

# mySiskiyou & Your Faculty Tab

Module 1



# What is mySiskiyou?

mySiskiyou is your central location for all your teaching needs

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

# What is my COS /mySiskiyou Account?

## COS Network Account

How you get into your computer.

- \* [yourname@siskiyous.edu](mailto:yourname@siskiyous.edu)
- \* Your Network
- \* Network password

## mySiskiyou Account

How you get into your on line portal

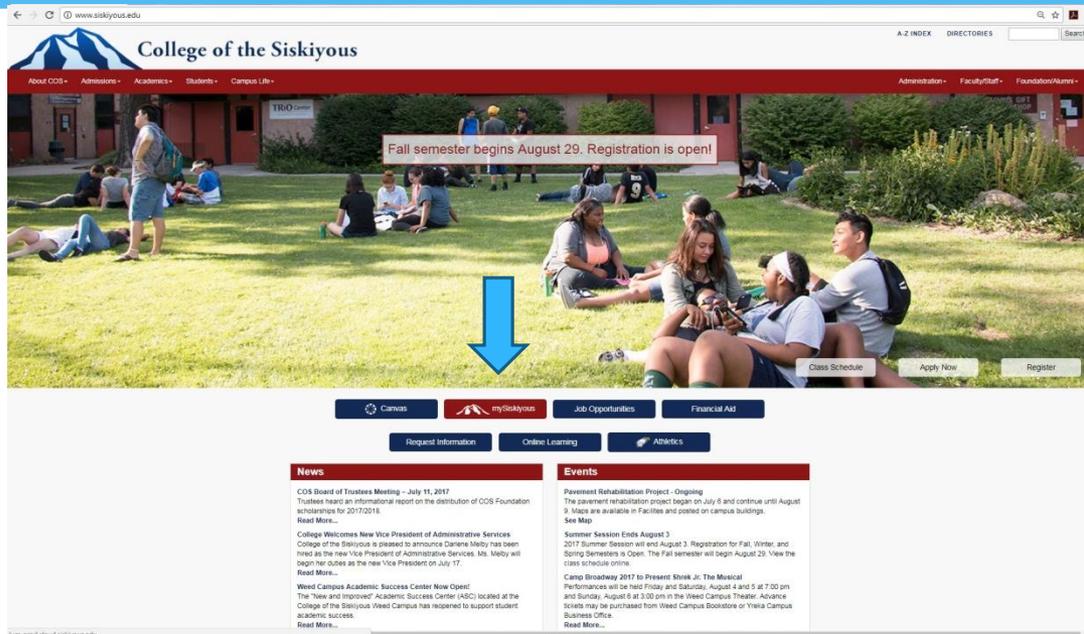
- \* mySiskiyou Username
- \* mySiskiyou Password

**These are not always the same**

For Example here are my accounts:

COS Network Account	COS mySiskiyou Account
<a href="mailto:witherellm@siskiyous.edu">witherellm@siskiyous.edu</a>	<a href="mailto:mwitherell@siskiyous.edu">mwitherell@siskiyous.edu</a>

# 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

mySiskiyou [Change Your Password](#)

Sign in to your account

[Forgot your password?](#)

[Need Help Getting Started?](#)  
[Apply for Admission](#)  
[COS Extension \(Community Education\)](#)  
[Class Schedule \(no login needed\)](#)  
[Course Catalog \(no login needed\)](#)  
[Student E-mail Help](#)  
[Employee E-mail Access](#)

**System Notification:** As part of the upgrade to the new mySiskiyou portal on April 24, 2017, all passwords from the old Navigator system have been reset. Please use the "Forgot Your Password" link in conjunction with your College of the Siskiyou's designated email to reset your password. If you require additional assistance, please contact mySiskiyou support (Monday-Friday, 9am-5pm) at 530-938-5523 or via email to [StudentHelpDesk@siskiyous.edu](mailto:StudentHelpDesk@siskiyous.edu)

