Faculty Console User Guide

Release v4.3.1

December 2015
# Table of Contents

- Introduction .................................................................................................................. 3
- Overview ....................................................................................................................... 3
- Intended Audience ........................................................................................................ 3
- Browsers ....................................................................................................................... 3
- Disclaimer ..................................................................................................................... 4
- Accessing the INGRESS Faculty Console .................................................................... 4
- Viewing the Class Roster ............................................................................................. 6
- Downloading the Class Roster to an Excel Spreadsheet .............................................. 7
- Entering and Submitting Attendance Verification ....................................................... 8
- Entering and Submitting Mid-term Grades ................................................................. 14
- Entering and Submitting Final Grades ......................................................................... 22
- Document Revision History ......................................................................................... 30
Introduction

Overview
INGRESS is a custom application that has been developed for USG institutions that share course sections with each other. It facilitates the following functions:

- The transfer of shared course sections, faculty, and student enrollments from each participating institution’s local Banner system to INGRESS; INGRESS sends this information to the collaborative LMS.
- The balancing of available course seats across participating institutions.
- The updating of the maximum seat counts of shared course sections.
- The transfer of faculty and student personal data (name, email address, and username) updates from local Banner systems to INGRESS, which sends the information to the collaborative LMS.
- The entry and submission of attendance verification and grades by faculty; INGRESS transfers these entries to the students' home institutions.
- Reporting.

Intended Audience
This user guide is intended to provide step-by-step instructions for faculty who perform the following tasks related to courses which are processed via the INGRESS tool:

- Attendance Verification Submission
- Mid-term Grade Submission
- Final Grade Submission

Browsers

- A browser checker has been released by ITS to assist in selecting the optimum browser configuration and plugins for accessing the D2L Learning Management System. The browser checker link may be found on the right-hand-side of the GoVIEW homepage (https://go.view.usg.edu/).
• INGRESS works best with Firefox and Chrome browsers. Internet Explorer oftentimes caches data when it is used to display the INGRESS reports. It is recommended that the internet temporary files should be deleted on a regular basis in order to display current information in the INGRESS reports.

Disclaimer
The screen shots in this document do not represent actual students, faculty, or course sections; they are provided purely as examples.

Accessing the INGRESS Faculty Console

The Faculty Console is an INGRESS tool that instructors use to submit attendance verification and grades for students who are registered in shared course sections.

Follow the instructions below to access the Faculty Console:

1. Log into GoVIEW at the URL https://go.view.usg.edu
2. Before logging in for the first time, be sure to perform a System Check.
3. Enter your GoVIEW faculty username and password.

4. Select the link for INGRESS from the GoVIEW Homepage.
5. Navigation: GoVIEW Homepage> INGRESS> Select INGRESS Faculty and Administrator Consoles
The INGRESS Faculty Console will be displayed in a new window. This is the central location for accessing the consolidated class rosters, and for submitting attendance verification, mid-term and final grades for those students who are registered in shared classes.

The name of the instructor will appear at the top left side of the page (see screen capture below); additionally, drop down lists are available for selecting the required Semester and Course Section. Five tabs appear below the course section: Class Roster, Attendance, Midterm Grades, Final Grades, and Logout.

To begin, use the available drop-down menus to select the Semester and Course Section for which you will be entering data.
Viewing the Class Roster

The Class Roster, which is available on the INGRESS Faculty Console, provides the instructor with pertinent information about the students who are enrolled in each shared course section for a particular term. The following information is available on the consolidated class roster:

- The student’s name, Student ID, LMS user id, email address, LMS Status for the class, and home institution. **Note:** The “@” symbol is replaced with a (_) for login to GoVIEW.

- The names of students who have been dropped from the class are highlighted in red.

- The names of students who have been withdrawn from the class are highlighted in purple.
Downloading the Class Roster to an Excel Spreadsheet

The Class Roster is available to download as a Microsoft Excel spreadsheet. To download the consolidated roster, click on the Excel spreadsheet icon that is located in the lower left corner of the screen. A Save/Open/Cancel dialog box will appear, allowing you to save the spreadsheet to any designated location on your local computer.
Excel Download

The registration status of each student is also available in the Excel spreadsheet.

