

Arts & Sciences
Faculty
Handbook

January 2011

OSU-Oklahoma City

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PREFACE

This faculty handbook was prepared by the Arts & Sciences Division Policy and Procedures Committee to:

- (1) outline the Division general policies and procedures;
- (2) provide assistance in dealing with matters which the individual faculty member may be unfamiliar;
- (3) identify and encourage use of Division services which are available to support academic activity; and
- (4) afford ready access to basic materials which guide the conduct of Division functions.

Emphasis is placed on general Division responsibilities and policies. Detailed procedures are left to other communications.

The *Arts & Sciences Faculty Handbook* has been prepared as an addendum to the Oklahoma State University-Oklahoma City *Adjunct Faculty Handbook* and is intended for the purposes of information only. No statement appearing in the *Arts & Sciences Faculty Handbook* constitutes a contractual obligation by the A&M Board of Regents or Oklahoma State University-Oklahoma City. If any policy statements of the A&M Board of Regents or the University are in contradiction to statements appearing in the *Arts & Sciences Faculty Handbook*, such official policy statements will be deemed to override the statements appearing in this document. The A&M Board of Regents and the University reserve the right to alter the terms of the official policy statements and/or this handbook at any time, without advance notice.

IMPORTANT INFORMATION FOR NEW FACULTY

Upon hire, new part-time faculty will receive a New-Hire Packet. This packet includes information about activating O-Key accounts, obtaining faculty identification and PIN numbers, and all other relevant information to help new instructors acclimate to OSU-OKC's policies and procedures. In brief, however, the following is a list of necessary steps new instructors should follow before the semester begins:

1. Once all necessary documentation has been received and entered in Records and Human Resources, instructors may then activate their O-Key account. Step-by-step instructions for activation are included in the New-Hire Packet and in the "Instructional Technology" portion of this handbook. Your O-Key login and password is what you will use to access the Online Classroom, your OSU-OKC email account, and Web for Faculty. Activating O-Key can and should be completed before the first in-service meeting (if possible).
2. New instructors should also fill out the "Faculty Contact Information Sheet" and the "Request for PIN Number and FERPA Contract", located in the New-Hire Packet or in this handbook, to be submitted to the Arts & Sciences Division office. Once all information from these two documents is entered into the HR system, faculty identification number (CWID) and PIN number will be generated and can be obtained through the Division office. This faculty ID and PIN will be important to access Web for Faculty, the hub where final grades are entered. Any necessary classroom keys can be

obtained through the Division office during the first week of classes.

3. When time allows, new faculty must obtain a faculty ID card by visiting Records on the first floor of the Student Center. This ID card will ensure access arriving/leaving campus during emergency situations and access to all school-related events. In order to avoid long waiting times, it may be best to do this during in-service week, *before* the first week of a new semester.
4. All new faculty who wish to use the computers in the Adjunct workroom can obtain log-in information from the Division office after an O-Key account has been created.

DIVISION INFORMATION UPDATE SHEET

- 1) The Division will use this information to contact you if needed.
- 2) Please indicate if you wish to have phone numbers released to your students. (Students will NEVER be given your home address. Phone numbers will not be distributed without your consent.).
Please remember to update this information if it changes.

Department: (Please Circle One)

Developmental Studies	Humanities	Math	Social Sciences
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Contact Info:

		Give to Students: (Circle One)
Name:		
Address:		
Home Phone:		Yes No
Cell Phone		Yes No
Daytime Phone:		Yes No
Email:		

SIS WEB FOR FACULTY REQUEST FOR PIN AND ACCESS

Complete form; sign; and return to Janet Fry in LRC 331

USER INFORMATION	
NAME	EMPLOYEE ID NUMBER
DEPARTMENT	CAMPUS ADDRESS
TITLE	EMAIL ADDRESS
PHONE NUMBER	Phone number is required for notification of default PIN
DATE OF BIRTH	Date of Birth is required for initial PIN assignment

Faculty Access

Faculty access is limited to inputting, viewing, and accessing grades, teaching schedules, and student addresses.

