mySiskiyous & Your Faculty Tab

Module 1

mySiskiyous

What is mySiskiyous?

mySiskiyous is your central location for all your teaching needs

* Class Rosters
* Waitlists
* Census
* Grading
* Faculty Handbook
* Forms
* etc

What is my COS /mySiskiyous Account?

COS Network Account

How you get into your computer.

* yourname@siskiyous.edu
* Your Network
* Network password

mySiskiyous Account

How you get into your on line portal

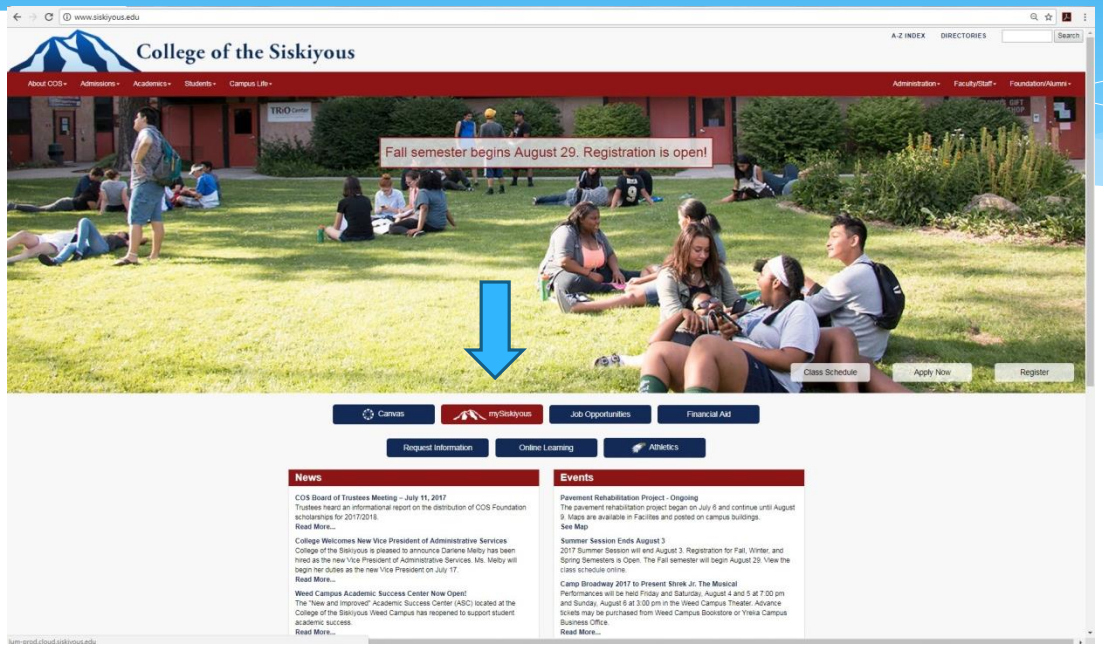
* mySiskiyous Username
* mySiskiyous Password

These are not always the same

For Example here are my accounts:

COS Network Account	COS mySiskiyous Account
witherellm@siskiyous.edu	mwitherell@siskiyous.ed

