

Guide to the Faculty and Advisor Centers

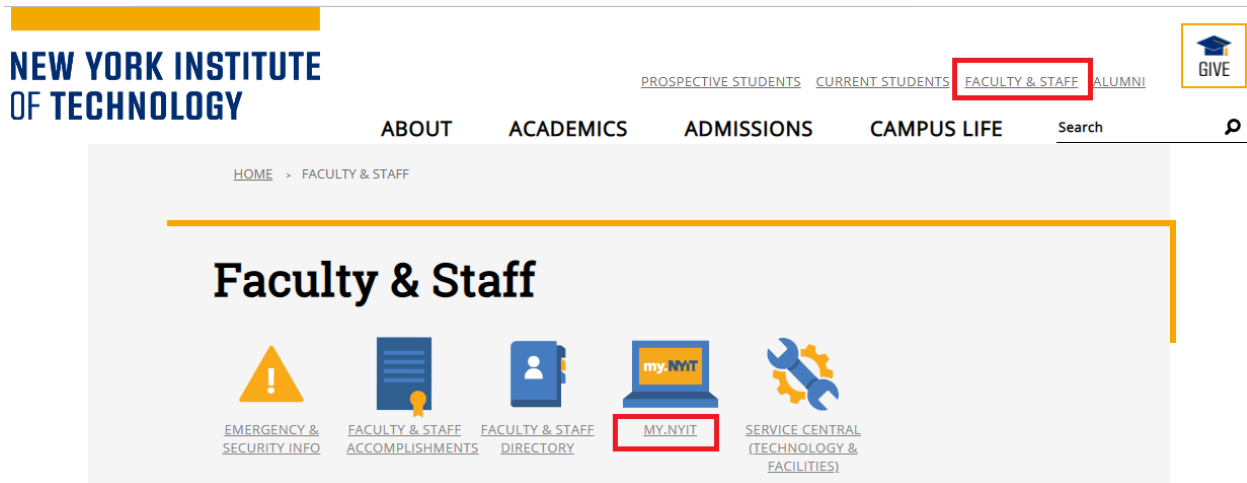
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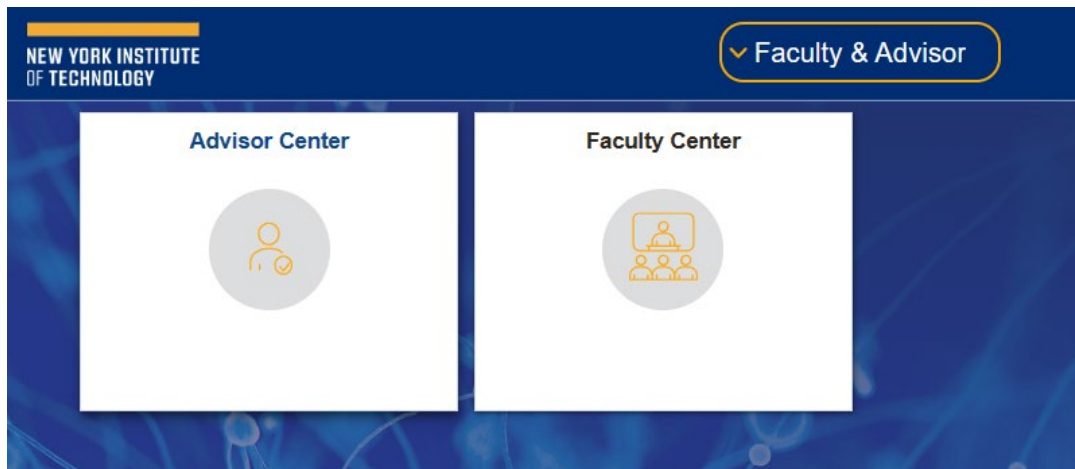
FACULTY CENTER

Getting Familiar with the Faculty Center

The Faculty Center provides access to faculty schedule, class, attendance, and grade rosters. To access the Faculty Center, login to the my.nyit portal. The link to the portal is located in the “FACULTY & STAFF” section of the New York Tech homepage, see screenshot below.