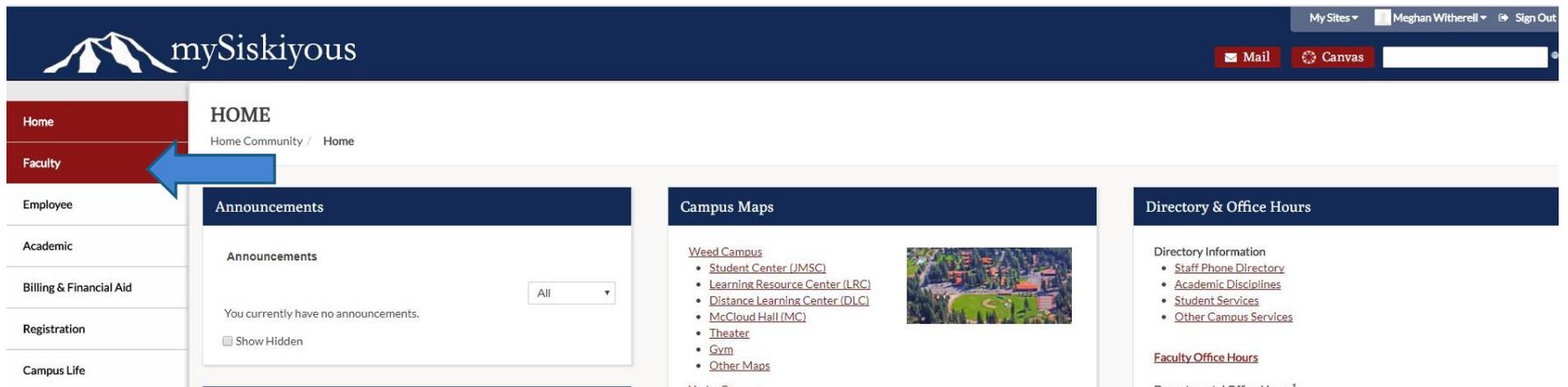
- When you were hired you were given a Username and a default password.
- Usernames usually consist of first initial and last name.
- If you have a common last name you may have a number.
- Default Passwords consist of your birthday (mmddyy)
- You will immediately need to change your password to something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



The screenshot displays the mySiskiyou portal interface. At the top, the mySiskiyou logo is on the left, and user information (My Sites, Meghan Witherell, Sign Out) and utility links (Mail, Canvas) are on the right. A dark red navigation menu on the left contains the following items: Home, Faculty, Employee, Academic, Billing & Financial Aid, Registration, and Campus Life. The Faculty tab is highlighted in a darker red, and a blue arrow points to it from the left. The main content area is titled "HOME" and includes a breadcrumb "Home Community / Home". It is divided into three columns: "Announcements" (showing no announcements), "Campus Maps" (listing Weed Campus, Student Center (JMSC), Learning Resource Center (LRC), Distance Learning Center (DLC), McCloud Hall (MC), Theater, Gym, and Other Maps), and "Directory & Office Hours" (listing Staff Phone Directory, Academic Disciplines, Student Services, and Other Campus Services).

# 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

The screenshot shows the mySiskiyous Faculty Dashboard. The top navigation bar includes the mySiskiyous logo, the user name 'Meghan Witherell', and links for 'Mail' and 'Canvas'. A left sidebar contains navigation options: Home, Faculty (selected), Employee, Academic, Billing & Financial Aid, Registration, and Campus Life. The main content area is titled 'FACULTY' and features five icons: CANVAS, CURRICUNET, ELUMEN, FORMS, and ACADEMIC CALENDAR. Below these icons are three main sections: 'Faculty Dashboard' with a 'My Classes' table, 'Faculty Schedule' with a 'My Classes (Daily View)' table, and 'Faculty Grade Assignment' with a 'Grade Status' table. The 'Faculty Documents' section at the bottom lists links for 'Faculty Handbook', 'Faculty Bargaining Agreement', and 'College Catalogs'.

