



Faculty and Advisor Guide to NYITConnect

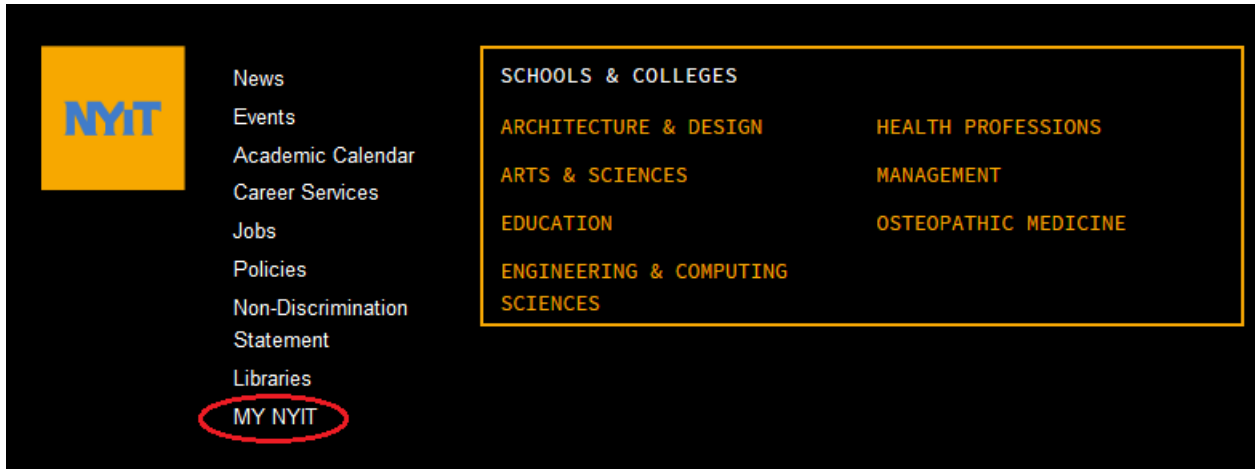
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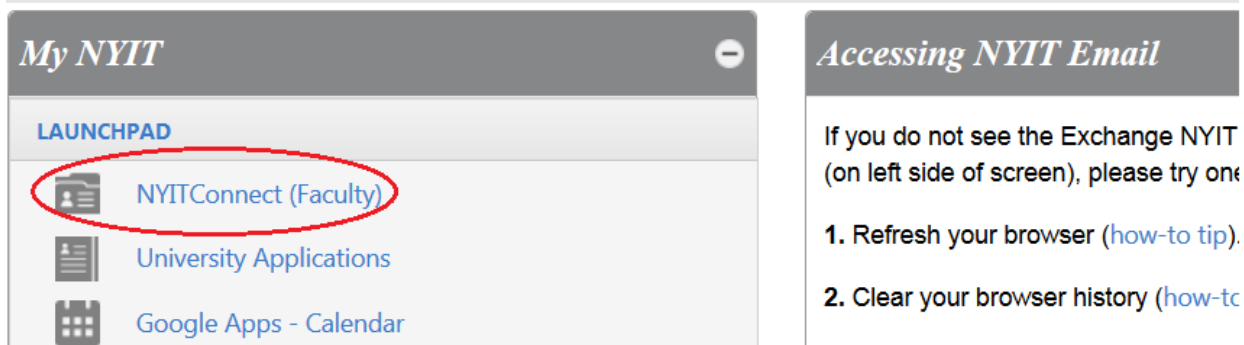
FACULTY CENTER

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 on the bottom of the NYIT homepage.



After logging in, click on the NYITConnect (Faculty) option in the upper left corner of the page 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.

FACULTY CENTER **ADVISOR CENTER**

Faculty Center Advisor Center Search

my schedule class roster grade roster attendance roster

My Schedule

Spring 2016 | NY Institute of Technology

[change term](#)

[View Textbook Summary](#)
[My Exam Schedule](#)

Select display option:

Show All Classes

Show Enrolled Classes Only

Icon Legend:



Class Roster



Grade Roster



Gradebook



Assignments



Learning Management

My Teaching Schedule > Spring 2016 > NY Institute of Technology

View All | | First 1-3 of 3 Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	FCIQ 101-M12 (2330)	Found of Inquiry (Lecture)	7	TuTh 5:30PM - 7:45PM	26 W. 61st St., Rm. 11	Mar 17, 2016- May 19, 2016
	FCIQ 101-W03 (1144)	Found of Inquiry (Lecture)	12	Mo 9:00AM - 10:50AM	Harry J. Schure Hall, Rm. 125	Jan 25, 2016- May 21, 2016

[View Weekly Teaching Schedule](#)

[Go to top](#)

The “Gradebook”, “Class Assignments”, and “Learning Management” options are not accessible at this time.