YOU MUST READ AND SIGN THE CONFIDENTIALITY AGREEMENT ON THE FOLLOWING PAGE TO BE GRANTED ACCESS TO WEB FOR FACULTY.

SIS Web for Faculty Confidentiality Agreement

SIS contains confidential information about Oklahoma State University students. Federal regulations require that such data remain confidential, and its use is restricted to individuals with a valid "need-to-know." Information contained in SIS should not be released to sources outside of Oklahoma State University or to co-workers unless such is part of the employee's job description. Personal use of SIS is not permitted. Identification numbers and PINs are considered confidential information and are not to be released to anyone, including co-workers. Writing your user identification and/or PIN on a readily accessible location shall be considered release of this information and is not permitted.

New PINs are activated upon receipt of a properly signed request for access. SIS Data Management will notify you by phone when the PIN is available. It shall be the employee's responsibility to access the WEB for Faculty immediately and change the default PIN to a personalized one.

The signature below will be used as the instructor's official signature on file in the Registrar's Office. I have read and understand the above information and agree to comply with the policies contained in this agreement. I understand failure to comply can result in loss of access privileges or disciplinary action.

User Signature/Date

Pin Generated

Employee
Notified

Access
Denied

Signature/Date

For SIS DM Use Only

PAY SCHEDULE

Oklahoma State University–Oklahoma City part-time faculty members are paid in four equal installments on the last day of the month. Paychecks are issued September–December for the Fall semester and February–May for the Spring semester. Those who teach during the summer will be paid at the end of June and July.

PROFESSIONAL DRESS

All faculty members are expected to present a professional appearance in the classroom. This promotes a spirit of professionalism and provides a model for appropriate student dress. Jeans, t-shirts, shorts, and flip-flops are not considered professional dress.

INCLEMENT WEATHER, CAMPUS CLOSING

A decision to close the campus, cancel classes, or delay opening classes because of inclement weather or other reasons will be made as early as possible. A decision to close the campus includes the closing of offices all across the campus.

Campus closings, cancellations, or delays will be communicated in the following ways:

- OSU-Oklahoma City web site at www.osuokc.edu
- OSU-Oklahoma City Facebook profile
- OSU-Oklahoma City Twitter feed
- Local television and radio stations

If only classes are cancelled, campus offices will remain open.

Instructions and further information for these contingencies have been provided for faculty and staff employees through the campus Emergency Preparedness Plan.

CLASSROOM OBSERVATIONS

All new part-time professors will be observed in the classroom during their first semester and periodically thereafter. They will receive advance notice and usually will be able to choose the date of their observation. They will be provided with a copy of the observation Form A in advance. The purpose of the observation is to ensure that appropriate instruction is being delivered and to offer feedback for the improvement of teaching skills.

CURRICULUM EXPECTATIONS

Common goals and competencies in each general-education subject are an integral part of student learning and success. OSU-OKC strives to offer students a homogenous learning experience, especially in sequential-level courses such as math and English. Therefore, many courses in our division share a common curriculum that instructors are expected to follow. Student success at every level is dependent upon building skills that are relevant across the curriculum. New professors should meet with their Lead Instructor to discover what these common goals and competencies are in their department.

DEPARTMENTAL SYLLABI AND COURSE SCHEDULES

Professors should meet with their Lead Instructor in order to obtain a copy of the department syllabus which outlines common goals and curriculum objectives. New hires will receive a copy of the department syllabus (applicable in most departments) upon hire. Addendums and/or curriculum changes are discussed during in-service meetings. Any additional goals and/or curriculum ideas are encouraged for individual faculty members. Instructors should post the department syllabus on the Online Classroom.

Instructors must complete and submit an electronic copy of their individual course schedules to their Lead Instructors by the time of the in-service meetings. Instructors should post it on the Online Classroom. In addition, they may also choose to have it printed at the Print Shop so that students may view the course schedule on the first day of classes.

FERPA – STUDENT RECORDS AND THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

In compliance with the FERPA, OSU-Oklahoma City maintains procedures pertaining to confidentiality of student educational records.