![Excel Spreadsheet]

Entering and Submitting Attendance Verification

The Attendance function, which is available on the INGRESS Faculty Console, allows faculty to submit attendance verification for students who are enrolled in shared courses. **Faculty must submit attendance verification for these students by using this function.** Follow the instructions below to enter and submit attendance verification data for students:

**Attendance**

**Step 1** – Choose the Semester and Course section by using the drop down fields.

**Step 2** – Click on the Attendance tab. The names of students who have been dropped from the class will be listed in **red**, and those who have withdrawn from the class a listed in **purple**.
Step 3 - Enter the attendance verification by clicking on the down arrow in the Attendance column beside each student’s name.

Select “Absent” or “Present” for each student. You may enter attendance verification for students who have been dropped or withdrawn from the class, if necessary. You may enter and save attendance verification entries several times before final submission.

Step 4 – Date of Last Attendance allows entry of the last attendance date when attendance is verified and grades are submitted. This is an optional field.

Date of Last Attendance should be in a MM/DD/YYYY format.
Date of Last Attendance can be selected from a pop up calendar by clicking in the Date of Last Attendance field. If a date is entered in error, highlight the date entered in the field, and press the Delete key.

![Attendance Verification](image)

**Step 5**– Once attendance verification data has been entered, click the **“Save for later/Submit”** button, which is located in the bottom left corner of the screen.

**Note:** The **“Save for later/Submit”** button provides the option of entering data during intervals of time, and not in a single session.
A confirmation window is displayed and presents three options:

Save for Later: This option allows you to save your current entries and come back at a later time to complete data entry for your final submission.

Submit: This option transmits the students’ attendance verification to their home institutions.
**Cancel:** This option allows you to close the window and return to the previous screen.

If a faculty member submits the report without completing all entries for active students, the following warning will be displayed, listing the students who are missing attendance verification.

![Warning Screen](image)

**Step 6** - The following confirmation screen will be displayed after attendance verification has been completed and submitted successfully.

![Confirmation Screen](image)
An email message is automatically sent to the Registrar office at the students’ home institutions notifying them that the instructor has submitted attendance verification for the class.

If a change to a student’s attendance is required after the attendance verification roster has been locked, faculty should contact the faculty member’s Registrar office with the name of the student, his or her home institution, course title, and the correct attendance verification information. The faculty member’s Registrar office will, in turn, contact the student’s Registrar office with the change.

The faculty member may view the attendance verification entries from the **Class Roster**.
Entering and Submitting Mid-term Grades

The **Midterm Grades** function, which is available on the INGRESS Faculty Console, allows faculty to submit mid-term grades for students who are enrolled in shared courses, if mid-term grades are required. Instructors have the ability to submit mid-term grades multiple times for a course section. This enables the instructor to submit the entries for an individual student or a sub-group of students, without having to wait to do so for the entire class list all at the same time.

Follow the instructions below to enter mid-term grades for students:

**Step 1** – Choose the semester and course section by clicking once inside these fields.

**Step 2** – Click on the **Midterm Grades** tab. The names of students who have been dropped or withdrawn from the course will be listed in *red* and those who have withdrawn from the class are listed in *purple*. 
**NEW** Grades for dropped or withdrawn students are defaulted to 'No Grade'. This value can be changed before the entries are submitted. These entries will not be transferred to the students' home institutions until grades for all registered students have been submitted. For active students, the default value for the grade field is 'Select Grade'. Faculty members must enter a mid term grade value for each student before the grades can be “locked” for the course section.
**Step 3** – Click once inside the **Midterm Grade** field located next to the student’s name and select a valid grade from the drop-down list. Faculty may enter midterm grades for students who have been dropped or withdrawn from the course, if necessary. Plus and minus grades are not available.

The list of valid grades for shared courses follows: NO GRADE, A, B, C, D, F, I (Incomplete), IP (In Progress), W, WF, S (Satisfactory), U (Unsatisfactory), CR (Credit by Exam), and K (Other)

Faculty members must enter a mid-term grade value for each active student before the grades can be “locked” for the course section.

**Step 4** - **Date of Last Attendance** allows entry of the last attendance date when attendance is verified and grades are submitted. However, if entered, the date must fall between the start and end dates for the related course section. Date entry is a MM/DD/YYYY format.
Date of Last Attendance can be selected from a pop up calendar by clicking in the Date of Last Attendance field. If a date is entered in error, highlight the date entered in the field, and press the Delete key.