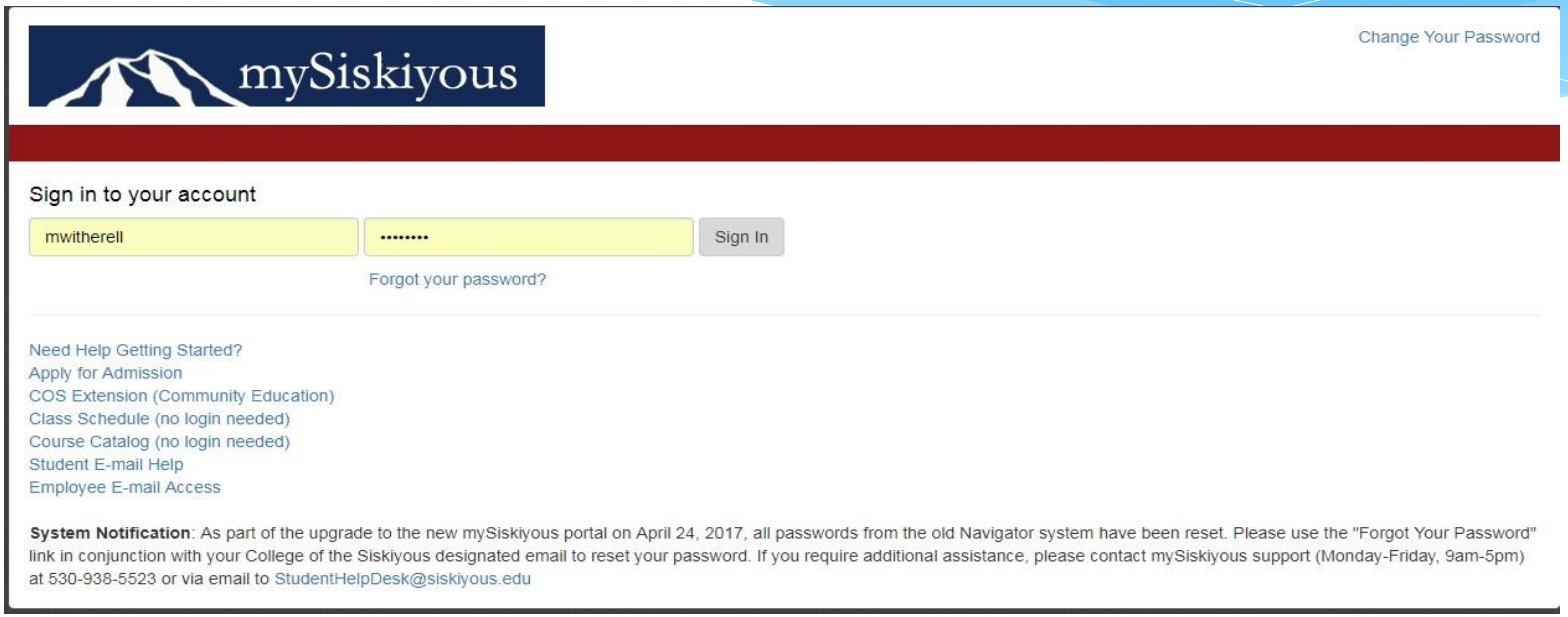
How do I get into my Account



* Select the mySiskiyous tab on the College of the Siskiyous homepage.

http://www.siskiyous.edu

Logging into the Portal



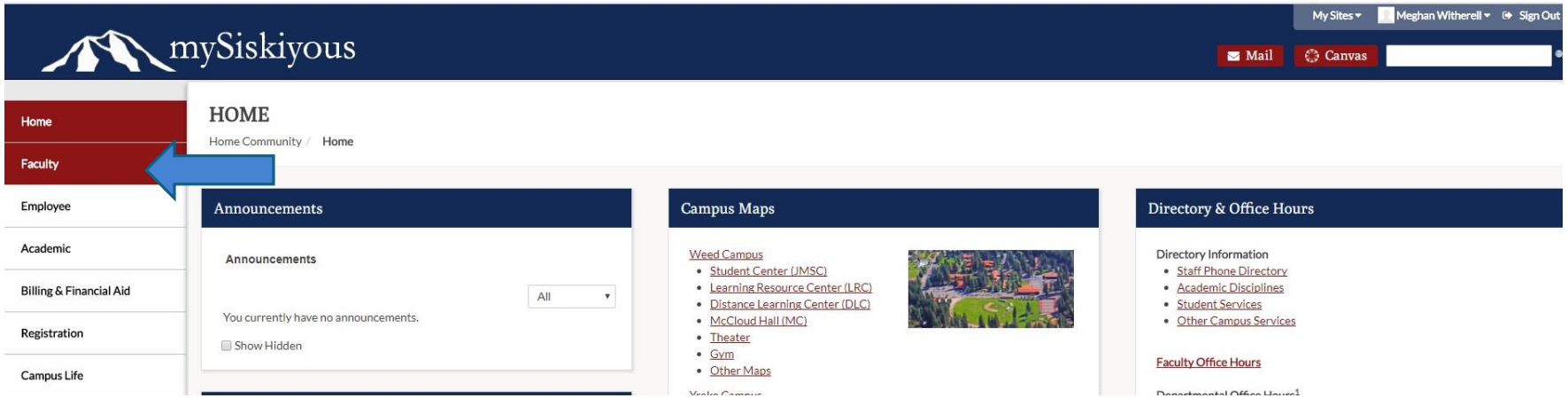
- When you were hired you were given a Username and a default password.
- Usernames usually consist of first initial and last name.
- If you have a common last name you may have a number.
- Default Passwords consist of your birthday (mmddyy)
- You will immediately need to change your password to something you know. Format requirements are:

Select your Faculty tab

You will see several tabs once you are in your portal.

