

A Faculty Guide for myRichland

Student Records (20110809)

registrar@richland.edu for Questions

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The purpose of this document is to aid faculty on what is available in myRichland regarding online forms and how they can easily complete the tasks required of them. All of this information is contained within the **Faculty** Tab in myRichland.

Logging In

To begin your session, first open a web browser and go to <http://my.richland.edu>. Enter your Windows Username (e.g. atest) and password, and choose Login.



Once logged in, choose the Faculty Tab to access the faculty information and forms. Faculty members have access to two main areas contained within the Faculty tab: Course Information and Student Information.



Helpful Hints

Designed to help maintain security within the system, myRichland has an auto logoff feature after 30 minutes of inactivity.



All form submissions within myRichland are sent to the faculty member (and student) Richland e-mail address.

The back arrow is not a friend in myRichland. Because this is a secure login, the back arrow will (in essence) end the session and require a new login.



Course-Related Information

Faculty will be able to enter their grades, view class lists and waitlists, access the master syllabus document and the cross-disciplinary outcome matrix. Access to Course-Related Information is the default view.

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Class List

Faculty members have access to view a real-time class list anytime. Choose the Session Year (defaulted to current), Program (defaulted to Undergraduate), and course. By choosing to view "All Sections," faculty will be able to view number of students enrolled in each section, whether there is a waitlist, the instructor on file, begin/end date, etc.



By choosing the section number, a class list will appear that provides the name, ID number, and Richland email address for each student enrolled.

[Email Selected Students](#) [Export Class List To Excel](#)

| FERPA Restr. | Name | ID | <input type="checkbox"/> Email | E-mail | Midterm Grade | Final Grade | Grading Type | Absences | Clock Hrs | Cross-listed Course | Grade Notes | Class Status |
|--------------|------|----|--------------------------------|--------|---------------|-------------|--------------|----------|-----------|---------------------|-------------|------------------------|
| | | 1 | <input type="checkbox"/> | | | IP | Letter Grade | 0 | 0 | | FF | Registered(06/01/2011) |

Grade Entry

Faculty will receive an e-mail the days they are able to enter midterm and final grades. Faculty members have 3 calendar days before the automatic e-mails begin indicating grades are past due. Additionally, at the top of each grade roster, the menu of dates is listed. The "last date to submit grades" is actually a last date to modify the current grade roster without having to complete a Grade Change form for the Registrar's Office.

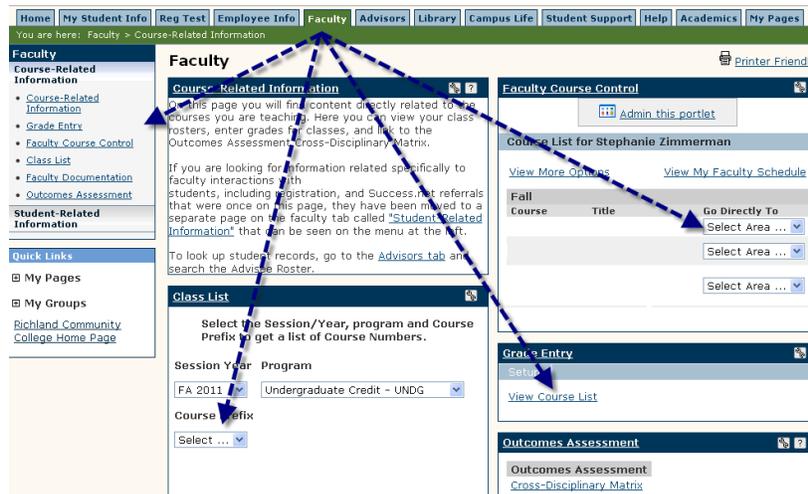
| | |
|----------------------------|-------|
| Begin Date | 8/16, |
| Midterm Date | 10/1: |
| End Date | 12/2 |
| Final Grades Due | 12/2 |
| Last date to withdraw | 12/1 |
| Last date to submit grades | 12/3 |

There are four different places to access grade entry on myRichland.