This is a quick reference for information which **MAY NOT** be disclosed to anyone outside the institution (this includes parents) without the written consent of the student. This applies even if the student is under the age of 18.

- Student ID number
- Social Security Number
- Student Pin Number
- Grades or GPA
- Class schedule
- Academic performance information
- Admissions information
- Address
- Phone numbers
- E-mail address
- Transcripts
- Financial information

Never release a grade over the phone or through e-mail unless you are e-mailing a student directly from the Online Classroom. Unless you send an e-mail to a student from the Online Classroom, there is simply no way of verifying the identity of the other person.

STUDENT-PROFESSOR COMMUNICATION

Students need to be able to get in touch with their instructors. Instructors should therefore provide as many points of contact with their students as possible. The following considerations should be kept in mind:

- **PHONE:** Several free Internet-based programs exist that facilitate greater communication between students and their instructors. One such service is Simple Voice Box. The URL for this service is: <http://www.simplevoicebox.com>. Simple Voice Box allows registered users to give students a phone number that is not connected to their work, home, or cell plans. The service also provides a personal Voice Main Inbox for registered users. The user receives an email or a text message when the box has received a new message. The instructor can then contact the student via phone, e-mail, chat, or text.
- **E-MAIL:** Each instructor at OSU-OKC will receive an e-mail address from the university that ends in the extension “@okstate.edu” upon O-key account activation. This e-mail account should serve as a primary contact e-mail for

one's students. Failure to use the university-provided e-mail address puts instructors at risk for spam and phishing. These e-mails can be forwarded to any personal account. The Technology Support Center (945-6767) is available to help facilitate e-mail forwarding.

- **CONTACT INFO:** The Division of Arts & Sciences asks that instructors keep current contact information in the Division office in case of emergencies. Department Heads will distribute a contact information form during each semester's in-service meetings. Please indicate on the form what pieces of contact information may be given to students and which may not. At a minimum, instructors are expected to share their "@okstate.edu" email address and one phone number with students. If there are any changes to instructor contact information during the semester, please immediately inform the appropriate Lead Instructor and Division Office Administrative Assistants, Janet Fry (frj@osuokc.edu, 945-3256) or Cristina West (cristina.west@osuokc.edu, 945-3330).

PHOTOCOPIES

Photocopies are made by Creative Services. Professors must request photocopies in advance. A minimum of 3 days turn-around time for your copies should be expected. Copies are requested via the Digital Store Front account. Copies made via the Digital Store Front will be made available for pick-up. The Administrative Assistant or the student worker can typically pick these up for you. The Digital Store Front is located at:

<http://dsf2.osuokc.edu/dsf2>

Instructors should pay close attention to the options when requesting a print job. Creative Services will print the document exactly as it is directed. Please approve your "pdf" before

submitting a job. The Digital Store Front accepts a variety of document types. Creative Services is also able to assist in scanning an existing document into a digital format.

SETTING UP A DIGITAL STORE FRONT ACCOUNT

To set up your own digital store front account, send the following information to either Janet Fry (frj@osuokc.edu) or Cristina West (cristina.west@osuokc.edu):

- Name
- Phone Number
- E-Mail Address
- Department you work in
- Your Choice of a User Name

This information will be forwarded to the Print Shop along with appropriate budget information and approvals. Once your new account has been created, an e-mail will be sent to the address you identified. This e-mail will contain information about activating your account. The default password is typically “1234.” New users will be asked to input a password of their choosing upon activation.

After an instructor has finished placing his/her order, he/she will receive an e-mail confirmation of that order. For any questions, please call either John Chitwood at 945-3369 or Tim Hodges at 945-3361.

Professors are allowed to use the photocopy machines in the faculty work rooms. However, all professors are limited to 10 copies per job. Any printing need that exceeds copies is to be handled through the Digital Store Front.

Syllabi do not need to be printed. All syllabi should be uploaded to the Online Classroom. (See page 11, section “Departmental Syllabi and Course Schedules” for more specific information.)

