College Faculty (CampusAnyware connected)
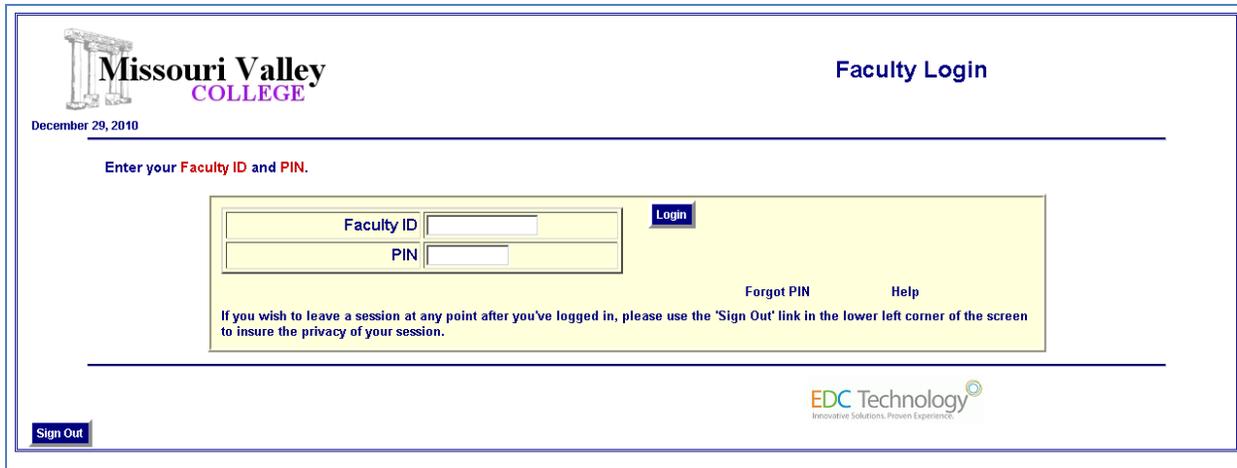
College Faculty is the online extension of CampusAnyware. Faculty has a choice out off several options. But first, how do you get to College Faculty?

The easiest way is to go to www.moval.edu, and click "My Moval" at the top left. This page will appear:

From here we click on the link "College Faculty", after which this next page will appear.

Missouri Valley COLLEGE

December 29, 2010

Enter your Faculty ID and PIN.

| Faculty ID | |
| PIN | |

Login

Forgot PIN   Help

If you wish to leave a session at any point after you've logged in, please use the 'Sign Out' link in the lower left corner of the screen to insure the privacy of your session.

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Sign Out

You have to enter your Faculty ID number with corresponding PIN. This is not the same name and password you use for your email and logging on to a campus computer.

The Faculty ID number normally starts with 1000xxxxx.

You can receive your Faculty ID number from the Registrar's Office.

Initially the PIN will be set to the same Faculty ID number. After you log on the first time, you will be forced to change this PIN to something only you know.

If you ever forget your PIN after you changed it, don't worry. Just click on the "Forgot PIN" link on this page and an email containing your PIN will be sent to your Moval email account.

After typing in your PIN, click "Login" to login. Hitting "enter" won't work.

Very important!!!!

In College Faculty, never use the "Back" button on your browser. Always use the on-screen buttons, for example, "Back to Main Menu".

After you log in, the main menu appears:

A- Course Syllabus

This option is not used at Missouri Valley college.

B- Update Phone/Address

This option lets you can change / update your own records, for example address, phone number or email address.

C- Change Login PIN

To change your PIN, please select this option.

D- Advising Students (and looking up Registration Access Codes)

Make sure you choose the right term (and Advisor ID) and click on continue.

Advising for term: Advisor ID: [Back]

SPRING 2011   TERRYBERRY SHAWN

Enter student ID: [   ] [Find by Name]   [Continue]

[Back to Main Menu]   [Request Technical Support]

[Sign Out]

Now choose the right student.

[PIN Lookup]   [Schedule]   [Info]   [Transcript]   [Grades]   [Degree Audit]   [Register]

Advising for term: SPRING 2011

Advisor : TERS TERRYBERRY SHAWN
Email : vanderboonm@moval.edu

Student : [   ]   [Private Note]
Catalog Year : 200911
Major : HM HUMAN SERVICE AGENCY MGT
Email : [   ]

Courses strongly recommended   Other suggested courses
(may be required for major)

No courses selected   No courses selected

[Add / Remove]

[No messages ▼]   [View Selected Message]   [Create New Message]

[Advise Other Student]   [Back to Main Menu]   [Request Technical Support]

[Sign Out]

- Next, you can take advising actions.