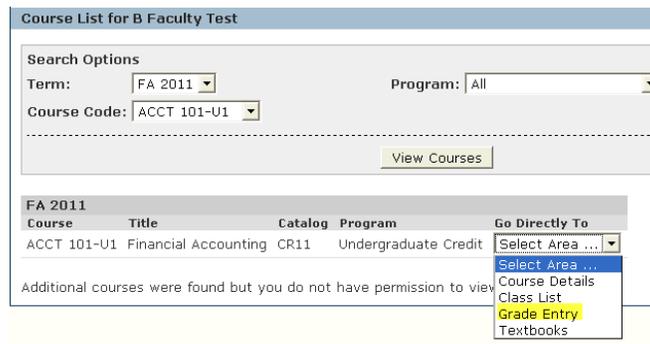
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Most faculty members choose Faculty Course Control, pick the course to grade, and then choose Grade Entry. However, each place will end up with the same Grade Entry.



If a faculty member has received the automatic e-mail noting grading is open, grade entry for the course is possible. Midterm grades are open on the midterm date and after (whatever date the Division Administrative Assistant has entered in Catalog Maintenance). Final grades are typically open one week prior to the end of the course (the end date is also maintained by the Division Administrative Assistant).

Grades can be entered one by one, or a default grade may be set. If default grade is chosen, all grades for the class list will be set to the default grade provided, and individual grades may be changed before submission.

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Select Default Final Grade:

When most of the students have the same grade, setting the default grade is a way to quickly assign the same grade to all students. Then you can go through and change the grades for the students with other grades. Choose the default grade from the drop down list and then click the button to set the grade.

Default Last Date of Attendance:

If the grading period is open and you have permission to enter grades, the default grade you select will be applied to students that have no grade and that have a grading type that matches the course grading type. If a midterm grade is supplied which requires a last date of attendance, you will be prompted to enter it after you save your roster. Please note that the midterm grading type is not displayed on this screen, but if it is available, it is compared to the course grading type to determine whether or not to apply the selected default grade.

The Grading Type for students will only be displayed if it is different than the Course Grading Type.

| FERPA Restr. | Student | ID | Grad? | Midterm Grade | Final Grade | Grading Type | Last Date of Attendance | Absences | Clock Hrs | Class |
|--------------|---------|--------|-------|---------------|-------------|--|-------------------------|----------|-----------|-------|
| | | 000000 | | CA | IP | <input type="text" value="Select..."/> | | 0 | 0 | SO |

Once all the grades have been entered, choose Save. Since grades can be entered over multiple periods of time, faculty member should double check their roster to ensure all grades have been entered. Once saved, an e-mail will be generated to the faculty member (and Registrar) noting what grades were successfully submitted.

I hereby certify that the above-listed students, except where noted otherwise, are currently enrolled and actively pursuing completion of the course at midterm, and I have proper documentation to support this certification.

If you identify any students as Not Attending (NA), you will be asked to supply the last date of attendance for those students after saving your roster.

During mid-term entry a grade of NA (Not Attending) or NV (Never Attending) will result in the student being withdrawn from the course. If a student doesn't drop within the appropriate time frame, a grade must be entered for the student on the final grade roster. A "W" grade option is not available on the final grade roster in myRichland.

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Student-Related Information

Student-Related Information includes all the online forms from the Registrar, viewing/adding course authorizations, and submitting Student Success Referrals. Faculty members will need to click on “Student-Related Information” on the left-hand side to access.



Registrar Forms

Registrar Forms incorporates many of the Student Records Office forms utilized by faculty and advisors. Faculty can use the grade change, reinstatement after administrative drop, incomplete grade agreement, and request drop forms. These are interactive with the class lists of the faculty.



Request Final Grade Change

To request a final grade change, choose the session first (faculty members can choose up to 1 year prior to enter – to change a grade assigned earlier than that period will require a paper form to be completed in Student Records). Once the term and course (only primary faculty listed will be able to access their class list) are chosen, a drop down of the students in that course will appear. Choose the student, the new final grade, and the reason for the grade change. Then choose Request Grade Change. This prompts an automatic e-mail to be sent to the faculty member and a Student Records staff member. At this time, the grade change is not automatic; once the grade change has been processed, the Student Records Representative will send an e-mail confirming the grade change.

