

## Faculty and Advisor Guide to NYITConnect

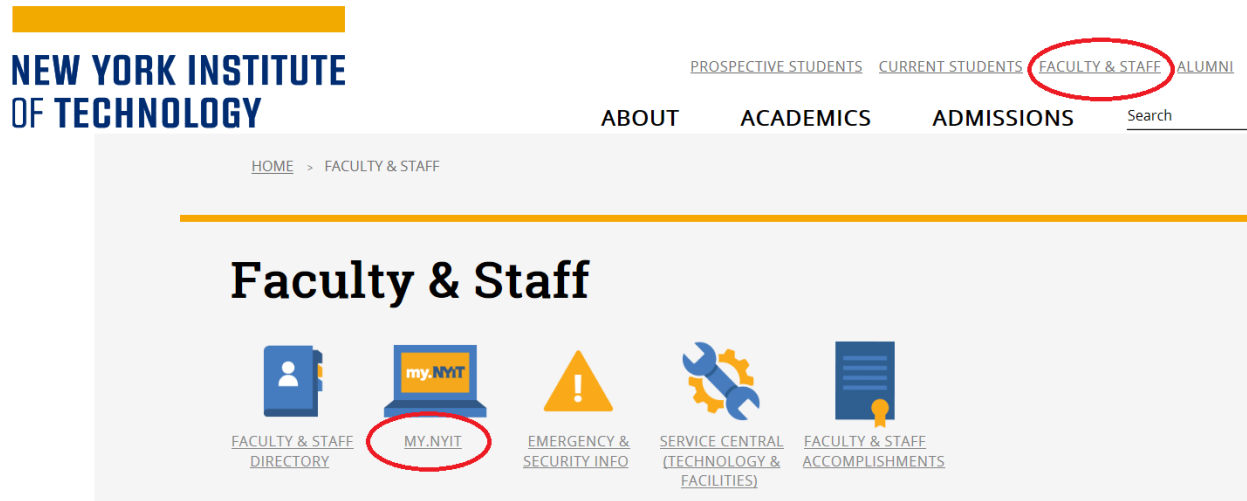
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# FACULTY CENTER

## Getting Familiar with the Faculty Center

The Faculty Center provides access to faculty schedule, class, attendance, and grade rosters. To access the Faculty Center, log in to the MY NYIT portal. The link to the portal is located in the “FACULTY & STAFF” section of the NYIT homepage.



After logging in, click on the “NYITConnect: Faculty” tile to begin.



Click on the “Faculty Center” tab. 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.

**ORACLE**

Faculty Center | Advisor Center | Search

My Schedule | Class Roster | Grade Roster | Forms

Faculty Center


My Schedule


Spring 2020 | NY Institute of Technology Change Term My Exam Schedule

Select display option  
 Show All Classes  Show Enrolled Classes Only

Icon Legend Class Roster Grade Roster Attendance Verification

My Teaching Schedule > Spring 2020 > NY Institute of Technology

Personalize | View All |  First 1 of 1 Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	ARTB 751-M01 (1087)	Professional Critiques (Lecture)	13	Th 6:20PM - 8:20PM	16 W. 61st St., Rm. 723	Jan 21, 2020- May 16, 2020


View Weekly Teaching Schedule Go 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 > Spring 2020 > NY Institute of Technology

Personalize | View All |  First 1 of 1 Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	ARTB 751-M01 (1087)	Professional Critiques (Lecture)	13	Th 6:20PM - 8:20PM	16 W. 61st St., Rm. 723	Jan 21, 2020- May 16, 2020

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.

Spring 2020 | Regular Semester | NY Institute of Technology | Graduate

ARTB 751 - M01 (1087) [Change Class](#)  
 Professional Critiques (Lecture)




Days and Times	Room	Instructor	Dates
Th 6:20PM-8:20PM	16 W. 61st St., Rm. 723		01/21/2020 - 05/16/2020

\*Enrollment Status

Enrollment Capacity 15      Enrolled 13

Select display option

- Link to Photos     
  **Include photos in list**

Enrolled Students							Personalize	Find			First	1-13 of 13	Last
Notify	Photo	ID	Email	Name	Grade Basis	Units	Program, Plan and Subplan	Level	Location	Enrollment Date Time			
<input checked="" type="checkbox"/>					Graded	2.00	Program: Grad College of Arts & Sci Plan(s): MFA Computer Graphics Subplan(s): Graphic Design	Graduate	MA	2019-11-20 22:45:29			




[Select All](#)      [Clear All](#)

[Notify Selected Students](#)      [Notify All Students](#)



## Attendance Verification


Attendance verification rosters are available for submission a week after the start of the withdrawal period of each cycle or term. Refer to the [academic calendar](#) for the withdrawal period dates.