![Midterm Grades](image)

**Step 5** – Instructors may enter and save mid-term grades several times before final entry by clicking “Submit / Save for later” button, which is located at the bottom of the left corner of the screen.

![Save for later / Submit](image)

**Step 6** - A confirmation window is displayed and presents three options:

![Please Confirm Action](image)
Save for Later: This option allows the user to save their current entries and come back at a later time to complete data entry for final submission.

Submit: Selecting this option transmits the students’ mid-term grades to their home institutions. The transmission is processed via INGRESS and the grades are made available to the home institutions at 8 AM and 8 PM daily.

⚠️ Once submitted, the user will not be allowed to make further updates to their entries.

Cancel: This option allows the user to close the window and return to the previous screen.

⚠️ At final submission, the following warning message will appear for any student who does not have a mid-term grade; faculty may enter the missing mid-term grade or continue with the mid-term grade submission and enter the missing grade at a later time.
Step 7 – The following confirmation screen will be displayed after the selected mid-term grades have been successfully submitted:
Repeat steps 1-7 to submit midterm grades for all students in the classlist. The rows with students whose grades have already been submitted will be grey in color.

The asterisk adjacent to a student’s grade selection indicates that the grade is awaiting submission to Banner.
Step 8. - Once the midterm grades have been submitted for all active students in the course section, the grades will be locked, and the following window will be displayed:

![Midterm Grades Have Been Locked]

An email message is automatically sent to the Registrar office at the students' home institutions notifying them that the instructor has submitted mid-term grades for the class.

⚠️ If a change to a student’s mid-term grade is required after the mid-term grade roster has been locked, faculty should contact the faculty member’s Registrar office with the name of the student, his or her home institution, course title and the correct grade information. The faculty member’s Registrar office will, in turn, contact the student’s Registrar office with the change.
The faculty member may view the mid-term grade entries from the consolidated Class Roster. The roster with mid-term grades for all students may be downloaded in an Excel spreadsheet format.

**Entering and Submitting Final Grades**

The Final Grades function, which is available on the INGRESS Faculty Console, allows faculty to submit final grades for students who are enrolled in shared courses. Instructors have the ability to submit final grades multiple times for a course section. This enables the instructor to submit the entries for an individual student or a sub-group of students, without having to wait to do so for the entire class list all at the same time. Follow the instructions below to enter and submit final grades for students:

**Step 1** – Choose the **Semester** and **Course** section by clicking once inside these fields.

**Step 2** – Click on the **Final Grades** tab. The names of students who have been dropped or withdrawn from the course will be listed in *red*, and those who have withdrawn from the class are listed in *purple*. 
Grades for dropped or withdrawn students are defaulted to ‘No Grade’. This value can be changed before the entries are submitted. These entries will not be transferred to the students’ home institutions until grades for all registered students have been submitted. For active students, the default value for the grade field is ‘Select Grade’. Faculty members must enter a final grade value for each student before the grades can be “locked” for the course section.
**Step 3** – Click once inside the **Final Grade** field located next to the student’s name and select a valid grade from the drop-down list. Faculty may enter final grades for students who have been dropped or withdrawn from the course if necessary. Plus and minus grades are not available. The list of valid grades for shared courses follows:

NO GRADE, A, B, C, D, F, I (Incomplete), IP (In Progress), W, WF, S (Satisfactory), U (Unsatisfactory), CR (Credit by Exam), K (Other)

![Final Grades Table](image)

**Step 4** - **Date of Last Attendance** allows entry of the last attendance date when attendance is verified and grades are submitted. *This is an optional field.* However, if entered, the date entered must fall between the start and end dates for the related course section. Date entry is a MM/DD/YYYY format.

Date of Last Attendance can be selected from a pop up calendar by clicking in the Date of Last Attendance field. If a date is entered in error, highlight the date entered in the field, and press the Delete key.
Step 5 – A Comments field is available for faculty to enter any desired comments. The character limit for this field is 255. This is an optional field.

Step 6 – Instructors may enter and save final grades several times before final entry by clicking “Submit / Save for later“button, which is located at the bottom of the left corner of the screen.