Request Final Grade Change

Session:

Course:

Student:

Change Grade To:

Reason For Grade Change:

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Request Reinstatement After Administrative Drop

The names of students who have been dropped by the faculty member on record or by another staff member but who need to be reinstated should be submitted through myRichland. Please note that Business Services Office drops are processed for financial reasons, and students will not be reinstated until they have made arrangements with the Business Services Office. Any time a student is dropped from a course, an automatic e-mail is generated. The e-mail states who was dropped and what reason was provided. Students should not be allowed to attend class if they are not appearing on the roster.

Reinstate After Administrative Drop

Session: FA 2010

Course: Select...

Student: [dropdown]

Did you drop this student through your mid-term roster?: Select...

Request Reinstatement

Choose the session, course, and student (only those students who have been dropped or withdrawn will appear). Mid-term roster withdrawals are completed differently (by Student Records), so it is helpful to know if the faculty member dropped the student from the roster. After completion, choose Request Reinstatement. At this time, the request reinstatement is not automatic; once the request has been processed, the Student Records Representative will send an e-mail confirming the reinstatement.

Incomplete Grade Agreement

Any time a student is given an "I" (Incomplete) as a final grade, an Incomplete Grade Agreement form must be submitted to the Student Records Office.

The session (defaulted to be the current one), course, and student are drop down menus. The faculty member should enter a full description of all the work to be completed. The grading policy only allows 60 days past the end of the term. If an extension needs to be granted, the Dean should be contacted.

The default grade will be entered by a Student Records Representative within 10 days of the incomplete expiring.

Incomplete Grade Agreement

Session: FA 2010

Course: Select...

Student: [dropdown]

Description of Work to be Completed: [text area]

Completion Deadline (must be within 60 calendar days from end of current term): [date field]

If the incomplete work is not completed and submitted by the completion deadline, the student's grade will automatically be changed to the default grade.

Default Grade: Select...

Submit

Once submitted, the Incomplete Grade Agreement form is e-mailed to the student, faculty member submitting, and the Student Records Office.

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Request Drop

From time to time, faculty members have requested to drop a student from their course. The session (defaulted to be the current one), course, and student are drop down menus that are accessed by the primary faculty member. If the reason for the drop is lack of attendance, the Last Date of Attendance must also be entered.

Request Drop

Session: FA 2010

Course: Select...

Student: Select...

Reason For Drop: Select...

Last date of attendance: [text input with calendar icon]

Request Drop

At this time, the request drop is not automatic; once the request has been processed, the Student Records Representative will send an e-mail confirming the drop.

FERPA Info Release

In order to be fully compliant with FERPA, Richland must document all information provided to third parties. FERPA Info Release provides advisors, faculty, and staff real-time access to each student's list of third party entities to which they wish information to be released. Enter Released Information will begin access to the student's list. From there, faculty members will need to enter the student's ID number and choose Get Waivers.

Registrar Forms

Enter Student ID Number [text input] [Get Waivers]

This will list any active waivers on file for that student.

| FERPA Release Information on File | First Name | Middle Initial | First Name | Relationship | Relationship(Other) |
|-----------------------------------|------------|----------------|------------|--------------|---------------------|
| | | | | Mother | |

Once the FERPA Release Information on File is chosen, all the information the student has provided is listed on the screen. This includes the third party's contact information. Additionally, students are required to provide an answer to a security question. If a third party calls, he or she should be asked, "What is the answer to the security question?" If the requestor is unable to provide the answer, no information should be provided. What information that can be released depends on what access the student granted on the form: Academic, Financial Aid, Business Office. Faculty members should enter a reason for the release of the information and the day the information was released. Choose Submit to finalize the information in Jenzabar.