Today we are just focusing on your “Faculty Tab”.

This carries all the resources you will need as a faculty member.



What is under my Faculty Tab

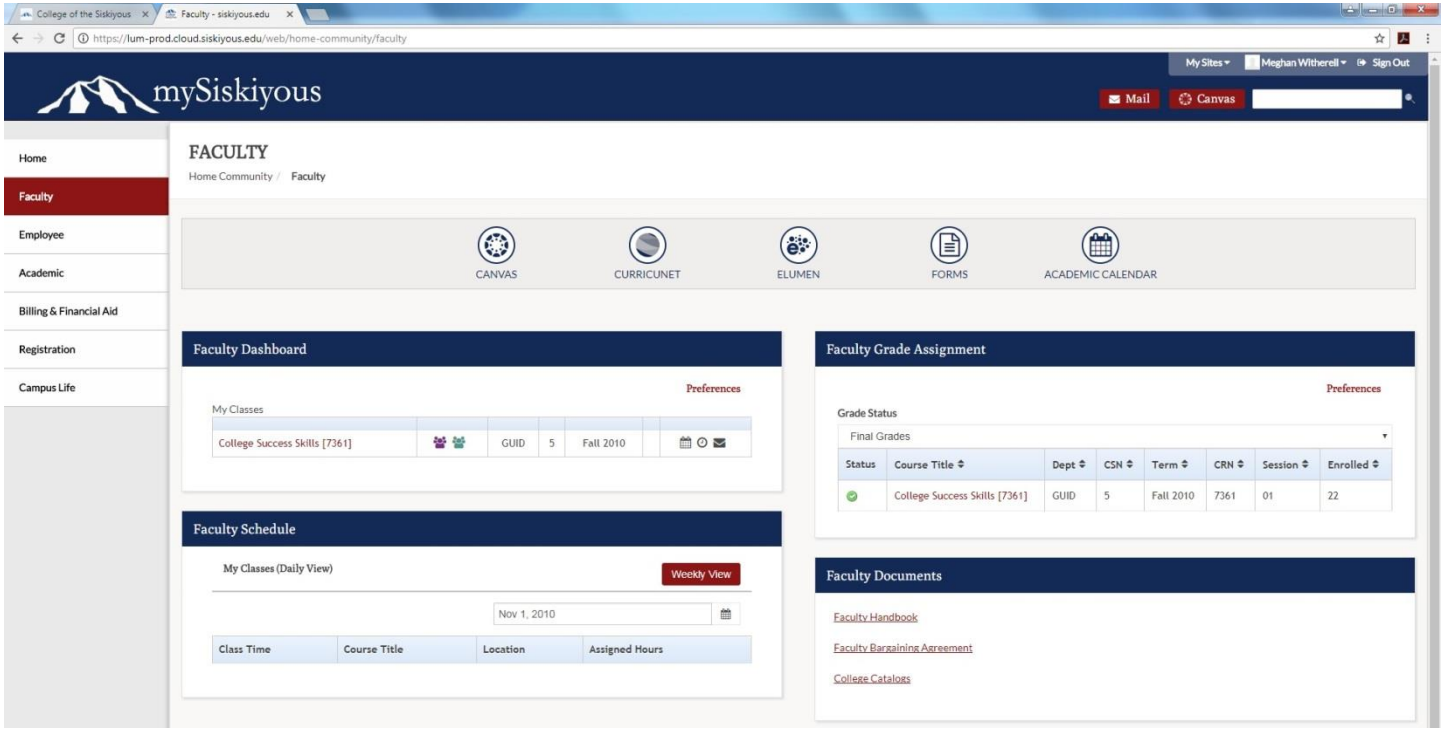
FACULTY ICONS

Canvas – Your online Classroom;
Forms – Frequently used forms

Ellucian – Curriculum System;
Academic Calendar – Official School Dates for the Year

