



Information Technology Department

Faculty Portal User Guide

Version 2.0 5-Aug-2016

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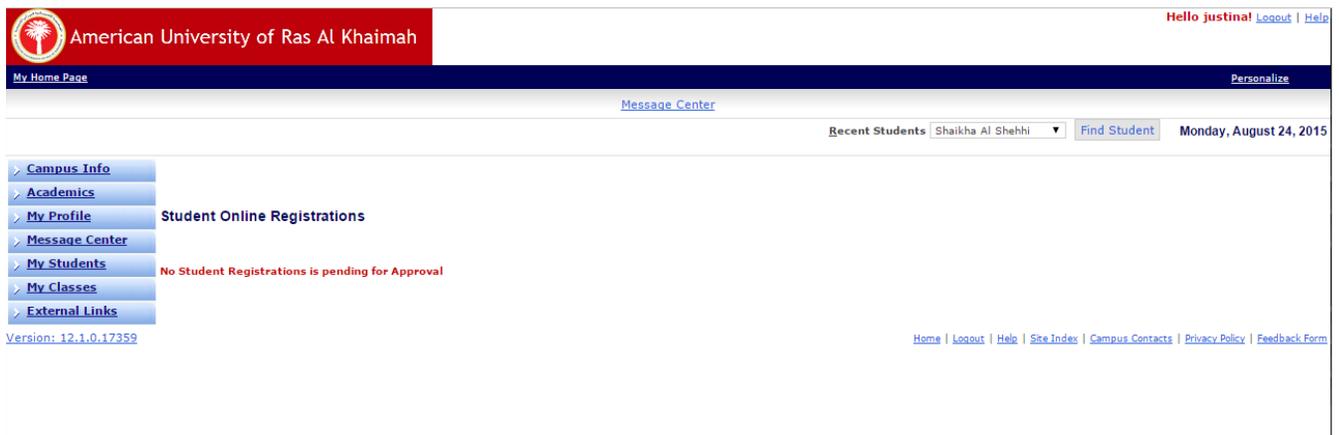
What is Faculty Portal?

Faculty Portal is an online experience for faculty and advisors, which allows them to manage student information. This includes being able to search for students, view their class schedule, view academic information, enter attendance, grades, and can approve/reject their advisees' course registration request.

How can I access the Faculty Portal?

The Faculty Portal can be accessed from My AURAK on AURAK website www.aurak.ac.ae.