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Student Information
Name [REDACTED] ID Number [REDACTED] SSN (Last 4 digits) 399

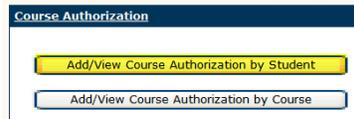
Third-Party Information
Last Name [REDACTED] First Name [REDACTED] Middle Initial [REDACTED]
Relationship Mother
Phone [REDACTED] E-mail Address [REDACTED]
Address Line 1 [REDACTED] Address Line 2 [REDACTED]
City Quincy State IL Zip 623

AUTHENTICATION - Security Questions
Elementary school
Favorite Teacher's name Selby
Favorite pet's name
First automobile

Enter the information that you are releasing
Academic Grades/GPA, demographic, registration, student ID number, academic progress status, enrollment information, academic records

Course Authorization

During the pursuit of a student's educational work at Richland, at some time a student may not, according to the prerequisites established in Jenzabar, meet the prerequisite but may be provided an override to "meet the prerequisite." For those instances, a faculty member could complete a Course Authorization to allow a student an override. An example could be if a prerequisite were recently added to a course and the faculty member would like to waive the new prerequisite for the "grandfathered" students in the program.



A screenshot of a web application menu titled "Course Authorization". It contains two buttons: "Add/View Course Authorization by Student" (highlighted in yellow) and "Add/View Course Authorization by Course".

Enter the Student's ID number and choose Get Student Name, then choose View/Add Course Authorization for this student.



A screenshot of a web application form titled "Course Authorization". It features a "Student ID" input field with a redacted value, a "Get Student Name" button, and a "View/Add Course Authorization for this Student" button.

This will list any course authorizations currently provided for the student. After choosing Add Course Authorization, a drop down menu will be created as the faculty member enters information. Once all the information is completed, choose "Yes." Faculty can now choose "all sections" instead of being limited to 1 particular section. Faculty can also complete notes (e.g. "stu 1 pt from test score") within the course authorization.

Faculty can also access who has been granted an authorization into their class by choosing View/Add Course Authorization by Course.



A screenshot of a button labeled "Add/View Course Authorization by Course".

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What Students Can Do in myRichland-

Students can access a wide variety of information contained within myRichland. In addition to the student record information, students can access Library resources (Library Tab), join discussion groups for clubs (Campus Life Tab), and search the current and upcoming schedules of classes (Academics Tab).

My Student Info Tab

Academic

- Print/View Student Schedule (current and past class schedules)
- Update and View Assigned Academic Advisor & Program of Study
- Change Program of Study
- View/print grades
- Complete GPA projection (for ungraded courses)
- See placement test scores and what transcripts RCC has on file
- Activate FERPA Information Release Authorization Waiver (gives parents access to info)
- View/print unofficial transcript
- Request official transcript (free of charge)
- Enrollment Certification/Verification (status letter for insurance)

Course Schedule & Registration

- Register for courses (if criteria is met)
- Print/View Schedule
- Self-Register (see if the student can self-register online)

Degree Information

- View course history
- Run Degree Audit
- Apply for Graduation (free of charge)
- Check prerequisite status for Health Professions Selective Admissions

My Financial Aid

- Track Documents Financial Aid has on file
- See Financial Aid Awards

My Student Billing

- See Tuition Bill/View Account Information
- Pay Online and FACTS Payment Plan
- Download Tax Information (Get IRS 1098T)

The screenshot shows the myRichland website interface. At the top, there is a navigation bar with tabs for Home, My Student Info, Library, Campus Life, Academics, and My Pages. Below this, the 'My Student Info' section is expanded, showing a list of links under 'Academic Information' including Things to Know, Student Schedule, Grade Report, GPA Projection, Education and Exam Records, Academic Information, Enrollment Certification-Verification, Ferpa Waiver, Unofficial Transcript, and Official Transcript Request. Below this, there are sections for Course Schedule and Registration, Degree Information, My Financial Aid, My Student Billing, Student Success, and Student Survey. At the bottom, there is a 'Quick Links' section with links to My Pages, My Groups, and the Richland Community College Home Page.