Once logged in, there will be two tiles, “Advisor Center” if you have the advisor role, and “Faculty Center”:



Click on the “Faculty Center” tile. You will be taken to the “My Schedule” page. You can view your class schedule for a term as well as your weekly teaching schedule. If you would like to download an Excel copy of your schedule, click on the download icon as indicated below.

Faculty & AdvisorFaculty Center

Faculty CenterAdvisor CenterSearch

My Schedule | Class Roster | Grade Roster | Forms

My Schedule

Fall 2022 | NY Institute of Technology

Select display option
 Show All Classes Show Enrolled Classes Only

Icon Legend Class Roster Grade Roster Attendance Verification

Change Term

[My Exam Schedule](#)

My Teaching Schedule > Fall 2022 > NY Institute of Technology




Personalize | View All | First 1 of 1 Last

		Class	Class Title	Enrolled	Days & Times	Room	Class Dates
		MSME 653-F01 (2735)	Standardized Patient Education (Lecture)	21	-	Online	Oct 31, 2022- Dec 23, 2022



View Weekly Teaching ScheduleGo to top



Class Roster

Class rosters display a list of students currently enrolled in a class. To access a class roster, click on the class roster icon in “My Teaching Schedule” as shown below.

Icon Legend  Class Roster  Grade Roster  Attendance Verification

My Teaching Schedule > Fall 2022 > NY Institute of Technology

Personalize | View All |   First 1 of 1 Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
 	MSME 653-F01 (2735)	Standardized Patient Education (Lecture)	21	-	Online	Oct 31, 2022- Dec 23, 2022


To view the student photos on the class roster, select “Include Photos in List.” If you need to download an Excel copy of your class roster, click on the download icon as shown below. Click on a student’s name if you would like to email them. If you would like to email selected students, click on the “Notify” checkbox for each student and select the “Notify Selected Students” option on the bottom of the page. To send an email to all students in the class, select the “Notify All Students” option.

Class Roster

 View FERPA Statement

Rosters are protected by FERPA and contain personally identifiable information. They are for instructor use only and may not be distributed to anyone, including students, nor used as a means by which to take attendance, distribute test scores or grades.

Fall 2022 | Cycle B | NY Institute of Technology | Graduate

 MSME 653 - F01 (2735) Change Class

Standardized Patient Education (Lecture)



Days and Times	Room	Instructor	Dates
-	Online		10/31/2022 - 12/23/2022


*Enrollment Status

Enrollment Capacity 23 Enrolled 21

Select display option

Link to Photos Include photos in list

Enrolled Students Personalize | Find |   First 1-21 of 21 Last

	Notify	Photo	ID	Email	Name	Grade Basis	Units	Program, Plan and Subplan	Level	Location	Enrollment DateTime
1	<input type="checkbox"/>					Graded	3.00	Program: Grad College of Osteopat Med Plan(s): MS Med/Healthcare Simulation	Graduate		

Select All

Clear All

Notify Selected Students

Notify All Students

Attendance Verification

Attendance verification rosters are available for submission seven days after the start of the withdrawal period of each cycle or term. Refer to the [academic calendar](#) for the withdrawal period dates. You will be notified by email when to submit attendance verification.

Attendance verification rosters display a list of students **currently enrolled in a class as well as dropped**. To access an attendance roster, click on the attendance roster icon in “My Teaching Schedule” as shown below.

Icon Legend  Class Roster  Grade Roster  Attendance Verification

My Teaching Schedule > Fall 2022 > NY Institute of Technology

Personalize | View All |  |  First 1 of 1 Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	MSME 653-F01 (2735)	Standardized Patient Education (Lecture)	21	-	Online	Oct 31, 2022- Dec 23, 2022

Click on the “Fist Name” or “Last Name” columns if you need to sort the roster by name. Select “Attended” or “Never Attended” for each student in the “Attendance Verification” column. Click “Submit.” You will see a confirmation page and receive an email.

Student ID	First Name	Last Name	Email	Attendance Verification	Enrollment Date Time
				Attended ▾	2019-11-13 17:33:58
				Attended ▾	2019-11-14 13:14:03
				Never Attended ▾	2019-11-08 22:10:33

Submit

You have 24 hours from the submission of the attendance verification roster to make changes to the student's attendance. After 24 hours attendance is considered final, and any changes will require completion of the online Change of Attendance application.