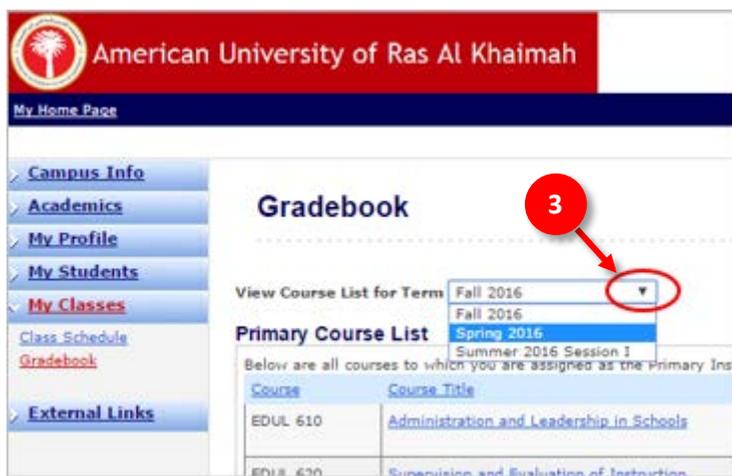
Faculty Portal Home Page



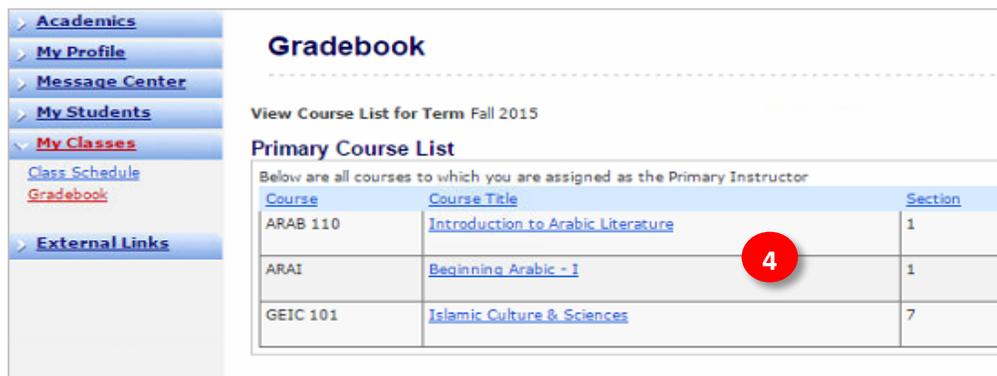
The screenshot displays the Faculty Portal Home Page. At the top left is the American University of Ras Al Khaimah logo and name. The top right shows the user's name "Hello justinal" with "Logout" and "Help" links. Below the header is a navigation bar with "My Home Page" and "Personalize" options. A "Message Center" link is also visible. The main content area features a "Recent Students" section with a dropdown menu for "Shaikha Al Shehhi" and a "Find Student" button. The date "Monday, August 24, 2015" is displayed. On the left side, there is a sidebar menu with links for "Campus Info", "Academics", "My Profile", "Message Center", "My Students", "My Classes", and "External Links". The "My Students" link is highlighted, and the text "Student Online Registrations" is shown next to it. Below this, a message states "No Student Registrations is pending for Approval". At the bottom left, the version number "Version: 12.1.0.17359" is displayed. At the bottom right, there are links for "Home", "Logout", "Help", "Site Index", "Campus Contacts", "Privacy Policy", and "Feedback Form".

3. On the Gradebook page, if there are more than one active term, the  drop list option is visible on the View Courses List for Term, click the  drop list option to display all active term, and select the desired term.

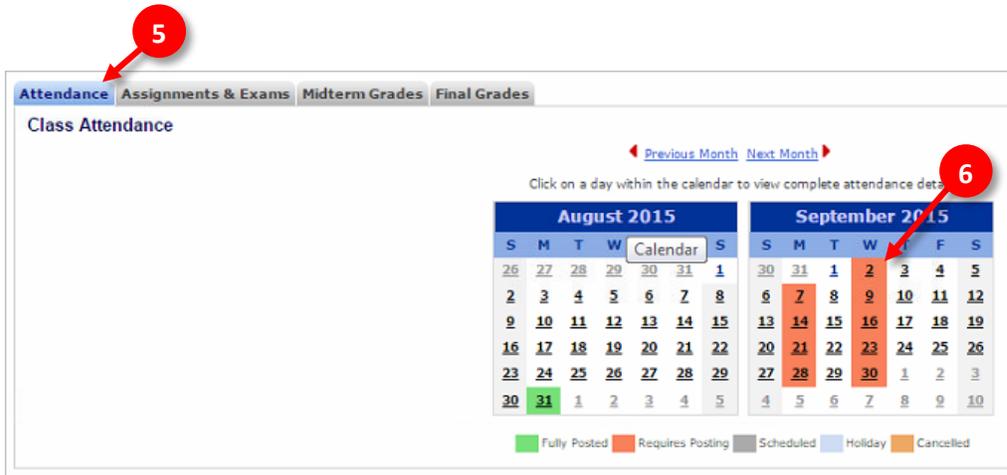
If there is only one active term, the active term will display by default and the  drop list option is not visible on the *View Courses List for Term*.