TECHNOLOGY SUPPORT CENTER

If an instructor experiences an issue with any kind of classroom technology, he/she should please call the Technology Support Center (TSC) for help. Each classroom is equipped with a phone which may be used to contact the TSC in case an instructor encounters any technical problem. The list of numbers is posted on the wall right above the phone. This phone may not be used to access an off-campus number.

Students who encounter any problems with their O-Key account or the Online Classroom should call the TSC (945-6767) or visit it in the lobby of the Learning Resource Center (LRC) building. Because My Math Lab (MML) and My Writing Lab (MWL) are programs that are accessed by the student via the Internet and are not located on our servers, math and writing students who need help with MML or MWL should contact the technical support number that came with their MML and/or MWL CD.

LEARNING MANAGEMENT SYSTEM

An Online Classroom class shell (that the instructor can fill with relevant information, exams, etc.) is automatically created for each class listed on SCT, OSU-Oklahoma City’s enrollment management system. Even if a class is not an Internet class, the instructor may want to use the Online Classroom site for his/her class. Many of our on-campus instructors use the Online Classroom for testing, discussion activities, keeping grades, providing supplemental information, etc. **All faculty members must post their course syllabus on the Online Classroom in addition to their contact information.**

An instructor must activate his/her O-key account in order to access his/her Online Classroom class site. To do this, he/she should go to <http://www.okey.okstate.edu>, click on the O-Key Account Activation icon, and follow the simple directions. By the time those steps have been completed in the process, the instructor will have generated an O-key User Name and Password. The instructor should then print that page off or write down those items for future use. The O-key Password will expire every 120 calendar days. When that happens, the instructor should go back to <http://www.okey.okstate.edu>, click on “Reset password” and follow the simple directions to obtain a new Password.

O-Key Account:

In August 2010, the process for logging into OKEY Services was changed to insure better compliance with FERPA. These changes were articulated well in an e-mail from Jonathan Fozard, Director of Information Services. That e-mail is listed here for your convenience:

Prior to the start of the Fall 2010 semester, the OSU-System has implemented O-Key changes related to FERPA compliance. Some of these changes will impact the way that you and your students activate or reset O-Key accounts. Information Services, Student Services, and Human Resources have all met to ensure that this new process does not slow down everyone’s ability to teach classes, log into the Online College, or even access okstate.edu e-mail. Human Resources has also provided the information below this e-mail, and it will be included in all new faculty/staff employee packets. In addition, Student Services is now advising all new students of their PINs at the time of registration along with the importance of providing a valid alternate e-mail address.

A quick breakdown of these changes fall into two user categories:

- **New Users** (defined as those who did not have an O-Key activated by July 25, 2010) will be required to enter a PIN number to activate O-Key along with their personal information.
 - For *new students*, an e-mail will be automatically generated by Stillwater to their alternate e-mail address listed in the SIS/SCT system at the time of enrollment. This will alert a user of his/her PIN and website to activate his/her future O-Key account. Should a student not receive the e-mail or deletes it, he/she can be assisted at the Technology Support Center window or the Student Services window as well.
 - For *new faculty/staff*, that PIN can only be retrieved through the HRS system. Like students, an automatic e-mail should be sent out through Stillwater to a user's alternate e-mail address at the time of employment applications and HR paperwork. Should the employee not receive or deletes the e-mail, his/her PIN number can only be retrieved through Human Resources.
- **Existing Users** (defined as anyone who activated an O-Key prior to July 25, 2010) will be required to type in a token when resetting his/her O-Key password.
 - Tokens are sent only to alternate e-mail addresses typed in during a previous password change or to a user's emergency cell phone/texting contact information. Existing users can select which method they would like to receive the token prior to the token being sent.
 - All new users will eventually use tokens and fall into this category *after* their first activation occurs.

If any of this is unclear or you would like to discuss further, do not hesitate to contact Mr. Jonathan Fozard at 945-3284. In addition,

the Technology Support Center is also available to assist and can be reached at helpdesk@osuokc.edu or (405) 945-6767.

