

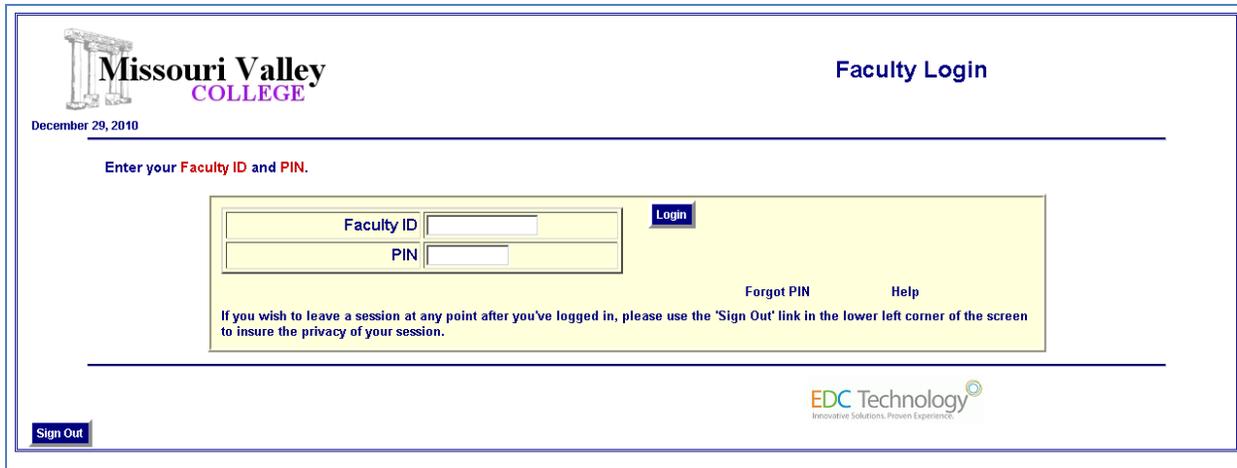
College Faculty (CampusAnywhere connected)

College Faculty is the online extension of CampusAnywhere. 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:

The screenshot shows the "My Moval" page on the Missouri Valley College website. The page has a dark purple header with the college logo and name on the left, and navigation links (MY MOVAL, EMAIL, MOODLE) and a search bar on the right. Below the header is a horizontal menu with links for ADMISSIONS, ALUMNI, ACADEMICS, ATHLETICS, LIBRARY, OFFICES, ABOUT MVC, STUDENT AFFAIRS, and QUICK LINKS. The main content area is divided into two columns. The left column contains a "CALENDAR & EVENTS" section with several entries for August 2010, including "Lemonade on the Lawn", "Viking Women's Volleyball @ William Jewell", "Viking Men's Soccer vs. East Central Community College", "Fall Classes Begin", and "Theatre Auditions". Below this is a "NEWS & HIGHLIGHTS" section with three news items. The right column is titled "My Moval" and contains four main sections: "Viking Mail" with an envelope icon and the text "Check your mail from anywhere."; "College Register" with a book icon and the text "Sign up for classes, check your grades, view transcripts."; "Moodle" with a graduation cap icon and the text "Log in to your online classes." and "Moodle Support & FAQ"; and "College Faculty" with a classical building icon and the text "Contact your students or advisees, submit grades."

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



Missouri Valley
COLLEGE

December 29, 2010

Faculty Login

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.

Sign Out

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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:

The screenshot shows the main menu of the Missouri Valley College Online Faculty Information System. At the top center is the college logo and the text "Missouri Valley COLLEGE" and "Online Faculty Information System". The date "December 29, 2010" is on the left, and the user name "MARTIN VANDERBOON" is on the right. The menu items are arranged in two columns: "Course Syllabus", "Update Phone/Address", and "Change Login PIN" on the left; "Advising Students", "Online Grading", and "Class List" on the right. There is a "Sign Out" button in the bottom left and a "Request Technical Support" icon in the bottom right.

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.

The screenshot shows the "Student Advising" page. At the top left is the college logo and "Missouri Valley COLLEGE". The page title "Student Advising" is on the top right. The date "December 29, 2010" is on the left, and the user name "MARTIN VANDERBOON" is on the right. A yellow box contains the "Advising for term:" dropdown menu (set to "20105 SPRING 2011"), the "Select an Advisor ID:" dropdown menu (set to "TERS TERRYBERRY SHAWN"), and a "Continue" button. Below this box are a "Back to Main Menu" button and a "Request Technical Support" icon. A "Sign Out" button is in the bottom left corner.