To access the online Change of Attendance application, open the attendance verification roster and click on the "Request Attendance Change" link located in the last column of the roster. Provide a reason for change, upload supporting documents, and click "Submit." You will receive the email updates regarding your request.

Student ID	First Name	Last Name	Email	Attendance Verification	Enrollment Date Time	Request Attendance Change
				Attended	2019-11-23 22:41:11	Request Attendance Change
				Attended	2020-01-21 12:27:23	Request Attendance Change
				Attended	2019-11-15 14:37:21	Request Attendance Change



Grade Roster


There are two types of the grade rosters: mid-term and final. The mid-term grade rosters are accessible on the fifth week of a term and final grade rosters are accessible a week before the final exam period for each cycle or term.

To access a grade roster, click on the grade roster icon in "My Teaching Schedule" as shown below.

Icon Legend  Class Roster  **Grade Roster**  Attendance Verification

My Teaching Schedule > Fall 2022 > NY Institute of Technology

Personalize | View All |   First  **1 of 1**  Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
 	MSME 653-F01 (2735)	Standardized Patient Education (Lecture)	21	-	Online	Oct 31, 2022- Dec 23, 2022

To enter the **mid-term** grades, select “Mid-Term Grade” in the “Grade Roster Type” drop-down list. Add a grade for each student using the drop-down list in the “Roster Grade” column. The last date of attendance is not required for the mid-term grades. Click “Save.” You will receive a confirmation email stating that your mid-term grades have been submitted.

Display Options

***Grade Roster Type** | Mid-Term Grade

Display Unassigned Roster Grade Only

Grade Roster Action

Save

Personalize Find View All [Print] [Refresh]												
First 1-10 of 10 Last												
ID	Name	Email	Roster Grade	Official Grade	Last Date of Attendance	Last Date Of Attendance Reason	Grading Basis	Program, Plan and Subplan	Location	Enrollment DateTime	Level	
<input type="checkbox"/>	1		B				GRD	Grad College of Osteopat Med - MS Med/Healthcare Simulation		2022-09-01 07:52:47	Graduate	
<input type="checkbox"/>	2		B				GRD	Grad College of Osteopat Med - MS Med/Healthcare Simulation		2022-09-06 07:45:39	Graduate	

To enter the **final** grades, select “Final Grade” in the “Grade Roster Type” drop-down list. Add a grade for each student using the drop-down list in the “Roster Grade” column. Add the last date of attendance for I, F, and UW grades, and the reason how the last date of attendance was determined. **Select “Approved” and click “Save”** as shown below. You will receive a confirmation email stating that your final grades have been submitted. The grades will be posted and appear on the student transcripts overnight.

Be aware that the grade roster displays 20 students per page, and you may need to proceed to the next page to add the grades for all students in your class.

Display Options

***Grade Roster Type** | Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action

***Approval Status** | Not Reviewed

Approved

Not Reviewed

Save

Personalize Find View All [Print] [Refresh]												
First 1-10 of 10 Last												
ID	Name	Email	Roster Grade	Official Grade	Last Date of Attendance	Last Date Of Attendance Reason	Grading Basis	Program, Plan and Subplan	Location	Enrollment DateTime	Level	
<input type="checkbox"/>	1		I		11/01/2022	0001	GRD	Grad College of Osteopat Med - MS Med/Healthcare Simulation		2022-09-01 07:52:47	Graduate	