ACTIVE DIRECTORY ACCOUNT

In order for you to log onto the computers on campus, part-time instructors must have what is called an active directory account. To have this account created, you may go to Janet Fry in the Division Office, the Technology Support Center, or the Information Services office in LRC 105. The Information Services office has an area where instructors may use computers to create this account or get help with other technology issues.

When this account is created, you are allocated 2 GB (gigabytes) of space on a local server called the M: drive. Part-time instructors may save files to this drive space. Other individuals do not have access to your files. They are stored privately. Please Note: Information Services employees are able to see and open files that are saved in this area. These files are backed up every night, both locally and to an external location.

CANCELING CLASS

Illness

If an instructor is ill and must cancel class, he/she should contact the following individuals **as far in advance as possible**:

1. Lead Instructor
2. Department Head
3. Division Secretary

It is preferable to speak with one of the individuals, but if this is not possible, a message should be left with all three. This is particularly important with early morning classes, as messages may not be received until classes have already begun.

Also, instructors are encouraged to post this cancellation on the Online Classroom and in an e-mail to students **as soon as possible** to provide them with assignments or instructions and to help students avoid any unnecessary trips to the school.

NOTE: Instructors who post cancellations via the Online Classroom and e-mail to students should still contact their Lead Instructor, Department Head, and the Division Secretary to ensure that a faculty member is present at the beginning of class time to inform any students who did not receive the message about a cancelled class.

Other Circumstances

If an instructor knows in advance that he/she will be absent, he/she should inform the Lead Instructor of the date of the absence and the name of the instructor who will substitute. **All faculty members are responsible for securing another OSU-OKC instructor to fill-in during any absence.**

If an illness or other circumstances causes an instructor to miss multiple, consecutive class sessions and a replacement is necessary, it is important to let the Lead Instructor, Department Head, or Division Head know **as soon as possible** in the educational interest of the students.

LOCKING STUDENTS OUT OF THE CLASS

No student should be locked out of a classroom for being late. Faculty members who wish to penalize a student for being late are encouraged to incorporate a tardiness factor into a formal attendance policy. Examples of acceptable practices include counting 3 tardies as 1 absence and counting a student who is at least 30 minutes late to class as absent.

EARLY ALERT SYSTEM

The Early Alert System is a means by which an instructor may send a letter to students notifying them of an insufficiency they have in a specific class. It is not mandatory, but it provides an opportunity to let students know that the instructor is aware of unsatisfactory performance or attendance in his or her class. Educators know that this is all that some students need in order to improve their performance or attendance in class.

This system may be used no earlier than at the start of the third (3rd) week and no later than the end of the tenth (10th) week of a semester; for an eight-weeks class, the cutoff is at the end of the fifth (5th) week.

To use the Early Alert System, the instructor should submit a list to the Division office of students to whom a letter is to be sent. The list must include the following information:

- Student Name
- Student CWID
- Course Prefix, Number, and Section
- Instructor's Name
- Reason Code Number (see below)

An easy way for an instructor to submit his/her list is to make a photocopy of the Class Roster, highlight each appropriate student's name and CWID, and write the reason code number to the left of the name. Please note that you may use only one (1) reason code number, so choose the one that best fits the circumstance for a particular student.

The reasons and the code numbers are listed below:

1. Non-Attendance the first two weeks of class

2. Unsatisfactory Attendance
3. Unsatisfactory Progress in the course
4. Unsatisfactory Grade on the first exam
5. Unsatisfactory Mid-Term Grade
6. Needs Basic Skills Instruction
7. Needs Study Skills Instruction
8. Needs Tutoring/Supplemental Instruction
9. Internet Class/No Participation

ADMINISTRATIVE WITHDRAWAL

The instructor has the option, under certain circumstances, to withdraw a student from his or her class. This option is not intended to remove any responsibilities of the student, and it does not substitute for an earned letter grade.