A confirmation window is displayed and presents three options:

Save for Later: This option allows the user to save their current entries and come back at a later time to complete data entry for final submission.


**Submit:** Selecting this option transmits the students’ final grades to their home institutions. The transmission is processed via INGRESS and the grades are made available to the home institutions at 8 AM and 8 PM daily.

⚠️ Once submitted, the user will not be allowed to make further updates to their entries.

**Cancel:** This option allows the user to close the window and return to the previous screen.

⚠️ At submission, the following warning message will appear for any student who does not have a final grade entered.

![Warning Message]

**Step 7 -** Click continue to submit the final grades for the selected students. The following confirmation window will appear.
Repeat steps 1-7 to submit final grades for all students in the classlist. The rows with students whose grades have already been submitted will be grey in color. The asterisk adjacent to a student’s grade selection indicates that the grade is awaiting submission to Banner.
Step 8 – Once the Final Grades have been submitted for all active students in the course section, the grades will be locked, and the following window will be displayed:

![Final Grades have been locked]

An email message is automatically sent to the Registrar office at the student’s home institutions notifying them that the faculty has submitted final grades for the class.

⚠️ If a change to a student’s final grade is required after the final grade roster has been locked, faculty should notify the faculty member’s Registrar office with the name of the student, his or her home institution, course title and the correct grade information. The faculty member’s Registrar office will, in turn, contact the student’s Registrar office with the grade change information.
The faculty member may view all of the attendance and grade entries from the consolidated Class Roster.

The lock icon adjacent to Attendance, Midterm Grades, and Final Grades, indicates that the entries have been have been successfully submitted and the sections are locked. If a change is desired once the sections are locked, instructors should contact their institution's Registrar's office. Their Registrar's office will need to provide change information to the Registrar at the affected students' home institution(s).
<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Description</th>
<th>Section(s)</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>October 2010</td>
<td>Initial version</td>
<td>All</td>
<td>Diane Burnette</td>
</tr>
<tr>
<td>2.0</td>
<td>May 2011</td>
<td>The Vista Status (grant/deny) is listed for each student.</td>
<td></td>
<td>Jennifer Beech</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GaMod 8.7.1 and above: Dropped students are highlighted in red and withdrawn students are highlighted in purple.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>GaMod 8.4.3 and below: Dropped and withdrawn students are not highlighted.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.3</td>
<td>December 2011</td>
<td>Updated the INGRESS logo</td>
<td>All</td>
<td>Jennifer</td>
</tr>
<tr>
<td>3.0</td>
<td>Septembe r 2012</td>
<td>Amended the document due to the following:</td>
<td>All</td>
<td>Jennifer Beech and Hilliard Gastfriend</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Change in collaborative LMS from GOML Vista to GoVIEW</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.1</td>
<td>March 2013</td>
<td>Amended document for 3.1 Release – including changes to Entering and</td>
<td></td>
<td>Lisa Hernandez</td>
</tr>
<tr>
<td>Section</td>
<td>Date</td>
<td>Description</td>
<td>Author</td>
<td></td>
</tr>
<tr>
<td>---------</td>
<td>----------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-------------------</td>
<td></td>
</tr>
<tr>
<td>4.0</td>
<td>June 2014</td>
<td>Amended document for 4.0 Release - updated text on Final Grades, Mid-Term Grades, and Attendance to match functionality.</td>
<td>Lisa Hernandez, KBS</td>
<td></td>
</tr>
<tr>
<td>4.0.3</td>
<td>Nov 2014</td>
<td>Updated release date and version</td>
<td>KBS</td>
<td></td>
</tr>
<tr>
<td>4.1</td>
<td>March 2015</td>
<td>Updated release date, browser checker, screen shots and content for new release</td>
<td>KBS</td>
<td></td>
</tr>
<tr>
<td>4.2</td>
<td>June 2015</td>
<td>Updated release date, screen shots and content for new release</td>
<td>KBS</td>
<td></td>
</tr>
<tr>
<td>4.3</td>
<td>October 2015</td>
<td>Updated release date, screen shots and content for new release</td>
<td>KBS</td>
<td></td>
</tr>
<tr>
<td>4.3.1</td>
<td>December 2015</td>
<td>Updated release date, screen shots and content for new release</td>
<td>KBS</td>
<td></td>
</tr>
</tbody>
</table>