

**SONISWeb
Individual Course Management
Faculty Guide**



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Section 1: Initial Access

This section will help you access your SONISWeb Faculty Account.

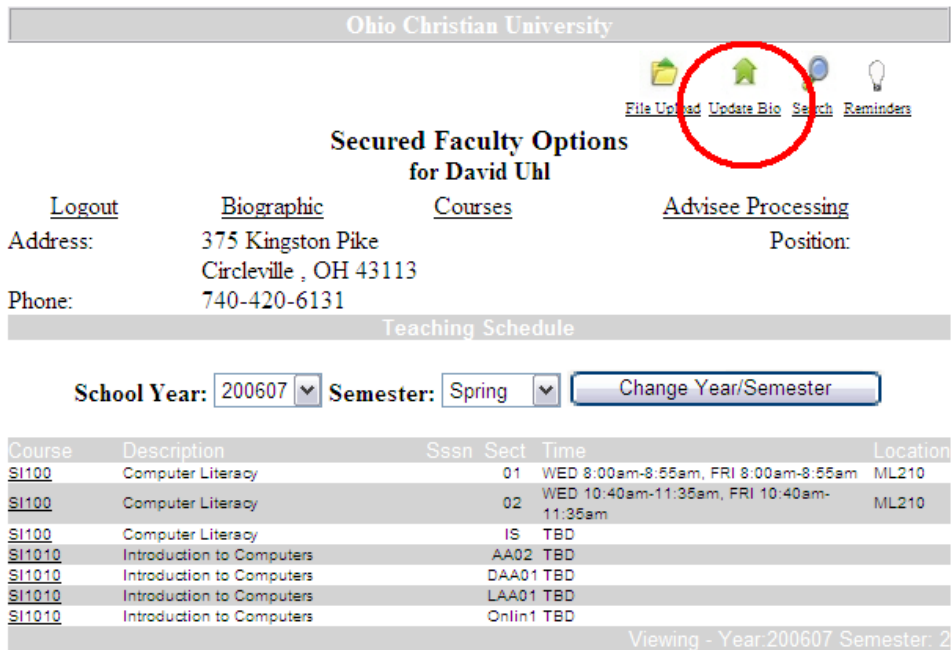
1. Go to www.ohiochristian.edu and click on “FACULTY ENTER HERE”
2. Click on “FACULTY”
3. You should now be at the Faculty Login page. In the User ID box, type in your entire email address. In the Password box, type in your Password (which should be your birth date - mmddyy).

You are now logged in to SONISWeb and ready to begin working.

2.2 - Updating your Bio:

Initially, you may need to enter your Bio information into SONISWeb. To do this, as well as to update it in the future, follow these steps:

1. Up near the top of the SONISWeb page, you will see a small icon that has a green arrow and says “**Update Bio.**” Click on that icon.



The screenshot shows the SONISWeb interface for David Uhl. At the top, there is a navigation bar with the text "Ohio Christian University". Below this, there are several icons: a green arrow pointing up, a blue circle, and a lightbulb. The green arrow icon is circled in red. Below the icons, the text "Secured Faculty Options for David Uhl" is displayed. Underneath, there are links for "Logout", "Biographic", "Courses", and "Advisee Processing". The "Biographic" link is highlighted. Below the links, there is a form with fields for "Address:", "Phone:", and "Position:". The address is "375 Kingston Pike, Circleville, OH 43113" and the phone is "740-420-6131". Below the form, there is a "Teaching Schedule" section with a "School Year:" dropdown set to "200607" and a "Semester:" dropdown set to "Spring". A "Change Year/Semester" button is also present. Below the dropdowns, there is a table with columns for "Course", "Description", "Ssn", "Sect", "Time", and "Location". The table lists several courses, including "SI100 Computer Literacy" and "SI1010 Introduction to Computers". At the bottom right of the table, it says "Viewing - Year:200607 Semester: 2".