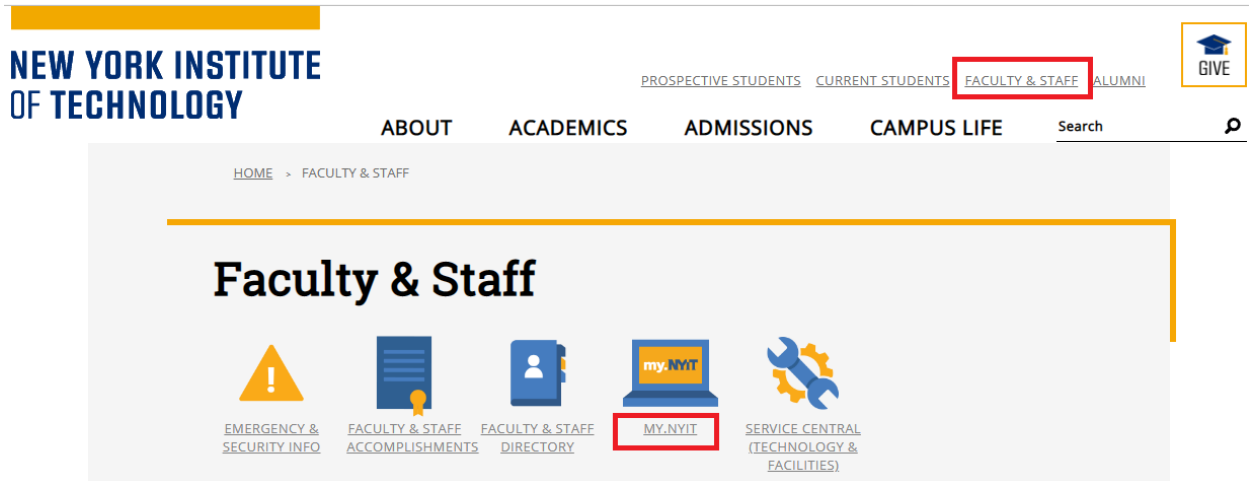
To change a grade for a student, use the online Change of Grade application. A button to the application will be available once the grades are posted. Access the grade roster and click on the “Request Grade Change” button located in the last column of the roster. Provide a reason for change, upload supporting documents, and click “Submit.” You will receive the email updates regarding your request.

Roster Grade	Official Grade	Last Date of Attendance	Last Date Of Attendance Reason	Grading Basis	Program, Plan and Subplan	Location	Enrollment DateTime	Level		Request Grade Change
I	I	11/16/2022	0001	GRD	Grad College of Osteopat Med - MS Med/Healthcare Simulation		2022-07-22 13:11:52	Graduate	Posted	Request Grade Change

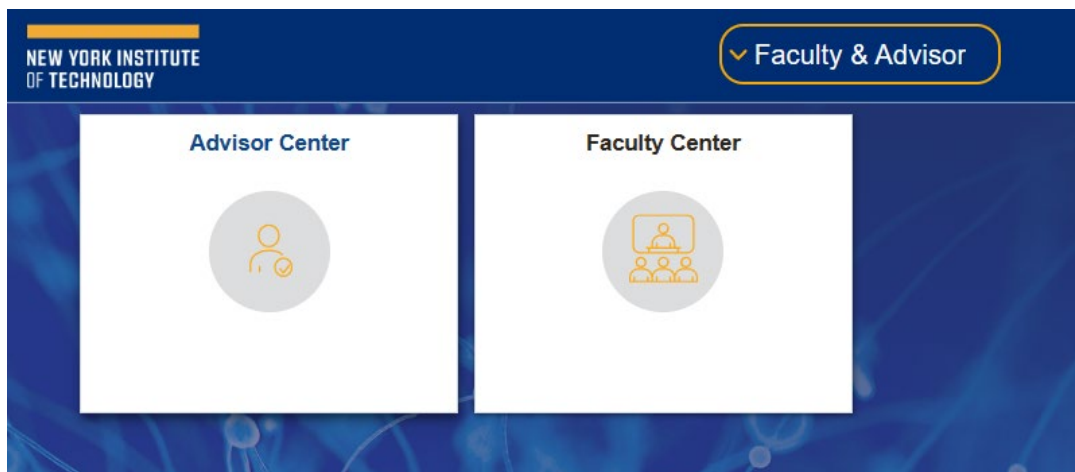
ADVISOR CENTER

Getting Familiar with the Advisor Center

The Advisor Center provides access to student records, registration holds, and “Class Permissions” application. To access the Advisor Center, login to the my.nyit portal. The link to the portal is located in the “FACULTY & STAFF” section of the New York Tech homepage, see screenshot below.



Once logged in, there will be two tiles, “Advisor Center” if you have the advisor role, and “Faculty Center”:



Click on the “Advisor Center” tile and proceed to the “My Advisees” page. It will show a list of your advisees if you are assigned to any.

To view the student photos, select “Include Photos in List.” If you need to download an Excel copy of your advisee list, click on the download icon as shown below. Click on a student’s name if you would like to email them. If you would like to email selected students, click on the “Notify” checkbox for each student and select the “Notify Selected Advisees” option on the bottom of the page. To send an email to all advisees, select the “Notify All Advisees” option.