FACULTY CHANNELS

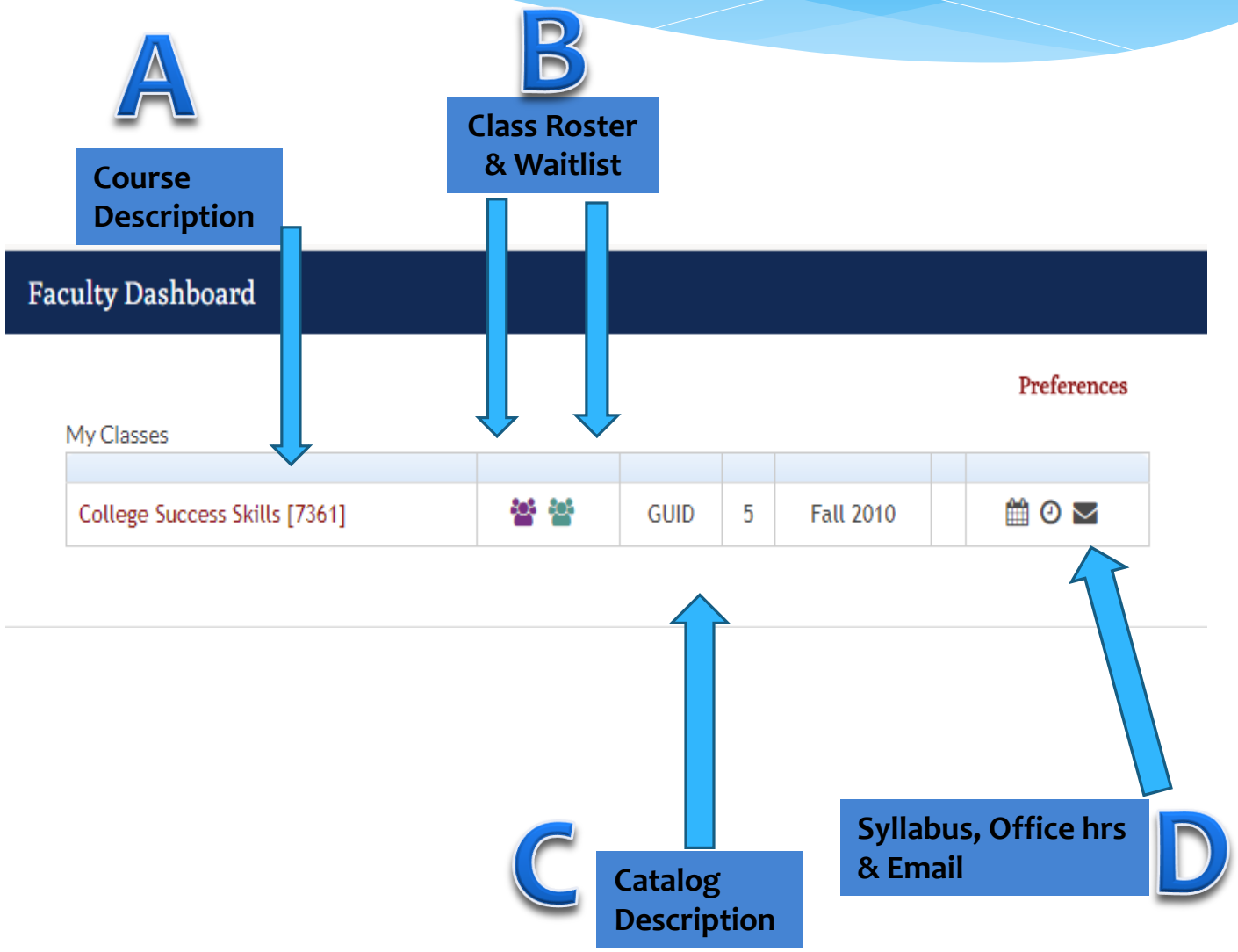
* Faculty Dashboard
  * This is where you can look at your roster and waitlist.
  * You can also email your class
* Faculty Grade Assignment
  * This is where you will submit your grades and census
* Faculty Schedule
  * To look at all your classes at a glance
* Faculty Documents
  * Handbook
  * Contract
  * COS Catalogs