Figure 2.2 – Updating Your Bio

2. You are now on the bio page where you can enter and edit your personal information so that it displays accurately in SONISWeb. Add in your personal information and click “**SUBMIT.**” Your information should now be updated.
3. Click “**RETURN**” and you will be taken back to your Bio page. To get back to your start or Homepage, click the link that reads “**BIOGRAPHIC.**”

Section 3: Course Management

This section will help you manage each of your current courses in SONISWeb. This includes grading, attendance, submitting final grades to the Academic Dept., and viewing rosters of current courses.

3.1 – Rosters – Selecting a Course to Manage:

To find your rosters and begin managing your courses via SONISWeb, click “COURSES.”

Ohio Christian University

File Upload Update Bio Search Reminders

Secured Faculty Options
for David Hill

[Logout](#) [Biographic](#) [Courses](#) [Advisee Processing](#)

Address: 375 Kingston Pike Position:
Circleville , OH 43113

Phone: 740-420-6131

Teaching Schedule

School Year: 200607 Semester: Spring Change Year/Semester

Course	Description	Ssn	Sect	Time	Location
SI100	Computer Literacy		01	WED 8:00am-8:55am, FRI 8:00am-8:55am	ML210
SI100	Computer Literacy		02	WED 10:40am-11:35am, FRI 10:40am-11:35am	ML210
SI100	Computer Literacy		IS	TBD	
SI1010	Introduction to Computers		AA02	TBD	
SI1010	Introduction to Computers		DAA01	TBD	
SI1010	Introduction to Computers		LAA01	TBD	
SI1010	Introduction to Computers		Onlin1	TBD	

Viewing - Year:200607 Semester: 2

Figure 2.3 – Course Button

PLEASE NOTE: If you do not see the courses you are currently teaching, you need to change the School Year and Semester at which you are looking. Refer to Section 2.1 of this manual for information on this.

1. Once you are in the current year and semester, you should see your course and a roster of enrolled students. This roster will change automatically as students add or drop this course.

2. You should see a drop down box that says “COURSE/SECTION.” This box will contain all of the courses you are currently teaching. Click the box and select a course to manage or view its contents. PLEASE NOTE: Courses will be listed by number and section.
3. Once you have selected the course you want to manage, click “VIEW SELECTED ROSTER.”

Course Section Roster

[Logout](#) [Biographic](#) [Courses](#) [Advisee Processing](#)

School Year: Semester:

Course:Section

[Link to Course Photos](#)

SI100 Computer Literacy Section: 01 01/10/2007-04/27/2007

ML210 Wednesday 8:00am - 8:55am

ML210 Friday 8:00am - 8:55am

Name	ID	Phone	Cell Phone
Grimmett, Lindsey Marie	GR8852074	740-474-3798	
Henson, Tara N	HE0239480	614-443-1984	
Kelly, Gale A	KE5716600	740-420-9758	
Krischak, Allison	KR5171553	614-879-9642	
Kritzwiser, Jeremiah N	KR5319928		
Muncy, Rachel	MU2768778	(606) 286-2452	
Schnipke, Jessica R	JS2504580	419-398-2136	

Viewing - Year:200607 Semester: 2

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Figure 2.4 – Course/Section Dropdown

You are now ready to manage your selected course.

Section 4: Reporting FINAL Grades to the Academic Office

This section will help you understand how to use SONISWeb to submit all final grades to the Registrar's Office.

SONISWeb will allow you to submit all of your grades to the Registrar's Office efficiently and effectively. To submit your final grades, follow these steps:

1. Click on **"COURSES"**
2. Near the top of the page, you will find a number of icons. Select the one that looks like a book and reads **"GRADES."** (Do NOT select **GRADE BOOK**, as this is a different feature that we currently do not use).
3. As always, be sure you are in the correct semester and year. Choose the course and section for which you wish to submit grades.
4. Using the drop down boxes beside each student's name, select the "grade" dropdown for each student.
5. Click **"Submit."**
6. Near the top, right hand side of the page, you should see a little icon that says "Printable"



Printable

Click on that icon and then go to **"FILE-PRINT"** and print off a copy of your final grades. There is a place for you to sign at the bottom. Sign and submit this copy to the AIM office.

7. Repeat for each course you teach.

**SONISWeb support is available during normal office hours.
Contact the HELPDESK for assistance**

helpdesk@ohiochristian.edu