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 > Spring 2020 > NY Institute of Technology**

Personalize | View All |   First 1 of 1 Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	ARTB 751-M01 (1087)	Professional Critiques (Lecture)	13	Th 6:20PM - 8:20PM	16 W. 61st St., Rm. 723	Jan 21, 2020- May 16, 2020

Click on the “First 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**

To change attendance verification for a student, use the online Change of Attendance application. The link to the application will be available in 24 hours after you submit attendance verification. Access the attendance verification roster and click on the “Request Attendance Change” link. Provide a reason for change, upload supporting documents, and click “Submit.” You will receive 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	<a href="#">Request Attendance Change</a>
				Attended	2020-01-21 12:27:23	<a href="#">Request Attendance Change</a>
				Attended	2019-11-15 14:37:21	<a href="#">Request Attendance Change</a>

## Grade Roster

There are two types of 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 > Spring 2020 > NY Institute of Technology**

Personalize | View All | | First 1 of 1 Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	ARTB 751-M01 (1087)	Professional Critiques (Lecture)	13	Th 6:20PM - 8:20PM	16 W. 61st St., Rm. 723	Jan 21, 2020- May 16, 2020

To enter **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 and the reason for the last date of attendance are 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 | | First 1-11 of 11 Last

	ID	Name	Email	Roster Grade	Official Grade	Last Date of Attendance	Last Date Of Grading Attendance Basis Reason	Program, Plan and Subplan	Location	Enrollment Date Time	Level
<input type="checkbox"/>	1			A			GRD	Grad College of Arts & Sci - MFA Digital Art & Design	MA	2019-11-13 13:12:24	Graduate

To enter **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. Add a reason for the last date of attendance using the magnifying glass icon. **Select “Approved” and click “Save”** as shown below. You will receive a confirmation email stating that your final grades have been submitted.

**Display Options**

\*Grade Roster Type: Final Grade ▼

Display Unassigned Roster Grade Only

**Grade Roster Action**

\*Approval Status: Not Reviewed ▼

Approved

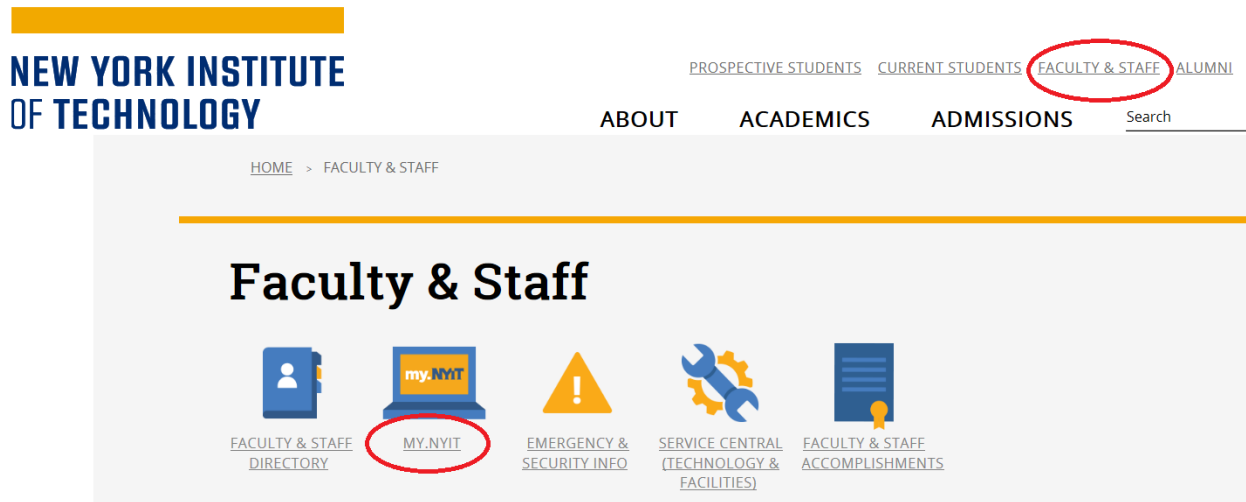
Save

Personalize   Find   View All     First 1-8 of 8 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 ▼		04/13/2020	0001	GRD	Grad College of Arts & Sci - MFA Computer Graphics	MA	2019-12-13 14:49:57	Graduate	
<input type="checkbox"/> 2			A ▼				GRD	Grad College of Arts & Sci - MFA Computer Graphics	MA	2020-01-21 12:57:26	Graduate	

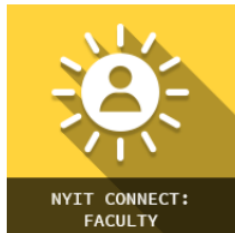
# ADVISOR CENTER

## 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, log in to the MY NYIT portal. The link to the portal is located in the “FACULTY & STAFF” section of the NYIT homepage.



After logging in, click on the “NYITConnect: Faculty” tile to begin.





Click on the “Advisor Center” tab. The “My Advisees” page will display. 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.