Administrative Withdrawals may be given until the end of the twelfth (12th) week of a semester; for a summer class or an eight-week's class, the cutoff is at the end of the sixth (6th) week. However, an AW may only be given with Department Head approval and if one of the following conditions has occurred:

- Student has not attended the first three (3) weeks of class, and an Early Alert letter has been sent.
- Student has missed twenty-five percent (25%) of consecutive class meetings, and an Early Alert letter has been sent: NOTE: Students who sporadically attend class do not qualify for an AW.
- “Special Circumstances” may have occurred. Each case must be discussed with your Department Head individually.

A student may not receive an AW just because he or she is failing the class. If you have any questions about whether a particular

student qualifies for an AW, please talk to your Lead Instructor or Department Head before taking any action. Administrative Withdrawal forms are available in the Adjunct and Division offices.

INCOMPLETE GRADE CONTRACT

Students may receive an “I” (Incomplete) at the discretion of the instructor. A student must have successfully completed at least 70% of the coursework with a C average and be unable to finish the course for reasons beyond his or her control. Incomplete grades should be assigned on a short-term basis, with the maximum time allowed being one year.

Both student and instructor must sign an “Incomplete Agreement.” The forms are available in the Adjunct and Division offices. The instructor and student each retain a copy, and two copies are given to the Division office. The Division office will then forward a copy to Records.

Once the student has completed the required work, the instructor must secure a Grade Change Form from Records and change the student’s grade.

CONFERENCING WITH STUDENTS

The Arts & Sciences Division encourages instructors to conference individually with students. Instructors may use LRC 316, or they can reserve a private room in the library for individual conferences. These rooms ensure privacy and confidentiality.

TESTING CENTER

The Testing and Assessment Center is located in the Student Center, First Floor, Room 104. It is open Monday through Thursday 8-6 and Friday 8-5.

The Testing Center will administer make-up exams and provide accommodations for students with special needs. Testing Center forms are available in the Adjunct and Division offices. In order to use the Testing Center, students must present a photo ID.

TUTORS

Tutors are available in most general education subjects on the 2nd floor of the Learning Resource Center. Hours of availability are posted. Instructors may refer students for tutoring by using the referral forms that are available in the Adjunct and Division offices, or students may visit the Center on their own when a tutor is available. Detailed records of the tutoring sessions are sent to instructors for review.

STUDENT EVALUATIONS

Student Evaluations are administered by every instructor, but not for every class. Online sections are evaluated online, and campus sections are evaluated using paper forms. All instructors will receive evaluation forms and instructions in their mailboxes, and evaluations should be administered accordingly.

DEAF OR HARD-OF-HEARING STUDENTS

ADA policies and procedures should be followed when dealing with deaf or hard-of-hearing students. These policies are outlined in the *OSU-OKC Faculty Handbook*. If an instructor has a deaf or hard-of-hearing student in his or her class, an interpreter will also be present to sign for the student. Instructors should be sure to speak clearly and loudly. They should also provide the interpreter with copies of all handouts. Instructors should add the interpreter's name to the Online Classroom's course home page. Contact Janet Fry (945-3256) or Ginger London (945-9136).

If film or television is used in a class in which deaf or hard-of-hearing students are enrolled, it **MUST** be closed captioned.

Deaf Student Services can provide valuable information for instructors who wish to learn more about conducting a class with a deaf or hard-of-hearing student enrolled.

Adding Your Interpreter to Your Online Class—Faculty members with deaf or hard-of-hearing students who have been assigned interpreters can add those interpreters to their online classes by using the following steps:

1. Log onto the Online Classroom.
2. Click on the specific class that they would like to add the interpreter to.
3. Click on the “Classlist” heading.



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4. Click on the “Add Participants” button.



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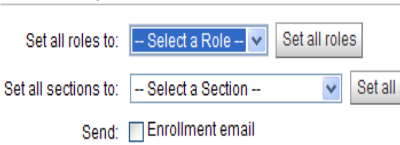
5. Click on the “Add an existing user” hyperlink.

Please select one of the following tasks:

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[Add an existing user](#)

- From the “Set all roles to:” option, choose “Course Builder.”

