

Faculty [Printer](#)

Faculty Course Control - Class List

[Faculty Course Control](#) > Class List

Course: [Go back to: Faculty Course Control](#)

Course Details 2007-2008 Spring Semester | Graduate School | BIB 5502 | THE MOSES TRADITIONS

Faculty	Meets	Dates	Rooms
[Redacted]	T 1:20 PM-3:10 PM	1/22/2008 -5/15/2008	

[Export to Excel](#) [Email All Students](#)

Class List 2007-2008 Spring Semester | Graduate School | BIB 5502 | THE MOSES TRADITIONS (21 students)

FERPA Restrict	Student	Student ID	Status	Email	Cross-listed Course	Major
	[Redacted]	106620	C - Current	[Redacted]		Non-Matriculated
	[Redacted]	116179	C - Current	[Redacted]		Jewish Education
	[Redacted]	111430	C - Current	[Redacted]		Bible

Clicking on the blue “i” will show you public information about an individual student (at the student’s discretion).

“Grade Entry” can be accessed via the drop down list for course options mentioned above. In addition, the “Grade Entry” portlet can be accessed directly at the bottom of the main Faculty page by clicking “View Course List” as indicated below:

Welcome back [redacted] ([Personal Info](#) | [Logout](#))

[Home](#) [Advising](#) **Faculty** [My Pages](#)

You are here: Faculty > Default Page

Faculty

Default Page

- [Course Schedules](#)
- [Faculty Course Control](#)
- [Grade Entry](#)

Quick Links

▣ **My Pages**

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Faculty

Course Schedules

[Course Search](#) > [Course Search](#) >

Course Search

Current Term: 2007-2008 Fall Semester
Add Period Closed / Drop Period Closed

 [Course Search](#)

Faculty Course Control

Course List for Stephen Garfinkel

[View Details](#)

2008-2009 Fall Semester

Course	Title	Go Directly To
BIB 5011	INTRO BIBLE	Select Area ... ▾

Grade Entry

[Grade Entry](#) >

[View Course List](#)

Lastly, “Grade Entry” is available as a link on the left-hand side of every Faculty page and then clicking “View Course List”:

Welcome back [redacted] ([Personal Info](#) | [Logout](#))

[Home](#) [Advising](#) **Faculty** [My Pages](#)

You are here: Faculty > Default Page

Faculty

Default Page

- [Course Schedules](#)
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- [Grade Entry](#)

Faculty

Course Schedules

[Course Search](#) > [Course Search](#) >

Course Search

All options should lead you to the following screen, where it is important to select the correct term from the drop-down list and clicking “Search”:

Faculty [Printer Friendly](#)

Grade Entry - Grading Course List ?

[Grade Entry](#) > > [Grading Course List](#)

Course List for: Stephen Garfinkel

To enter/change grades, first select a Division and Term, and click the Search button. When the list of courses has been displayed, click on a course title to see the class list.

Search Criteria:

Division: Term:

Course	Title	Cr Hrs	Clock Hrs	Final Grading Period Opens?
BIB 5011	INTRO BIBLE	3	0	N

Clicking on the link to a course will bring you to a screen similar to the one below to actually enter grades:

Faculty [Printer](#)

Grade Entry - Update Student Grades

[Grade Entry](#) > [Grading Course List](#) > [Update Student Grades](#)

BIB 5011 INTRO BIBLE - Update Student Grades

Student List for: Graduate School 2007-2008 Fall Semester

Instructors: Stephen Garfinkel

Cross-listed Courses:

Course Grading Type: Letter Grade Default Grade:

If the grading period is open and you have permission to enter grades, the default grade you select will be applied to rows that have no grade and that have a grading type matches the course grading type. Please note that the midterm grading type is not displayed on this screen, but if it is available, it is compared to the course grading type determine whether or not to apply the selected default grade.

The Grading Type for students will only be displayed if it is different than the Course Grading Type.

FERPA Restr.	Student	ID	Grad?	Final Grade	Grading Type	Absences	Clock Hrs	Cross-listed Cou
	██████████	102314	N	<input type="text" value="Select..."/>		<input type="text" value="0"/>	0	
	██████████	112405	N	<input type="text" value="Select..."/>		<input type="text" value="0"/>	0	
	██████████	117401	N	<input type="text" value="Select..."/>		<input type="text" value="0"/>	0	

When the date range for grades to be entered is open, you will see a drop down list for “**Final Grade**”. Click “**Save**” (not shown) to retain the grades entered. Grades can be entered or updated only during the specified window for that term. After grade entry for a term is closed, any changes must be sent to the Registrar. Grades entered via MyJTS are considered real time updates.