4. Click the desired course title link.

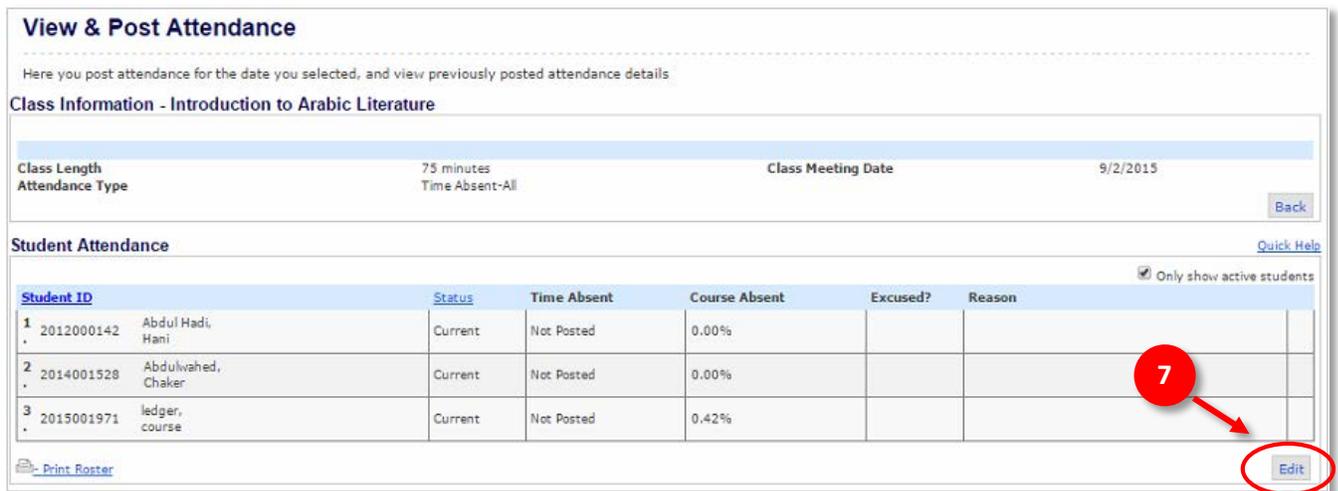


5. By default the Attendance tab is selected.



6. In the Attendance tab click on the Day (orange background) to enter attendance.

7. Click on **Edit**.



8. Enter the *Time Absent* for each student.

View & Post Attendance

Here you post attendance for the date you selected, and view previously posted attendance details

Class Information - Introduction to Arabic Literature

Class Length	75 minutes	Class Meeting Date	9/2/2015
Attendance Type	Time Absent-All		

[Back](#)

Student Attendance [Quick Help](#)

Only show active students

Student ID	Status	Time Absent	Course Absent	Excused?	Reason
1 2012000142 Abdul Hadi, Hani	Current	<input type="text"/> mins	0.00%	<input type="checkbox"/>	<input type="text"/>
2 2014001528 Abdulwahed, Chaker	Current	<input type="text"/> mins	0.00%	<input type="checkbox"/>	<input type="text"/>
3 2015001971 Iedger, course	Current	<input type="text"/> mins	0.42%	<input type="checkbox"/>	<input type="text"/>

[Print Roster](#) [Cancel](#) [Update](#)

9. Once finished click **Update**.

Note: Entering attendance is a one-time activity only, changes should be address to Registrar Office.

How to enter Attendance

1. Click on **My Classes** menu bar.



2. Click on **Gradebook** link.



3. On the Gradebook page, if there are more than one active term, the drop list option is visible on the View Courses List for Term, click the drop list option to display all active term, and select the desired term.

If there is only one active term, the active term will display by default and the drop list option is not visible on the *View Courses List for Term*.



4. Click the desired course title link.

Gradebook

View Course List for Term Fall 2015

Primary Course List

Below are all courses to which you are assigned as the Primary Instructor

Course	Course Title	Section
ARAB 110	Introduction to Arabic Literature	1
ARAI	Beginning Arabic - I	1
GEIC 101	Islamic Culture & Sciences	7

5. By default the Attendance tab is selected.

6. In the Attendance tab click on the Day (orange background) to enter attendance.

Attendance Assignments & Exams Midterm Grades Final Grades

Class Attendance

◀ Previous Month Next Month ▶

Click on a day within the calendar to view complete attendance details

August 2015							September 2015						
S	M	T	W	Calendar	S	S	M	T	W	T	F	S	
26	27	28	29	30	31	1	30	31	1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30	1	2	3
30	31	1	2	3	4	5	4	5	6	7	8	9	10