**ORACLE**





Faculty Center | **Advisor Center** | Search

**My Advisees** | Student Center | General Info | Transfer Credit | Academics | Class Permissions

### My Advisees

Select display option

Link to Photos       Include photos in list

	Notify	Photo	Name	ID	Personalize   Find   
1	<input type="checkbox"/>				<a href="#">View Student Details</a>
2	<input type="checkbox"/>				<a href="#">View Student Details</a>
3	<input type="checkbox"/>				<a href="#">View Student Details</a>

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 several 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.

The screenshot displays the Advisee Student Center interface. At the top, there are navigation tabs for "Faculty Center", "Advisor Center", and "Search". Below these are links for "My Advisees", "Student Center", "General Info", "Transfer Credit", "Academics", and "Class Permissions". The main heading is "Advisee Student Center".

Below the heading is a dropdown menu labeled "\*Change Advisee" with a "Change" button next to it.

The "Academics" section is expanded, showing a "This Week's Schedule" table. To the left of the table are links for "My Class Schedule", "Shopping Cart", "My Planner", "Transcript Ordering", "Enrollment Verification", and "Schedule Planner". Below these links is a dropdown menu labeled "other academic..." with a search icon.

The "This Week's Schedule" table has two columns: "Class" and "Schedule".

Class	Schedule
ARTC 251-W01 LEC (1927)	Mo 12:30PM - 4:20PM Midge Karr, Rm. 102
ARTG 303-W02 LEC (1936)	Th 2:00PM - 6:00PM Midge Karr, Rm. 203
ARTH 101-W01 LEC (1938)	Fr 2:00PM - 4:50PM Midge Karr, Rm. B14
ARTW 151-W01 LEC (1940)	Th 8:30AM - 12:20PM Midge Karr, Rm. 110
ARTY 201-W01 LEC (2216)	Tu 2:00PM - 5:50PM Midge Karr, Rm. 102
FCWR 303-W01 LEC (2209)	We 11:00AM - 12:20PM Harry J. Schure Hall, Rm. 125

Below the table is a link for "Weekly Schedule".

On the right side of the interface, there are three panels: "Holds" (No Holds), "To Do List" (No To Do's), and "Enrollment Dates" (Open Enrollment Dates). Below these is a "Your Key Contacts" panel showing "- Advisor" and a "Details" link.

## 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 "Advising Hold" link.

Change Advisee

Change

[Service Indicators](#)  
[Student Groups](#)  
[Addresses](#)  
[Email Addresses](#)

[Initiated Checklists](#)  
[Names](#)  
[Phones](#)

Collapse All

Expand All

▼ **Service Indicators**

★ Positive      ⓧ Negative

**Service Indicators** Personalize | View All | First 1-3 of 3 Last

Type	Details	Start Term	End Term	Start Date	End Date	Department
ⓧ	Advising Hold	Fall 2020	Fall 2020	03/12/2020	12/23/2020	Registrar's Office

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

**Edit Service Indicator**

Release

\*Institution  NY Institute of Technology  
 \*Service Indicator Code  Advising Hold  
 \*Reason  Student Must See Advisor  
 Description   
 Effect Negative Service Indicator

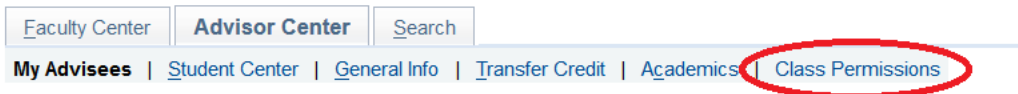
**Effective Period**

Start Term  2020FA      End Term  2020FA  
 Start Date        End Date

## 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 prerequisite override. A chairperson of the course or designee can create a class permission that will allow a student to enroll in such a class online.

Instructions for the course chairperson or designee: 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 = 


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): 300

**Search** **Clear** Basic Search  Save Search Criteria

**Look Up Term**

2213 Spring 2021	2021SP
2211 Intercession 2021	2021IN
<b>2209 Fall 2020</b>	<b>2020FA</b>
2208 Full Year 2020-2021	2020-2021
2207 2020-2021	2020-2021
2206 Summer 2020	2020SU
2203 Spring 2020	2020SP
2201 Intercession 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 Intercession 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 first row of the table has the following values: '1', an empty field, an empty field with a search icon, an unchecked checkbox, an unchecked checkbox, a checked checkbox (circled in red), an unchecked checkbox, and an empty field. At the bottom right of the table are '+' and '-' buttons.

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. At the top, there are navigation options: 'Personalize | Find | [Print] | [Grid]'. Below this, there are three tabs: 'General Info', 'Permission', and 'Comments'. The 'Comments' tab is selected and circled in red. Below the tabs is a table with the following columns: 'Seq #', 'Number', 'ID', and 'Comments'. The first row of the table has the following values: '1', an empty field, an empty field with a search icon, and a text input field containing 'MMDDYYYY Your name approval to reg in closed class'. At the bottom right of the table are '+' and '-' buttons. Below the table, there are three buttons: 'Save' (circled in red), 'Return to Search', and 'Notify'.

4. Click "Save."