About Registration Access Codes:

- To Lookup the Registration Access Code, click on the "Lookup PIN" button (sorry for the wrong name of the button). A new window will open up with the students Registration Access Code. This is the code you have to give to your student. (Make sure your browser allows pop-ups from College Faculty).

- In the Registration Access Code's, the letter O is not used. So when you see a letter that looks like it, it will be a 0 (zero). When you write the Registration Access Code down for your student, make sure he or she knows this.
  We also see 5's as S's, so please make sure this is also clear for the student. In other words, please make sure your writing is legible to the student.
- Next to the Registration Access Code, the student also needs his or her PIN. If the student doesn't know the PIN anymore (their initial PIN is their date of birth (MMDDYYYY), he or she can click on "Forgot PIN" in the login screen for registering for classes. Or you can click on the "Click here" link to have an email sent to the student with the PIN.
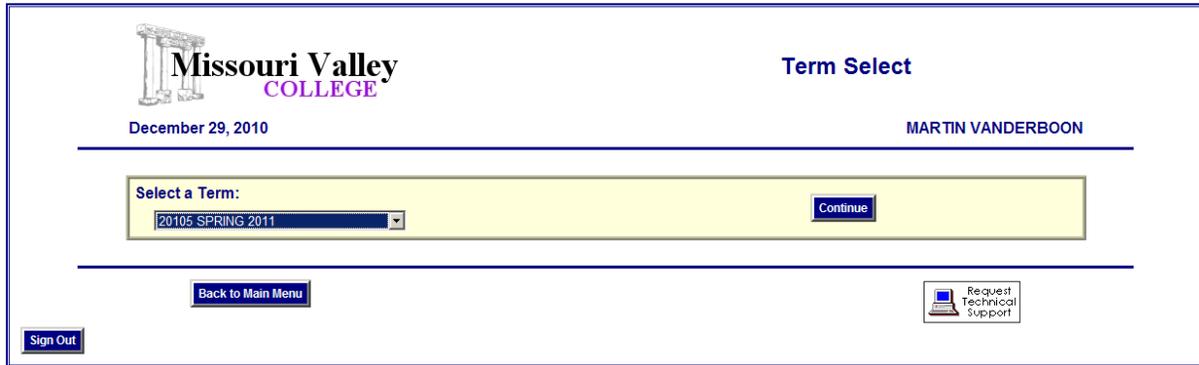
E- Online Grading

After clicking "Online Grading" in the main menu, choose the right Term and Instructor ID.

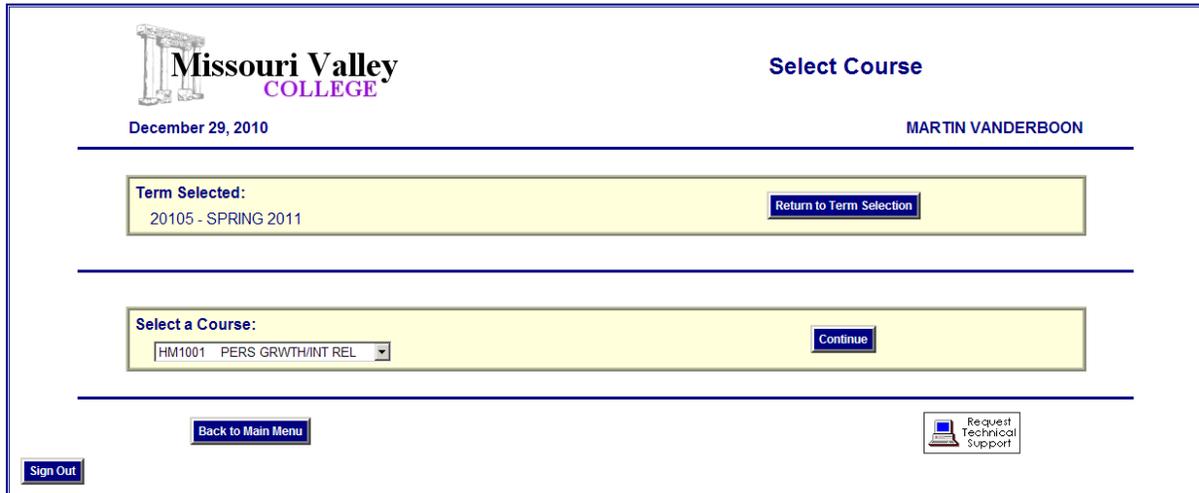Next, choose the course you want to enter grades for, if this is Mid-term or final.

F- Class List

Click "Class List" in the main menu. Select the term you want to have a class list from.

Next, select the course you want a Class List from.

On the Class List, you can find the phone number and email address of each student.

You can select one student, a few students, or all. Next, click on Compose Message, where you can type your email message. Click "Done" when done.

Once you click "Done," the email won't send automatically. You'll have to click on the button "Send email."