■ Fully Posted
 ■ Requires Posting
 ■ Scheduled
 ■ Holiday
 ■ Cancelled

7. Click on **Edit**.

View & Post Attendance

Here you post attendance for the date you selected, and view previously posted attendance details

Class Information - Introduction to Arabic Literature

Class Length	75 minutes	Class Meeting Date	9/2/2015
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[Back](#)

Student Attendance [Quick Help](#)

Only show active students

Student ID	Status	Time Absent	Course Absent	Excused?	Reason
1 2012000142 Abdul Hadi, Hani	Current	Not Posted	0.00%		
2 2014001528 Abdulwahed, Chaker	Current	Not Posted	0.00%		
3 2015001971 ledger, course	Current	Not Posted	0.42%		

[Print Roster](#) [Edit](#)

8. Enter the *Time Absent* for each student.

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3 2015001971 ledger, course	Current	<input type="text"/> mins	0.42%	<input type="checkbox"/>	<input type="text"/>

[Print Roster](#) [Cancel](#) [Update](#)

9. Once finished click **Update**.

Note: Posting of attendance is a one-time activity only. Contact the Registrar Office for changes.

Note: The information is saved in CampusVue® Student and will be available to students via the Student Portal. Notice how the background color on the attendance calendar has changed to green for the day posted.

How to enter Final Grades

1. Click on **My Classes** menu bar.

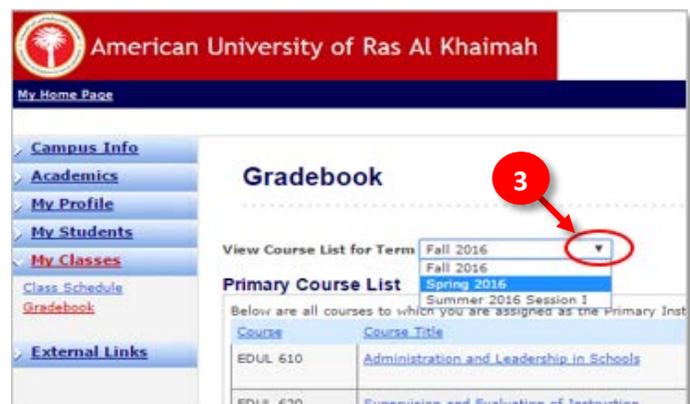


2. Click on **Gradebook** link.

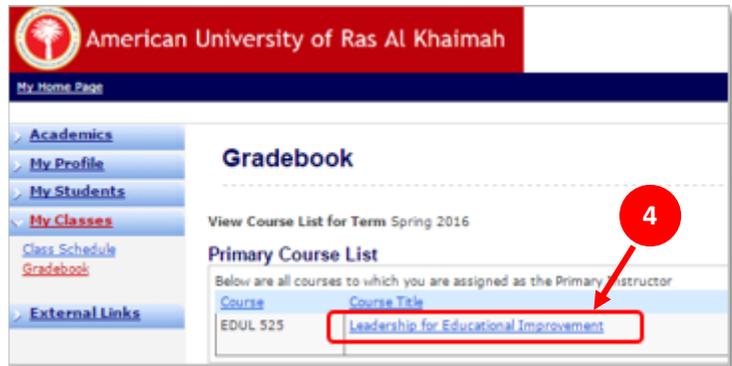


3. On the Gradebook page, if there are more than one active term, the drop list option is visible on the View Courses List for Term, click the drop list option to display all active term, and select the desired term.