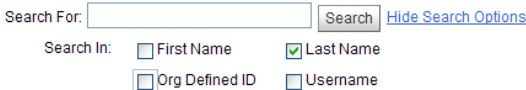


The screenshot shows a form with three rows. The first row is labeled 'Set all roles to:' and has a dropdown menu with the text '-- Select a Role --' and a 'Set all roles' button. The second row is labeled 'Set all sections to:' and has a dropdown menu with the text '-- Select a Section --' and a 'Set all s' button. The third row is labeled 'Send:' and has a checkbox next to the text 'Enrollment email'.

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- Add the interpreter to the appropriate section in the “Set all sections to:” option.
- Under “Adding Existing Participant” area, add the interpreter’s last name in the “Search For:” field. Use your mouse to select the “Last Name” option for the “Search In” direction. (Please note: Users can choose to search for their interpreter using any of the limiters provided {e.g. first name, last name, org defined ID, or username.})

Add Existing Participant



The screenshot shows a search form titled 'Add Existing Participant'. It has a 'Search For:' text input field, a 'Search' button, and a 'Hide Search Options' link. Below this, there is a 'Search In:' section with four radio button options: 'First Name', 'Last Name' (which is selected), 'Org Defined ID', and 'Username'.

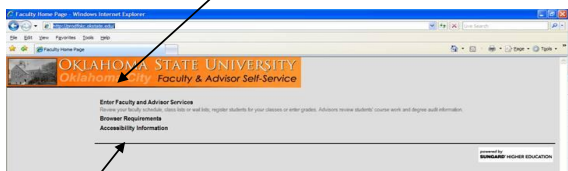
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- Once your student’s interpreter has been found, click on the “Enroll Selected Users” button. The interpreter should now be enrolled as a course builder in your section. Course

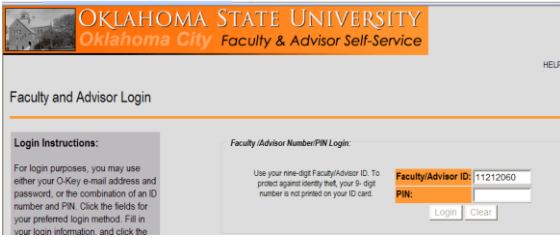
builders can see content and upload files, but they are not allowed to see grades, delete files, or make changes that would undermine instruction or violate FERPA policies.

SUBMITTING FINAL GRADES on WEB for FACULTY

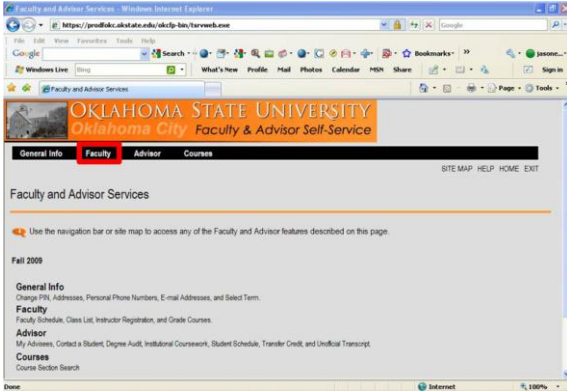
After an instructor has been assigned a pin number, he/she may access Web for Faculty at <http://prodfokc.okstate.edu/>. Please Note: The page should look like the following picture. Important: OSU Stillwater's site looks almost identical to this except that they do not have the "Oklahoma City" on their site. Their web address is only 2 letters different from ours so please make sure that you see the "Oklahoma City."



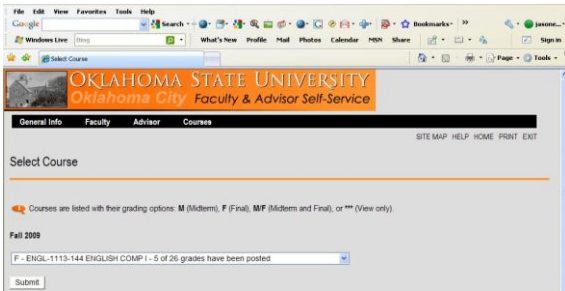
Click here and it will open up a login box. To login use either your CWID and Pin number or your OKSTATE email address and password. Instructors must have a PIN number assigned before they can use either to access the site. The login for the portal looks like the screen shot below.