Select “View Student Details” to view a student record. You can select the “View Data for Other Students” button to view information for students who are not on your list of advisees.

The screenshot shows the 'Advisor Center' interface. On the left is a navigation menu with 'Advisor Student Center' and 'My Advisees'. The main content area has a search bar and navigation tabs for 'My Advisees', 'Student Center', 'General Info', 'Transfer Credit', 'Academics', and 'Class Permissions'. Below this, there are graduation deadlines: 'Fall graduation - November 15', 'Spring graduation - April 15', and 'Summer graduation - July 15'. A 'Select display option' section has two radio buttons: 'Link to Photos' (selected) and 'Include photos in list'. Below this is a table with columns for 'Notify', 'Name', 'ID', 'View Student Details', and 'Advising Notes'. The first row has a '1' in the 'Notify' column, a checkbox, and a 'View Student Details' link. At the bottom, there are three buttons: 'Notify Selected Advisees', 'Notify All Advisees', and 'My Advising Notes'. A 'View data for other students' button is located at the bottom left.

The student’s information will be displayed in the Advisee Student Center as shown below. Under the “Academics” heading there is the student’s current class schedule. On the left of the page there are several links with different functions. The drop-down list titled “other academic...” provides access to a number of items including grades, course history, and academic requirements. On the right of the page there is a list of student holds and To Do List.

Academics

My Class Schedule
Shopping Cart
My Planner

Transcript Ordering
Enrollment Verification
Schedule Planner

other academic... »

Personal Information

Demographic Data
Emergency Contact

Contact Information

Home Address	Mailing Address
Cell Phone	NYIT Email

Holds

Financial Hold
Student Must See Advisor

[Details ▶](#)

To Do List

Fin Aid Response - PPLUS
File your 2022-2023 FAFSA

[More ▶](#)

Enrollment Dates

[Open Enrollment Dates](#)

Advisor

Program Advisor

None Assigned

Releasing Advising Holds

Once you approve your advisee's course schedule, you must release the advising hold on their record. Follow the steps:

1. Click on the "General Info" tab.
2. Click on the "Service Indicators" link.
3. Click on the "Student Must See Advisor" link.

Service Indicators	Initiated Checklists	
Student Groups	Names	Collapse All
Addresses	Phones	Expand All
Email Addresses		

▼ Service Indicators
[Edit Service Indicators](#)

★ Positive		⊘ Negative				
Service Indicators						
Personalize View All						
First ◀ 1-4 of 4 ▶ Last						
Type	Details	Start Term	End Term	Start Date	End Date	Department
⊘	Student Must See Advisor	Spring 2023	Spring 2023	11/01/2022	05/20/2023	Registrar's Office

- Click on the "Release" button as shown below.

Edit Service Indicator

1292844 Release

*Institution NY Institute of Technology

*Service Indicator Code Student Must See Advisor

*Reason See Your Advisor

Description https://www.nyit.edu/advising/find_an_advisor before
registering for classes. Your advisor will release the

Effect Negative Service Indicator

Effective Period				
Start Term	<input type="text" value="2233"/>	2023SP	End Term <input type="text" value="2233"/>	2023SP
Start Date	<input type="text" value="11/01/2022"/>		End Date <input type="text" value="05/20/2023"/>	

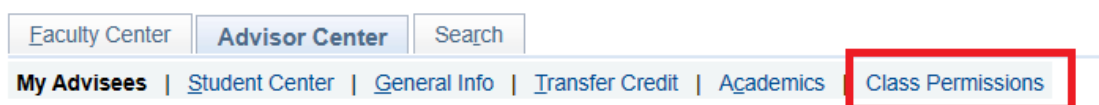
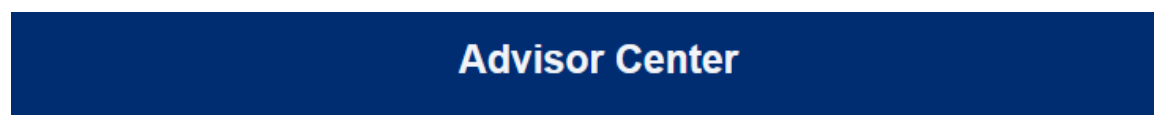
- Click OK and you will return to the General Info page.