Course Title	GUID	Term	Enrolled
College Success Skills [7361]	5	Fall 2010	22

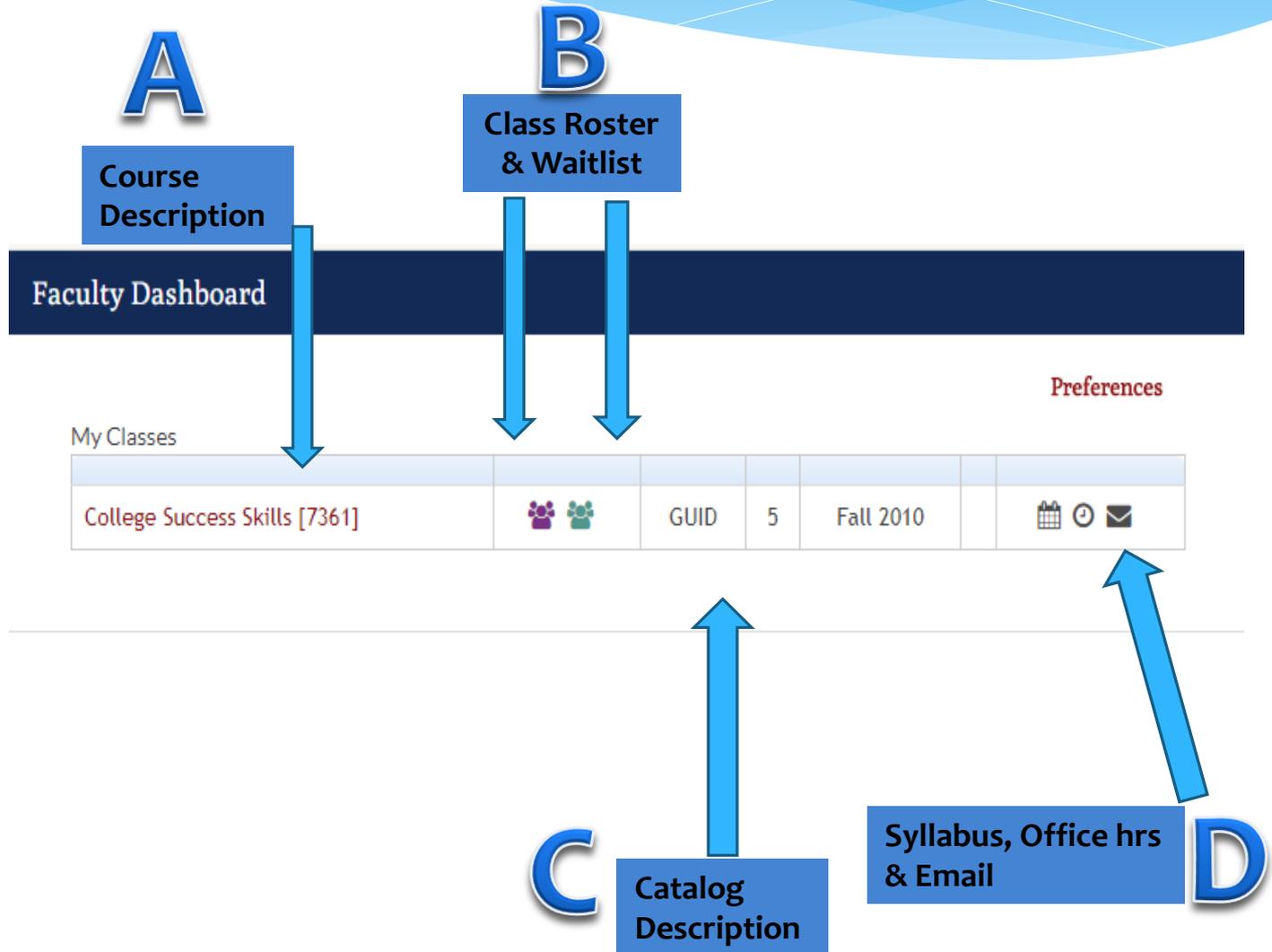
Class Time	Course Title	Location	Assigned Hours

Status	Course Title	Dept	CSN	Term	CRN	Session	Enrolled
Final Grades	College Success Skills [7361]	GUID	5	Fall 2010	7361	01	22

# 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 curriculum 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
<ul style="list-style-type: none"><li>• Straight from the Registration system</li><li>• Doesn't print out easily</li></ul>	<ul style="list-style-type: none"><li>• Downloads all registration history for your class</li><li>• This includes Adds, Drops &amp; Waitlist</li><li>• Is handy to use for back up</li></ul>	<ul style="list-style-type: none"><li>• Has all your critical dates</li><li>• Way to see what your class attendance method</li><li>• Easy way to keep attendance</li></ul>

# 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 Grade Assignment

Preferences

### Grade Status

Final Grades

*Make sure that your status says "Midterm" for Census and "Final Grades" for Final Grades*

Status	Course Title	Dept	CSN	Term	CRN	Session	Enrolled
✓	College Success Skills [7361]	GUID	5	Fall 2010	7361	01	22

When your census & grades are submitted you will see a green check mark

# Faculty Schedule

## Faculty Schedule

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

### Faculty Schedule

My Classes (Weekly View)

Daily View

Nov 1, 2010



Mon, 01 ⬇	Tue, 02 ⬆	Wed, 03 ⬇	Thu, 04 ⬆	Fri, 05 ⬇	Sat, 06 ⬇	Sun, 07 ⬇
	08:00 am - 09:15 am GUID-5 McCloud Hall4-112Class		08:00 am - 09:15 am GUID-5 McCloud Hall4-112Class			