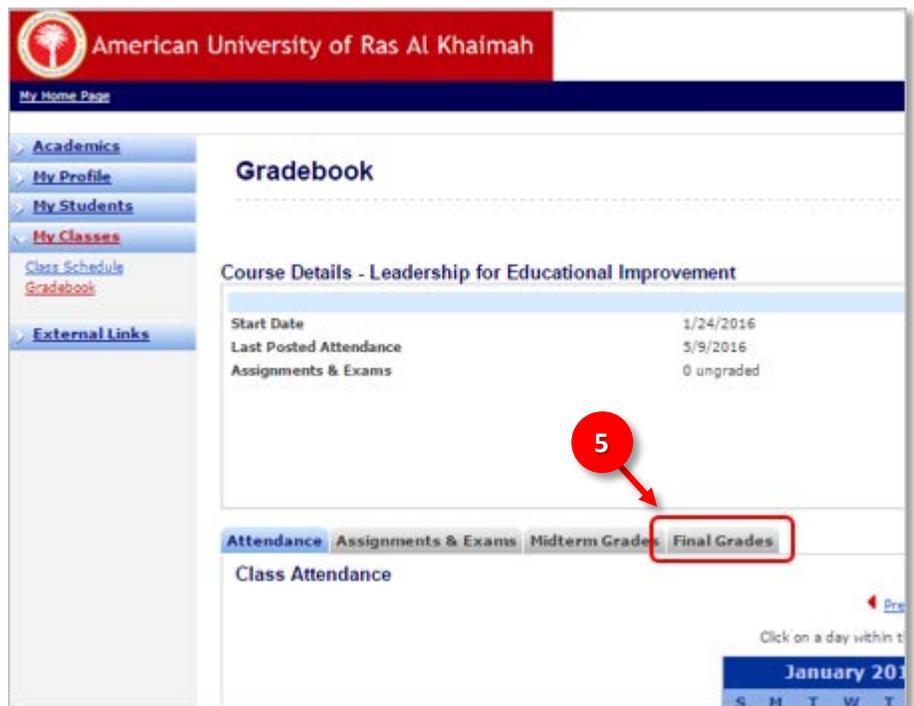
If there is only one active term, the active term will display by default and the drop list option is not visible on the *View Courses List for Term*.



4. Click the desired *Course Title* link

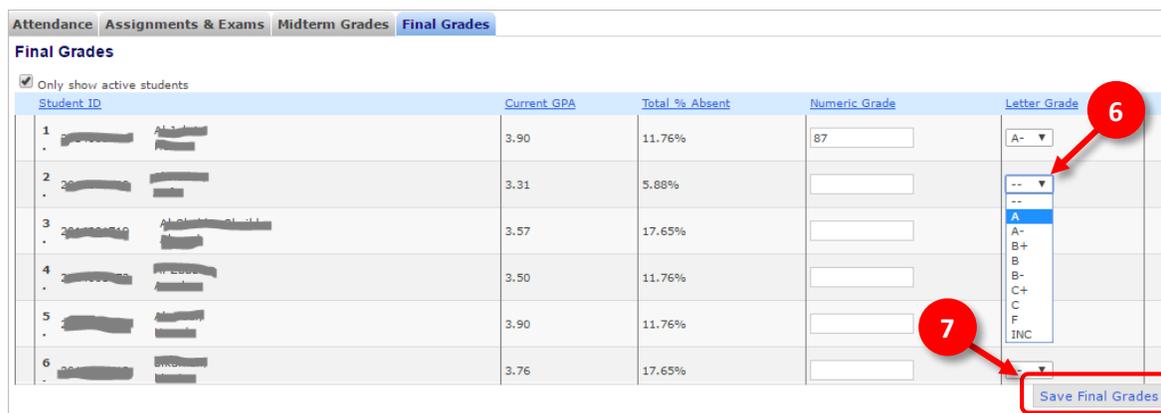


5. Click on the **Final Grades** tab.



6. Click to display the letter grades drop list and select the letter grade.

Alternately, you can enter numeric grade and the equivalent letter grade is displayed.

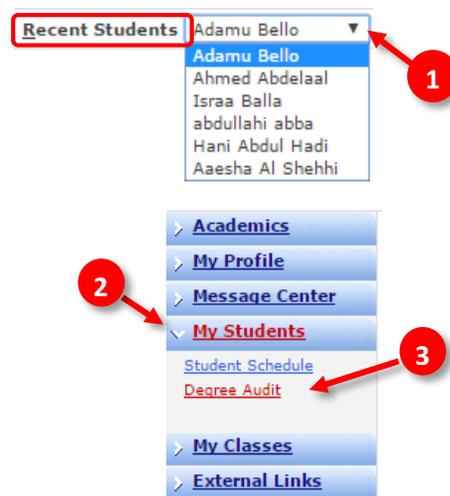


7. After entering all grades, click **Save Final Grades**.

NOTE: Once a final grade has been entered, it can only be changed by the Registrar Office.