Are you sure you want to release this Service Indicator?

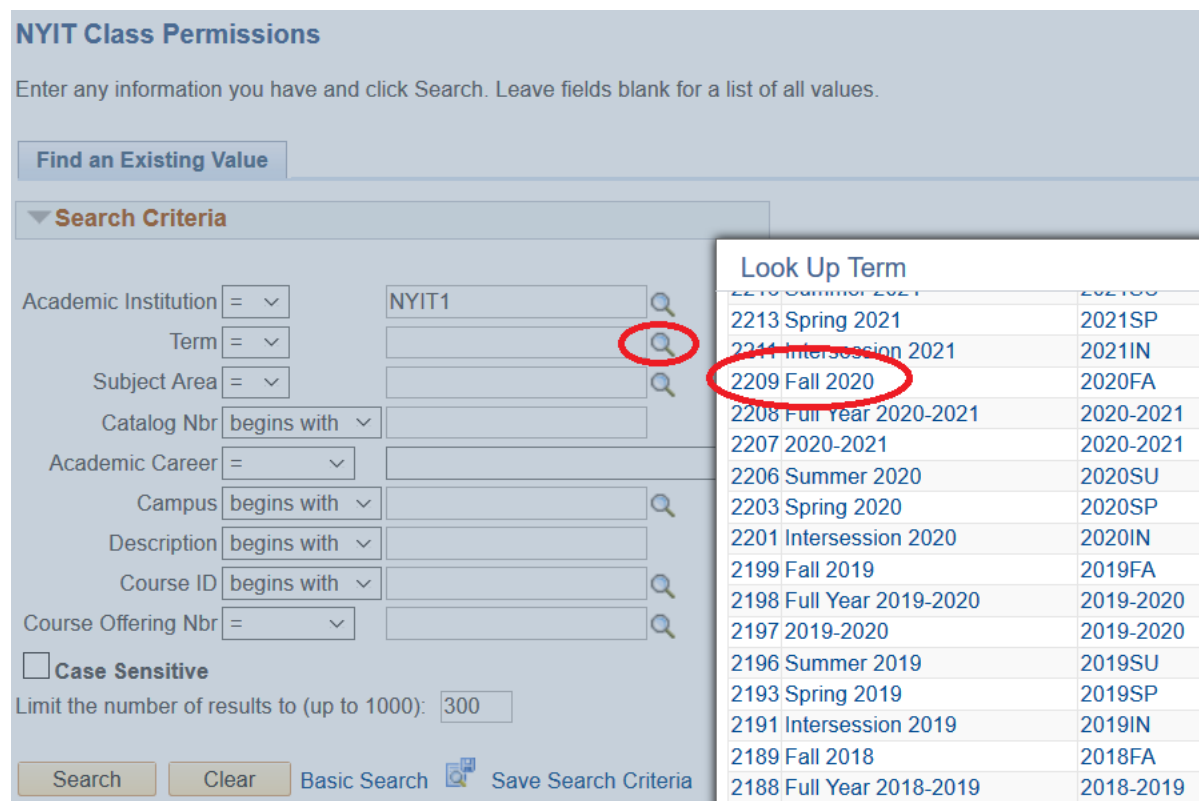
Class Permissions

Under certain circumstances a student may need a permission to enroll in a closed class, a class that requires instructor or department consent, or a class that requires a prerequisite override. Academic advisors can create a class permission that will allow a student to enroll in such a class online.

To create a class permission, access the “Class Permissions” tab in Advisor Center.



In the Search menu click the magnifying glass next to “Term” and choose the appropriate term. You CANNOT type in the name of a term, for example, Fall 2020, because the term name is coded. You can type in the term code if you know it.