# Faculty Document

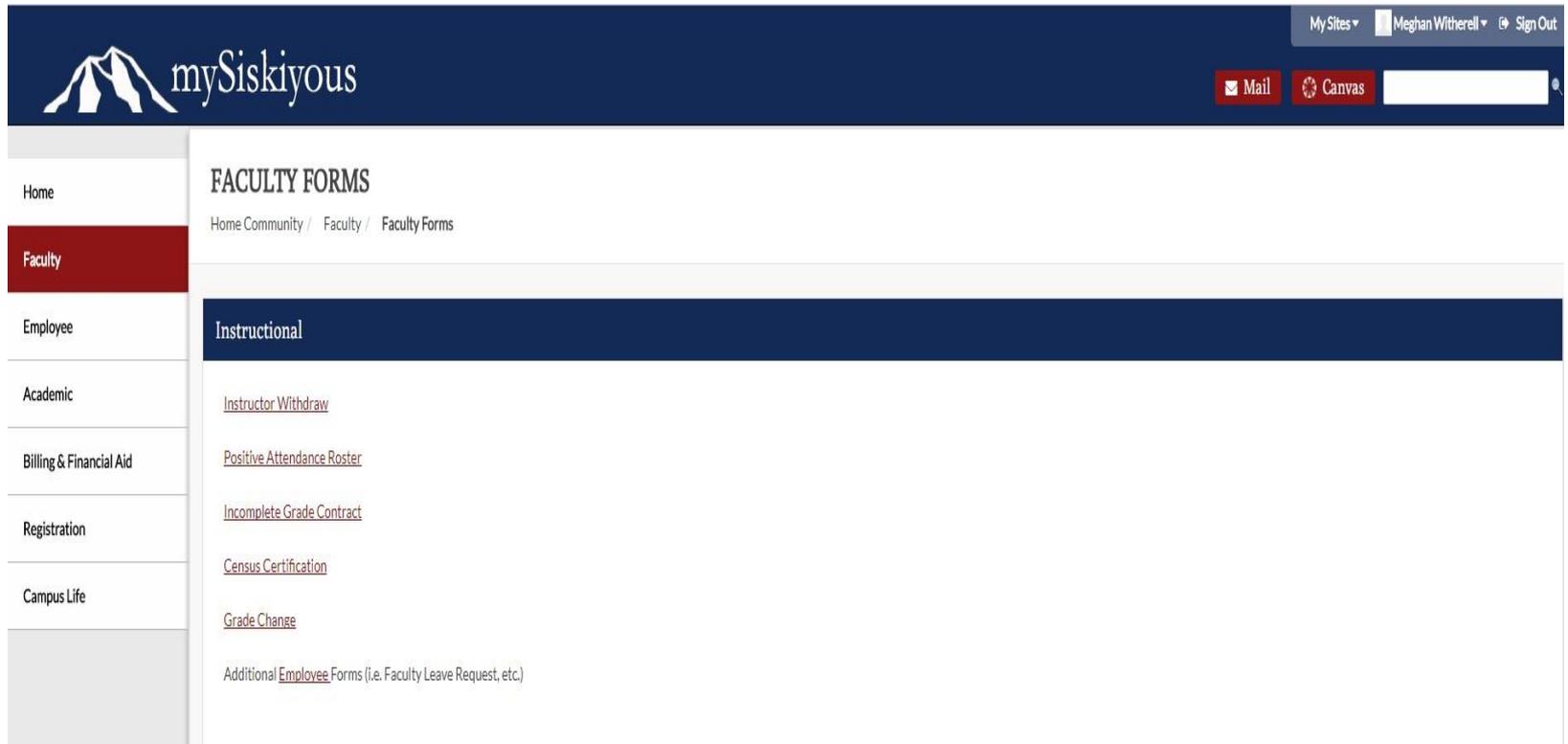
## Faculty Documents

[Faculty Handbook](#)

[Faculty Bargaining Agreement](#)

[College Catalogs](#)

# Forms Icon



The screenshot displays the mySiskiyou website interface. At the top, a dark blue header contains the mySiskiyou logo on the left and navigation links for 'My Sites', 'Meghan Witherell', and 'Sign Out' on the right. Below the header, a red navigation bar highlights the 'Faculty' menu item. The main content area is titled 'FACULTY FORMS' and includes a breadcrumb trail: 'Home Community / Faculty / Faculty Forms'. A dark blue sub-header labeled 'Instructional' is positioned above a list of links: [Instructor Withdraw](#), [Positive Attendance Roster](#), [Incomplete Grade Contract](#), [Census Certification](#), and [Grade Change](#). At the bottom of the list, there is a note: 'Additional [Employee](#) Forms (i.e. Faculty Leave Request, etc.)'. On the far right of the header, there are icons for 'Mail' and 'Canvas' next to a search bar.

# Where to go for Help

CHALLENGE	DEPARTMENT	PHONE	EMAIL
I am having problems logging into mySiskiyous	mySiskiyous Help	530-938-5523	<a href="mailto:StudentHelpDesk@siskiyous.edu">StudentHelpDesk@siskiyous.edu</a>
Having issues entering my grades or census	Admissions & Records (Meghan or Mary-)	530-938-5500	<a href="mailto:witherellm@siskiyous.edu">witherellm@siskiyous.edu</a> <a href="mailto:mericle@siskiyous.edu">mericle@siskiyous.edu</a>
Who do I turn submit my backup to	Admissions & Records	530-938-5500	<a href="mailto:registrar@siskiyous.edu">registrar@siskiyous.edu</a>
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	<a href="mailto:witherellm@siskiyous.edu">witherellm@siskiyous.edu</a> <a href="mailto:cvanalfen@siskiyous.edu">cvanalfen@siskiyous.edu</a>