Faculty Dashboard

Faculty Dashboard

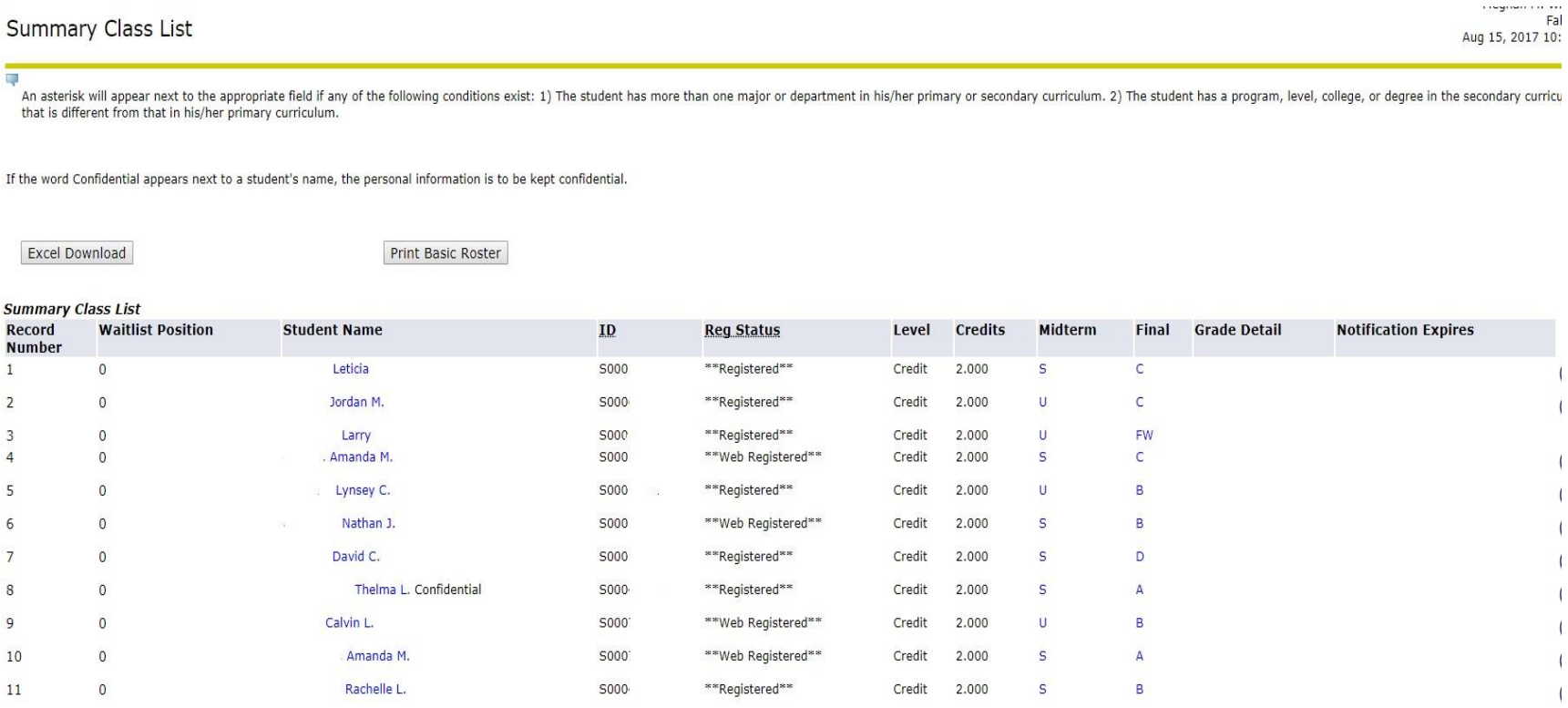
- This is where you can look at your roster and waitlist.
- You can also email your class



Class Rosters

Class Roster

When you select your class roster icon you will see your class summary list



Summary Class List

Fal
Aug 15, 2017 10:

An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one major or department in his/her primary or secondary curriculum. 2) The student has a program, level, college, or degree in the secondary curricu that is different from that in his/her primary curriculum.

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.