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.

My Teaching Schedule > Spring 2016 > NY Institute of Technology

View All | | First 1-3 of 3 Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	FCIQ 101-M12 (2330)	Found of Inquiry (Lecture)	7	TuTh 5:30PM - 7:45PM	26 W. 61st St., Rm. 11	Mar 17, 2016- May 19, 2016

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 him or her. 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

Class rosters are protected by FERPA. They are for instructor use only and may not be distributed to anyone, including students, without written consent (e.g., as a means by which to take attendance in the classroom.)

Spring 2016 | Cycle D | NY Institute of Technology | Undergraduate

FCIQ 101 - M12 (2330) change class

Foundations of Inquiry (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 5:30PM-7:45PM	26 W. 61st St., Rm. 11		03/17/2016 - 05/19/2016

*Enrollment Status Enrolled

Enrollment Capacity 12 Enrolled 7

Select display option: Link to Photos **Include photos in list**

Enrolled Students							Find First 1-7 of 7 Last	
	Notify	Photo	ID	Name (Preferred Name)	Grade Basis	Units	Program, Plan and Subplan	Level
1	<input checked="" type="checkbox"/>				Graded	3.00	Program:Ugrd School of Arch & Design Plan(s): BARCH Architecture	Sophomore
2	<input type="checkbox"/>				Graded	3.00	Program:Ugrd College of Arts & Sci Plan(s):BFA Communication Arts Subplan(s):TV Radio Program Production	Senior

notify selected students

notify all students

Attendance Roster

Attendance rosters are available on the first day of the withdrawal period of each cycle or term. Refer to the academic calendar for the withdrawal period dates.

Attendance 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.

View All First 1-3 of 3 Last							
	Class	Class Title	Enrolled	Days & Times	Room	Class Dates	
	FCIQ 101-M12 (2330)	Found of Inquiry (Lecture)	7	TuTh 5:30PM - 7:45PM	26 W. 61st St., Rm. 11	Mar 17, 2016- May 19, 2016	

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

Student ID	Student Name	Attendance Type
		Attended ▼
		Attended ▼
		Never Attended ▼

Grade Roster

There are two types of grade rosters: mid-term and final. 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.

View All First 1-4 of 4 Last							
	Class	Class Title	Enrolled	Days & Times	Room	Class Dates	
	FCIQ 101-M12 (2330)	Found of Inquiry (Lecture)	7	TuTh 5:30PM - 7:45PM	26 W. 61st St., Rm. 11	Mar 17, 2016- May 19, 2016	

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. 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

Student Grade		Transcript Note							
	ID	Name	Roster Grade	Official Grade	Last Date of Attendance	Grading Basis	Program, Plan and Subplan	Level	
<input type="checkbox"/>	1		A ▼			GRD	Ugrd School of Arch & Design - BARCH Architecture	Sophomore	
<input type="checkbox"/>	2		A ▼			GRD	Ugrd College of Arts & Sci - BFA Communication Arts	Senior	
<input type="checkbox"/>	3		A ▼			GRD	Ugrd School of Eng & Comp Sci - BS Electrical & Comp Eng Tech	Freshman	

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 last date of attendance for I, F, and WF grades. **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 **Approved** ▼