NYIT Class Permissions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution = NYIT1

Term = [magnifying glass icon]

Subject Area = [magnifying glass icon]

Catalog Nbr begins with [magnifying glass icon]

Academic Career = [magnifying glass icon]

Campus begins with [magnifying glass icon]

Description begins with [magnifying glass icon]

Course ID begins with [magnifying glass icon]

Course Offering Nbr = [magnifying glass icon]

Case Sensitive

Limit the number of results to (up to 1000): 300

Search Clear Basic Search Save Search Criteria

Look Up Term

2210 Summer 2021	2021SU
2213 Spring 2021	2021SP
2214 Intersession 2021	2021IN
2209 Fall 2020	2020FA
2208 Full Year 2020-2021	2020-2021
2207 2020-2021	2020-2021
2206 Summer 2020	2020SU
2203 Spring 2020	2020SP
2201 Intersession 2020	2020IN
2199 Fall 2019	2019FA
2198 Full Year 2019-2020	2019-2020
2197 2019-2020	2019-2020
2196 Summer 2019	2019SU
2193 Spring 2019	2019SP
2191 Intersession 2019	2019IN
2189 Fall 2018	2018FA
2188 Full Year 2018-2019	2018-2019


Enter "Subject Area", "Catalog Nbr", and "Campus." You can click on the magnifying glass icon to see a list of available choices for each of the search criteria. Click "Search."


NYIT Class Permissions


Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria


Academic Institution = ▼ 

Term = ▼ 


Subject Area = ▼ 


Catalog Nbr begins with ▼

Academic Career = ▼

Campus begins with ▼ 


Description begins with ▼

Course ID begins with ▼ 

Course Offering Nbr = ▼ 

Case Sensitive

Limit the number of results to (up to 1000):

[Basic Search](#)  [Save Search Criteria](#)

PLEASE NOTE that you must select the appropriate class section of a course to record a permission. Note “Term”, “Subject Area”, “Catalog Nbr”, and “Class Section” on the page. If this is not the correct section, click on the arrows in the top right corner of the page to select correct class, see below for an example.

If you need to grant a permission to enroll in a **laboratory** component, record the permission on the **lecture** component of the course.

Follow these steps to record a class permission.

1. Select the “General Info” tab as shown below:
 - If needed, click the plus button to add a new row.
 - Enter student ID.

Course ID: 010289 Course Offering Nbr: 1
Institution: NY Institute of Technology
Term: Fall 2020 Graduate
Subject Area: ARTG Art (Graphics)
Catalog Nbr: 605 Design Process

Class Section Data Find | View All First 1 of 2 Last

Session: S Regular Semester Class Nbr: 1247 Class Status: Active
Class Section: M01 Class Type: Enrollment Section
Course: Lecture Instructor:
Component:
 Student Specific Permissions Campus: MA

▶ Defaults

Assign More Permissions:

Class Permission Data Personalize | Find | First 1 of 1 Last

General Info Permission Comments

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date	
<input type="checkbox"/>	1	<input type="text"/>	<input type="text"/>	Not Used		09/08/2020	<input type="button" value="+"/> <input type="button" value="-"/>

2. Select the "Permission" tab:

- Uncheck the "Consent Required" checkbox.
- If you allow a student to enroll in a **closed class**, check "Closed Class."
- If you allow a student to **override a prerequisite or co-requisite**, check "Requisites Not Met."
- If you allow a student to enroll in class that requires **instructor or department consent**, leave the "Consent Required" checkbox checked.

The screenshot shows the 'Class Permission Data' interface. At the top, there are navigation options: 'Personalize | Find | [Print] | [Grid]'. Below this, there are three tabs: 'General Info', 'Permission', and 'Comments'. The 'Permission' tab is selected and circled in red. Below the tabs is a table with the following columns: 'Seq #', 'Number', 'ID', 'Closed Class', 'Requisites Not Met', 'Consent Required', 'Career Restriction', and 'Permission Time Period'. The 'Consent Required' checkbox is checked and circled in red. The 'Career Restriction' and 'Permission Time Period' checkboxes are disabled.

Checkboxes "Career Restriction" and "Permission Time Period" are not accessible at this time.

3. Select the "Comments" tab. Record comments as follows: today's date, your name, and a reason to grant a permission.

The screenshot shows the 'Class Permission Data' interface with the 'Comments' tab selected and circled in red. The table below has a 'Comments' column with the text 'MMDDYYYY Your name approval to reg in closed class'. Below the table, there are three buttons: 'Save', 'Return to Search', and 'Notify'. The 'Save' button is circled in red.

4. Click "Save."