Excel Download Print Basic Roster

Summary Class List

Record Number	Waitlist Position	Student Name	ID	Reg Status	Level	Credits	Midterm	Final	Grade Detail	Notification Expires
1	0	Leticia	S000	**Registered**	Credit	2.000	S	C		
2	0	Jordan M.	S000	**Registered**	Credit	2.000	U	C		
3	0	Larry	S000	**Registered**	Credit	2.000	U	FW		
4	0	Amanda M.	S000	**Web Registered**	Credit	2.000	S	C		
5	0	Lynsey C.	S000	**Registered**	Credit	2.000	U	B		
6	0	Nathan J.	S000	**Web Registered**	Credit	2.000	S	B		
7	0	David C.	S000	**Registered**	Credit	2.000	S	D		
8	0	Thelma L. Confidential	S000	**Registered**	Credit	2.000	S	A		
9	0	Calvin L.	S000	**Web Registered**	Credit	2.000	U	B		
10	0	Amanda M.	S000	**Web Registered**	Credit	2.000	S	A		
11	0	Rachelle L.	S000	**Registered**	Credit	2.000	S	B		

You will then have the choice to download your roster in pdf (Print basic roster) or Excel formats.

Roster Options

Self Service	Excel	Basic
• Straight from the Registration system • Doesn't print out easily	• Downloads all registration history for your class • This includes Adds, Drops & Waitlist • Is handy to use for back up	• Has all your critical dates • Way to see what your class attendance method • Easy way to keep attendance

Faculty Grade Assignment

Faculty Grade Assignment

This is where you will submit your grades and census.