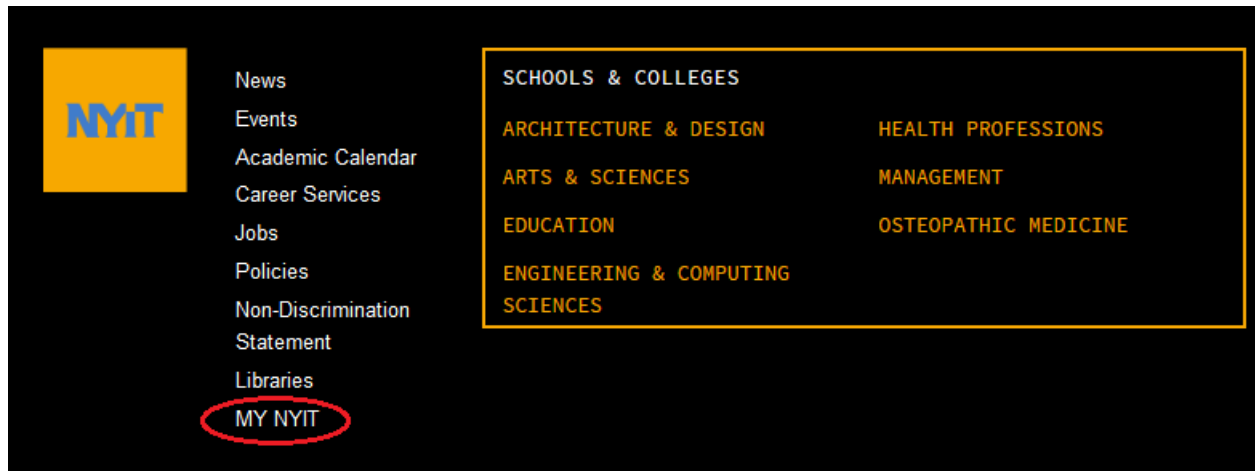
save

Student Grade		Transcript Note							
	ID	Name	Roster Grade	Official Grade	Last Date of Attendance	Grading Basis	Program, Plan and Subplan	Level	
<input type="checkbox"/>	1		A ▼			GRD	Ugrd School of Arch & Design - BARCH Architecture	Sophomore	
<input type="checkbox"/>	2		I ▼		05/10/2016	GRD	Ugrd College of Arts & Sci - BFA Communication Arts	Senior	
<input type="checkbox"/>	3		A ▼			GRD	Ugrd School of Eng & Comp Sci - BS Electrical & Comp Eng Tech	Freshman	

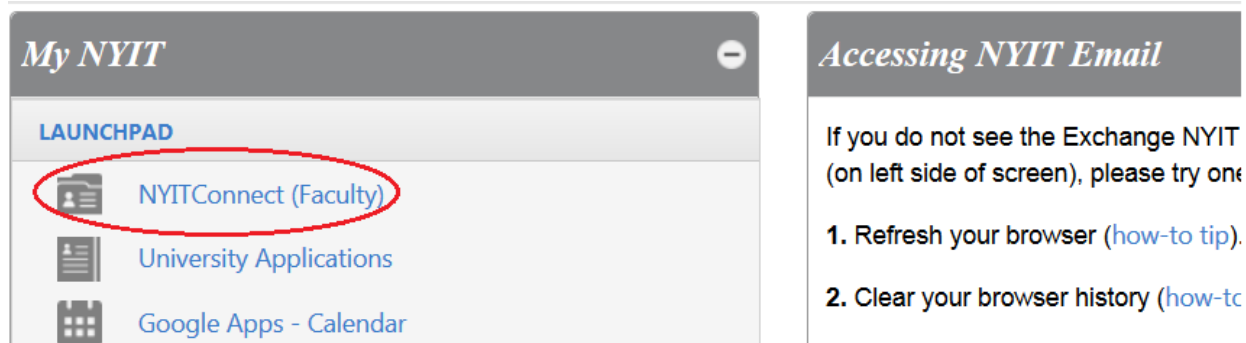
ADVISOR CENTER

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 on the bottom of the NYIT homepage.



After logging in, click on the NYITConnect (Faculty) option in the upper left corner of the page 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. 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.

NYIT NEW YORK INSTITUTE OF TECHNOLOGY

FACULTY CENTER ADVISOR CENTER

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	Name	ID	View Student Details
1				View Student Details

notify selected advisees notify all advisees

[VIEW DATA FOR OTHER STUDENTS](#)

His or her information will be displayed in the Advisee Student Center as shown below. Under the “Academics” heading you will see 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, for example. On the right of the page you can view student holds and items on the student’s To Do List.

Advisee Student Center

Tiesto

Academics

[My Class Schedule](#)
[Shopping Cart](#)
[My Planner](#)

[Transcript Ordering](#)
[Enrollment Verification](#)
[Schedule Planner](#)
[Triple Platforms of Excellence](#)

other academic... >>

Deadlines |
 URL |
 Descr

Fall 2016 Schedule		
	Class	Schedule
	CHEM 150-M01 LEC (1584)	MoWe 11:10AM - 12:35PM 16 W. 61st St., Rm. 820
	CHEM 150-M01L LAB (1585)	Th 9:35AM - 12:35PM Guiliano Global Ctr., Rm. 902
	MATH 170-M01 LEC (1421)	Tu 2:20PM - 4:50PM Guiliano Global Ctr., Rm. 401 Th 2:20PM - 4:50PM Guiliano Global Ctr., Rm. 401

[weekly schedule](#) ▶

Holds

F1/J1 Visa Holder
Immunization Non-Compliance

[details](#) ▶

To Do List

No To Do's.