Now choose the right student.

- 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.

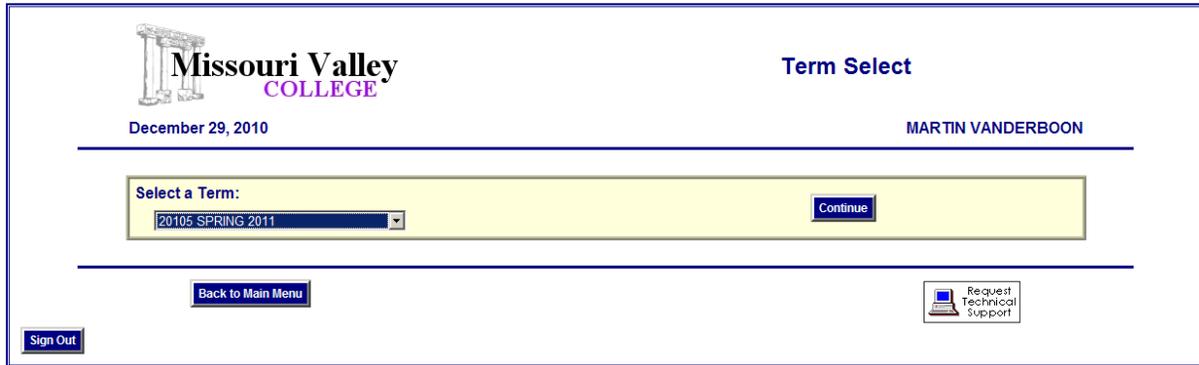
E- Online Grading

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.

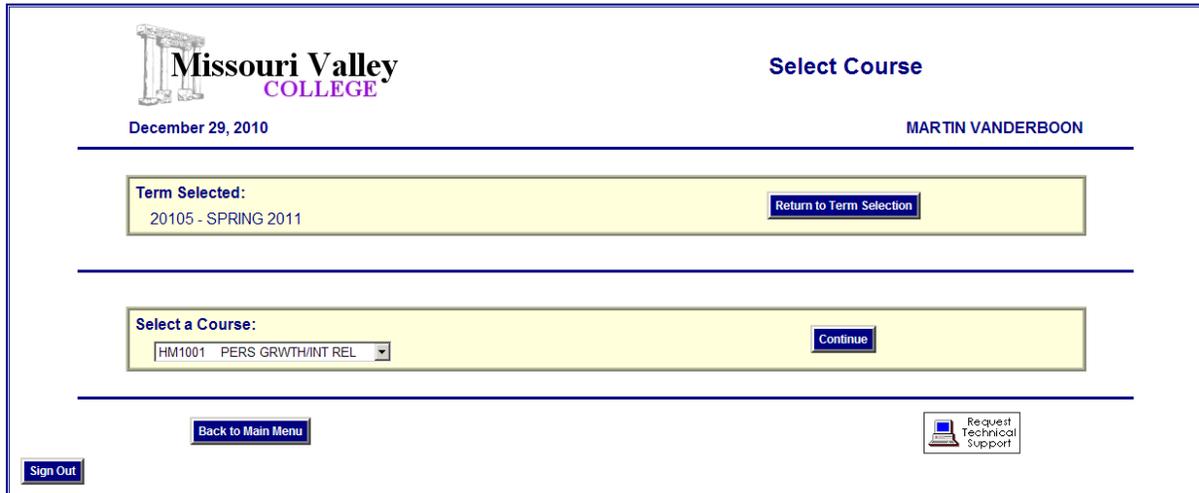
F- Class List

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



The screenshot shows the 'Term Select' page of the Missouri Valley College system. At the top left is the college logo and name. The date 'December 29, 2010' and the user name 'MARTIN VANDERBOON' are displayed. A yellow box contains a 'Select a Term:' label, a dropdown menu with '20105 SPRING 2011' selected, and a 'Continue' button. Below this are buttons for 'Back to Main Menu', 'Sign Out', and 'Request Technical Support'.

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



The screenshot shows the 'Select Course' page of the Missouri Valley College system. It features the same header as the previous page. A yellow box displays 'Term Selected: 20105 - SPRING 2011' with a 'Return to Term Selection' button. Below it, another yellow box shows 'Select a Course:' with a dropdown menu containing 'HM1001 PERS GRWTH/INT REL' and a 'Continue' button. Navigation buttons for 'Back to Main Menu', 'Sign Out', and 'Request Technical Support' are also present.

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."