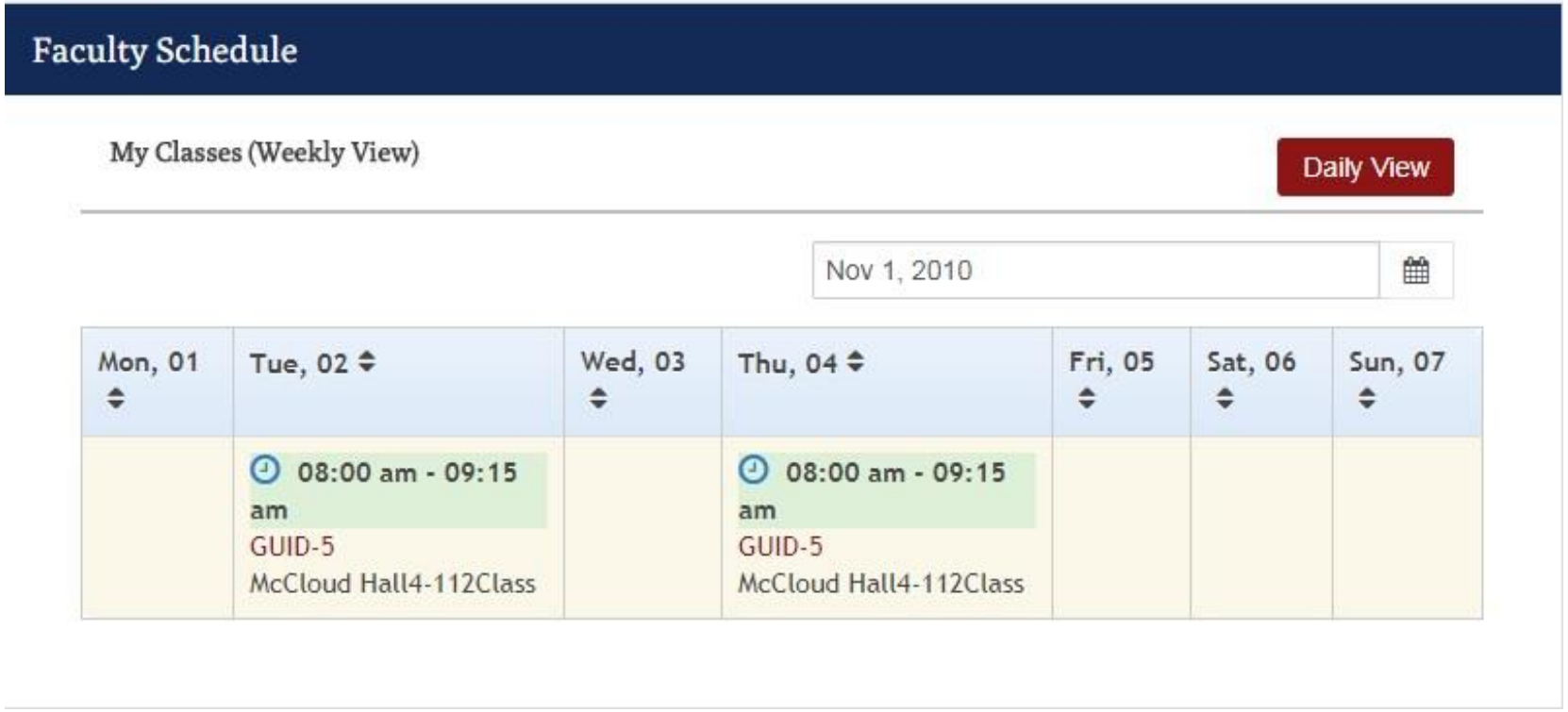
Preferences

How to change what you see on this channel

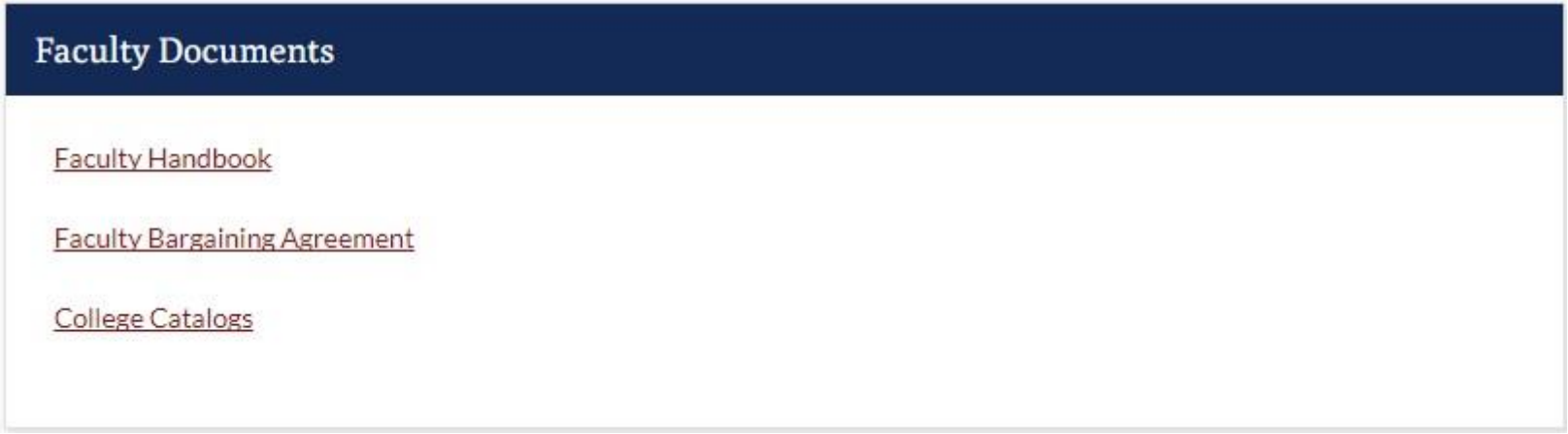
Faculty Schedule

Faculty Schedule

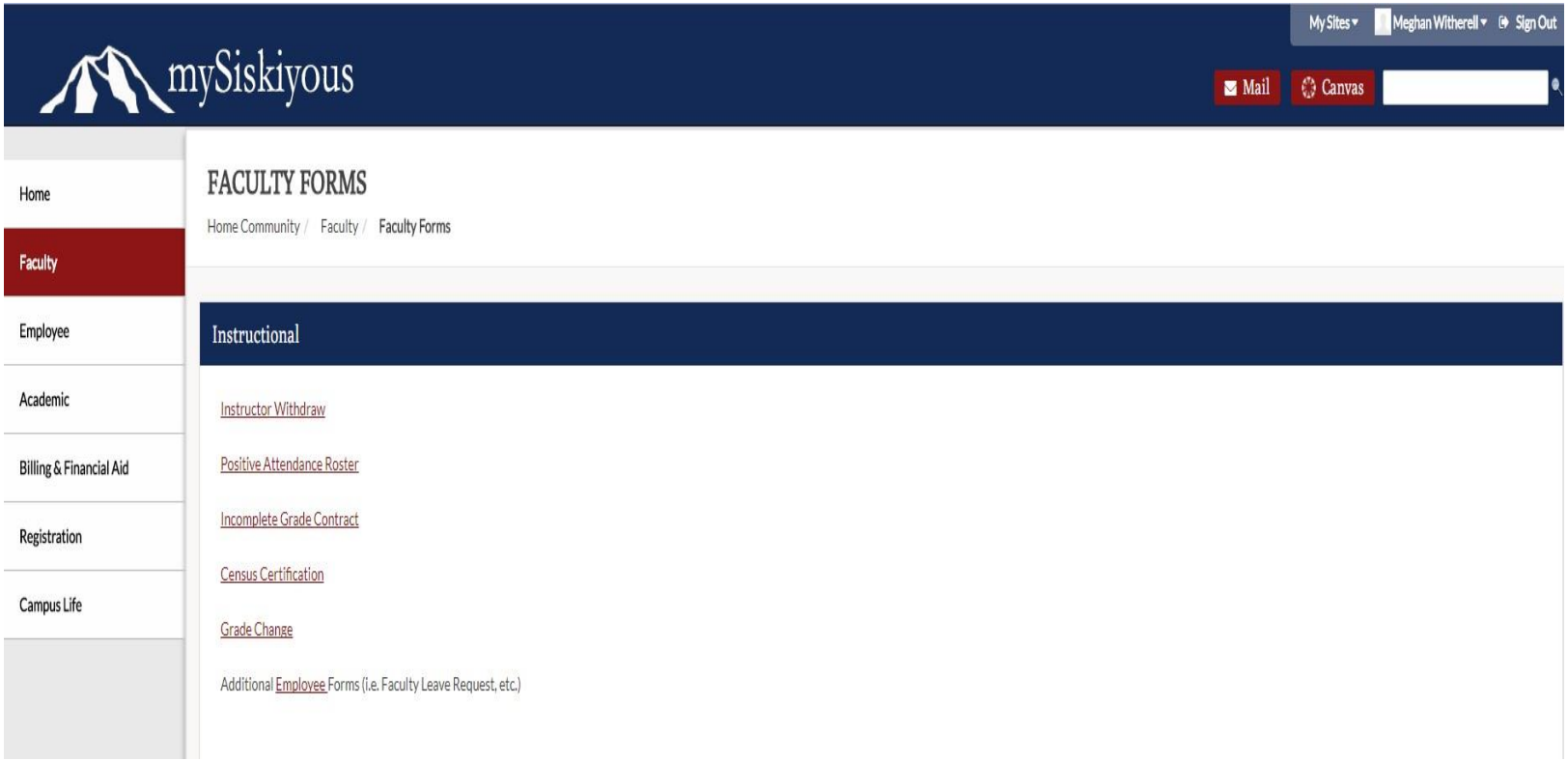
Shows your assigned classes in a block schedule. You can choose between Daily or Weekly views



Faculty Document



Forms Icon


mySiskiyous
My Sites
Meghan Witherell
Sign Out
Mail
Canvas
Home
Faculty
Employee
Academic
Billing & Financial Aid
Registration
Campus Life
FACULTY FORMS
Home Community / Faculty / Faculty Forms
Instructional
Instructor Withdraw
Positive Attendance Roster
Incomplete Grade Contract
Census Certification
Grade Change
Additional Employee Forms (i.e. Faculty Leave Request, etc.)

Where to go for Help

CHALLENGE	DEPARTMENT	PHONE	EMAIL
I am having problems logging into mySiskiyous	mySiskiyous Help	530-938-5523	StudentHelpDesk@siskiyous.edu
Having issues entering my grades or census	Admissions & Records (Meghan or Mary-)	530-938-5500	witherellm@siskiyous.edu mericle@siskiyous.edu
Who do I turn submit my backup to	Admissions & Records	530-938-5500	registrar@siskiyous.edu
I need to forward my COS email to my phone	Tech Services	530-938-5222	Tech Services Help Desk
I need to forward my COS email to my personal account	Tech Service	530-938-5222	Tech Services Help Desk
What if I forget any/all this information	Meghan Witherell Christina VanAlfen	530-938-5500 530-938-5519	witherellm@siskiyous.edu cvanalfen@siskiyous.edu