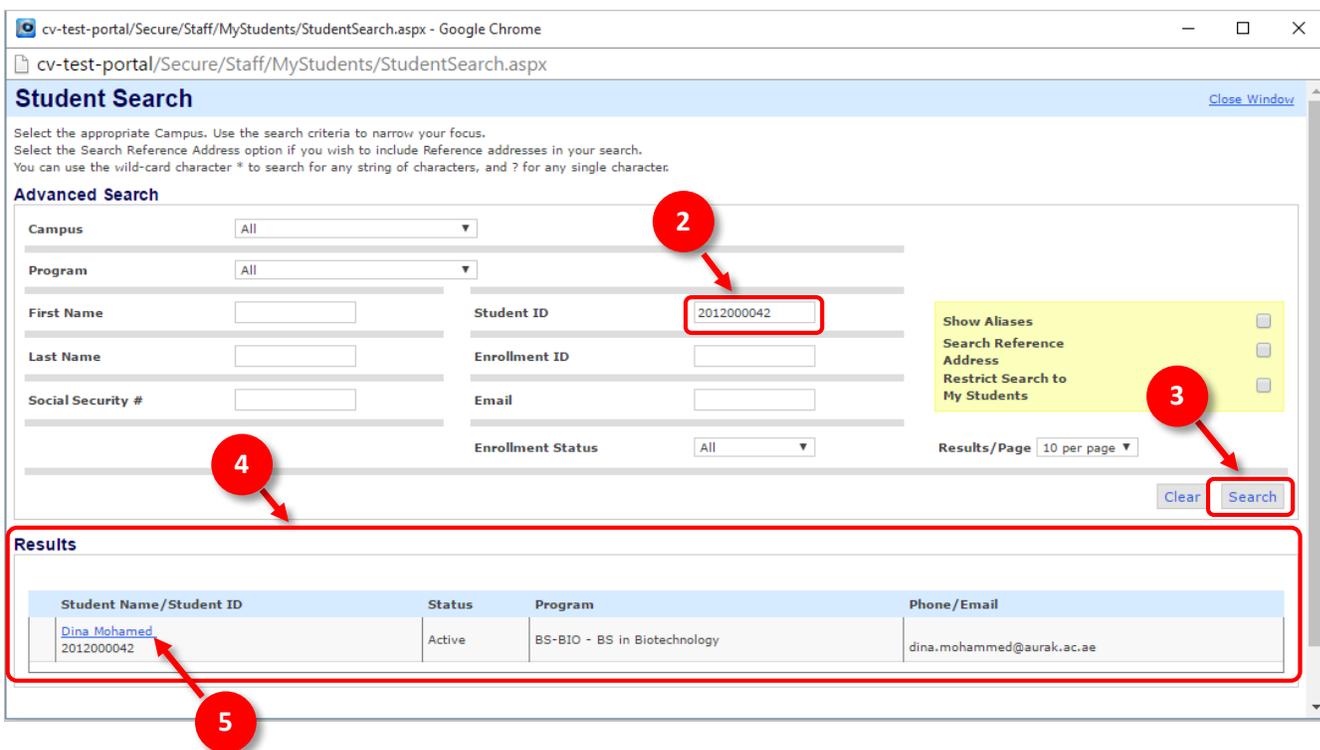
How to view Student Degree Audit

1. Verify desired student is referenced in **Recent Students**. If student is not on the Recent Students drop list use the Search feature to find the student. Please see the **How to Search Student** for detailed instruction.
2. Click on **My Student** to open the student menu.
3. Click on the **Degree Audit** link.



How to Search Student

1. Click the **Find Student** located at the top portion of the faculty portal. The Student Search page will appear.
2. Enter the *student ID* in the Student ID text box as your search criteria.
3. Click **Search** to view the results.
4. Scroll down and you will see the student's name/ID, program and email.



5. Click the *student name* link.
 6. The Recent Student name field is populated.
- Once the **Recent Students** references the needed student you may view their information by going to the **My Students** menu.