Input your Faculty ID number and PIN in the appropriate fields.



You will be directed next to this page. Click on the “Faculty” box above. Select the class for which you would like to enter grades for from the dropdown menu.



Assign the appropriate grade each student has earned.

Record	Name	Final Grade Entry on Record	I Grade Comment	F Grade Attendance Status	I Grade Completion or F Grade Stopped Attending Date	Message	Grade Type	Credits	College Degree Major 1	Class Level
1	DAY, CHARLES W	/					Normal	3.0	BE AAS GEEN	FR
2	FRYER, CHRISTOPHER WAYNE	/W				Student Withdrawn	Normal	3.0	ASO AAS ATEC	SO
3	GIBSON, JESSICA E	/					Normal	3.0	HJD AAS SLI	SO
4	GRTY, JACQUELINE WYDOMAS	/					Normal	3.0	ASO AAS ATEC	FR
5	JOHNSON, LAURE ANN	/					Normal	3.0	ASO AAS ATNS	SO
6	JONES, AMANDA NICOLE	/					Normal	3.0	ASO AAS ATEC	SO
7	MCELFRESH, KELSEA SUZANNE	/					Normal	3.0	ASO AAS ATEC	FR
8	NEAL, URSULA	/W				Student Withdrawn	Normal	3.0	ASO AAS ATNS	SO

If the student has earned an “F”, make sure to input the last date attended. This is very important for financial aid purposes. **Pay particular attention to “I”, “F”, and Honors students.**

Web for Faculty should be open for grades to be entered by at least the beginning of Final Exam Week. This site can be accessed by any computer that has Internet capability. Instructors may also come to campus to enter grades. For problems, please contact the Arts & Sciences Division Office at 945-3256 off campus or x256 on campus.

OFFICE PHONE NUMBERS

DIVISION HEAD

Dr. Teri Ferguson, Division Head	945-3392
Garrett Jones, Associate Division Head	945-3226

DEPARTMENT HEADS:

Jason Stone, Humanities	945-3296
Dr. Ricky Streight, Mathematics	945-6794
Dr. Nancy Shuman-Miller, Social Sciences	945-3223
Jennifer Poynter, Developmental Studies	945-8657

ADJUNCT OFFICES:

Humanities:	945-3266
Math:	945-8621
Social Sciences:	945-9113

DIVISION OFFICES:

Janet Fry	945-3256
Cristina West	945-3330

<u>SECURITY:</u>	945-9111
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NIGHT COORDINATORS:

Steven Lehman & Steven Huff	
Office	945-8620
Cell	315-1555

LEAD INSTRUCTORS:

Developmental Studies:

Jennifer Poynter, GEN 1041 & 1152	945-6857
Wayne Brown, Pre Algebra & Intro Algebra	945-8695
Vicky Ashby, Developmental English & Reading	945-6795
Marcel Maupin, Intermediate Algebra	945-3380

Humanities:

Dr. Teri Ferguson, English Comp. II, Technical Writing, Literature	945-3392
Dr. Karen Jobe, English Comp. I	945-8694
Dennis Smith, Humanities, Philosophy, & Art	945-3246
Jason Stone, Speech	945-3379

Math:

Dr. Ricky Streight, General College Math	945-6794
C J Frederick, College Algebra & Trigonometry	945-8682
Marcel Maupin, Statistics, & Calculus	945-3380

Social Sciences:

Dr. Nancy Shuman-Miller, Psychology & HPER	945-3223
Dr. Doug Baker, History & Geography	945-3235
Dr. Steven Collins, Political Science	945-6780
Garrett Jones, Sociology	945-3226
Dr. Robin Scott, PSER Program Advisor	945-3255