Enrollment Dates

[Open Enrollment Dates](#)

Releasing Registration Holds

Once you approve your advisee's course schedule, you must release the registration hold on his/her record. Follow the steps:

1. Click on the "General Info" tab.
2. Click on the "Service Indicators" link.
3. Click on the "Registration Hold" link.

Advisee General Info

Tiesto

[Service Indicators](#) [Initiated Checklists](#)
[Student Groups](#) [Names](#)
[National ID](#) [Phones](#)
[Addresses](#)
[Email Addresses](#)

COLLAPSE ALL

EXPAND ALL

Service Indicators

Positive
 Negative

Service Indicators						
Personalize View All First 1 of 1 Last						
Type	Details	Start Term	End Term	Start Date	End Date	Department
	Registration Hold	Fall 2016	Fall 2016	03/01/2016	12/23/2016	Registrar's Office

4. Click on the “Release” button as shown below.

Edit Service Indicator

Tiesto

Release

*Institution: NY Institute of Technology
 *Service Indicator Code: Registration Hold
 *Service Ind Reason Code: Student Must See Advisor

Description: All students are required to contact their academic advisor before registering for classes. Your advisor will release your registration hold to allow you to register. View advisor schedules for contact information at

Effect: Negative

Effective Period					
Start Term:	<input type="text" value="2169"/>	2016FA	End Term:	<input type="text" value="2169"/>	2016FA
Start Date:	<input type="text" value="03/01/2016"/>		End Date:	<input type="text" value="12/23/2016"/>	

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. 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 2016, because the term name is coded.

The image shows the "NYIT Class Permissions" search interface. It includes a search criteria form on the left and a results table on the right. The search criteria form has fields for "Academic Institution" (set to NYIT1), "Term", "Subject Area", "Catalog Nbr", "Academic Career", "Campus", "Description", "Course ID", and "Course Offering Nbr". There are magnifying glass icons next to the "Term" and "Subject Area" fields. The "Term" field is circled in red. The results table lists various course offerings with their corresponding terms and codes. The "Fall 2016" term is circled in red in the table.

Course ID	Term	Code
2189	Fall 2018	2018FA
2187	2018-2019	2018-2019
2186	Summer 2018	2018SU
2183	Spring 2018	2018SP
2179	Fall 2017	2017FA
2177	2017-2018	2017-2018
2176	Summer 2017	2017SU
2173	Spring 2017	2017SP
2169	Fall 2016	2016FA
2168	Full Year 2016-2017	2016-2017
2167	2016-2017	2016-2017
2166	Summer 2016	2016SU
2163	Spring 2016	2016SP
2161	Interession 2016	2016IN
2159	Fall 2015	2015FA
2158	Full Year 2015-2016	FY 2015-16
2157	2015-2016	2015-2016
2156	Summer 2015	2015SU
2153	Spring 2015	2015SP
2151	Interession 2015	2015IN
2149	Fall 2014	2014FA
2147	2014-2015	2014-2015


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

Follow the 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: 000557
Institution: NY Institute of Technology
Term: Fall 2016
Subject Area: MATH
Catalog Nbr: 170
Course Offering Nbr: 1
 Undergrad
 Mathematics
 Calculus I

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

Session: S Regular Semester
Class Nbr: 1421 **Class Status:** Active
Class Section: M01
Class Type: Enrollment Section
Course Component: Lecture
Instructor: Kohn, Meryle H
 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"/>		Not Used		12/16/2016

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.

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

General Info | **Permission** | Comments

Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input type="checkbox"/> 1		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 a web interface for 'Class Permission Data'. At the top, there are navigation options: 'Personalize | Find | [icon] | [icon] | First 1 of 1 Last'. Below this are three tabs: 'General Info', 'Permission', and 'Comments', with 'Comments' being the active tab. A table below the tabs has columns for 'Seq #', 'Number', 'ID', and 'Comments'. The first row contains the value '1' in the 'Seq #' column and 'MMDDYY Your Name Chair appr reg in a closed class' in the 'Comments' column. Below the table is a row of action buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'. The 'Save' button is highlighted with a red circle.

Seq #	Number	ID	Comments
1			MMDDYY Your Name Chair appr reg in a closed class

4. Click “Save.”