



DEPARTMENT
CHAIRPERSON
RESOURCES

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SECTION II: CALENDARS AND NEW SEMESTERS

ADMINISTRATIVE OR ACADEMIC CALENDAR

The most up-to-date Administrative Calendar link is here: <https://www.ccri.edu/acadaffairs/calendars.html>

The Academic Calendar link is here: <https://www.ccri.edu/academics/index.html> Click on Calendar, then select semester and then click on Print pdf if you want a printed copy.

To download the calendar to Outlook, click on Outlook/CAL in the upper right-hand corner.

Administrative Calendar

Search for events

Add to RSS Outlook/CAL

All Events

Event Type Date Categories

ADMINISTRATIVE
Contract Intake and Editing Walkthrough
Tuesday, January 14, 2025. 10:00 AM - 11:00 AM
Online

ADMINISTRATIVE
Last day of winter classes
Friday, January 17, 2025

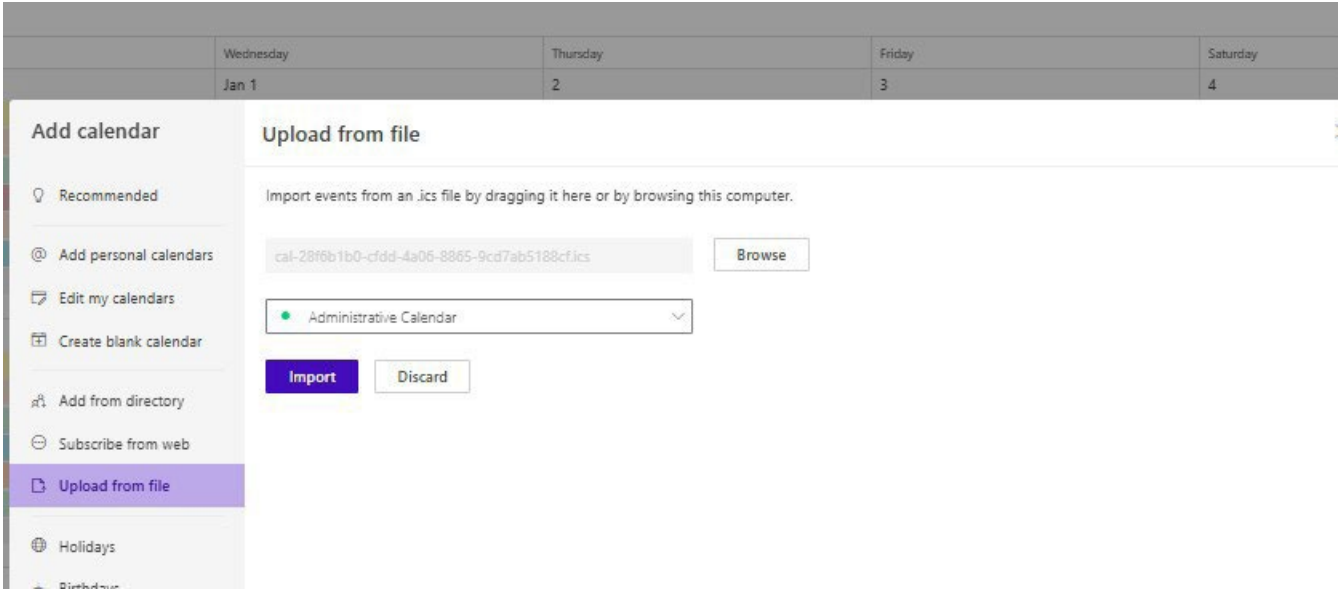
ADMINISTRATION

Go to your outlook calendar and add calendar

M	T	W	T	F	S	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Monday	Tues
Dec 30	31
12 PM vacation and medical leave	
8 AM Girls Winter Break	
Luis Out of Office	

This screen will pop up and you select "upload from file". Then you click on browse, and it should be at the top of your download folder. Click on open. Then click on Import in the open screen from outlook (see below) and it will then appear in your calendar.



See the Administrative Calendar for dates when the following are due:

1. Work with your full-time faculty to create a master schedule. Get the schedule approved by the dean.
2. Send out Part-time Faculty Request forms. <https://www.ccri.edu/acadaffairs/forms/> The return date comes from the administrative calendar.
3. Once registration starts for the next semester, monitor the enrollment numbers to determine if you need to add and/or delete sections. Work with your dean to determine what to do. If you need to add or delete, use the appropriate forms on the Academic Affairs Forms website, link is above.
4. Assign full-time and part-time faculty to courses [Full-time and Part-time Faculty Contracts](#) .

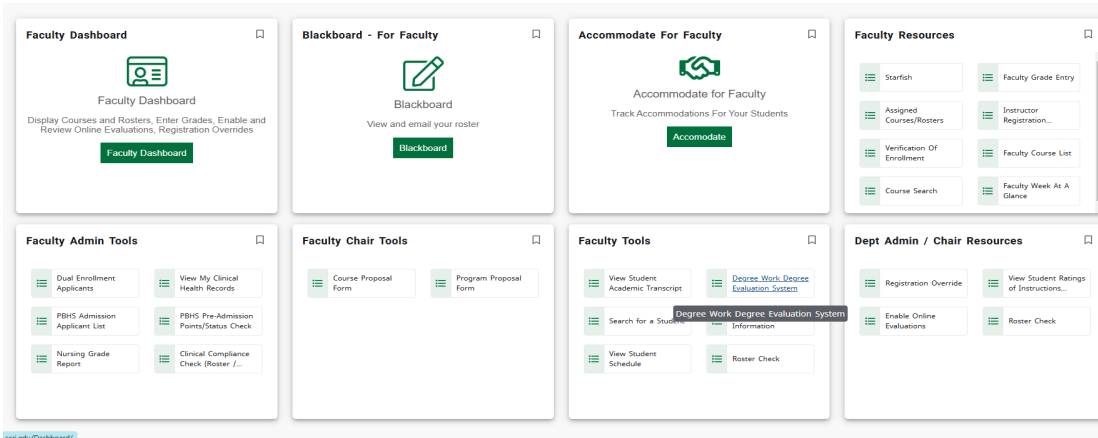
Directions for hiring a new adjunct faculty member and adding them to workflow:

<https://ccri.sharepoint.com/sites/CCRITalentAcquisition>

5. Entering a new faculty member into Banner [SIAASGN](#)
6. Print out the Banner payroll report ([Running the Overload Report](#)), sign and submit to Divisional Dean.
7. Print out the Argos payroll report ([Payroll Reports](#)), sign and submit to Divisional Dean
8. DocuSign:
 - SIGN up for DocuSign here: [DocuSign](#)

DocuSign is used for the following: Chair Workload form, Overload Exception form, Independent Study Forms and Stipend and Release time forms. <https://www.ccri.edu/acadaffairs/forms/index.html>

For an Independent Study, you must attach a student’s degree audit. Sign in to MyCCRI and go to the three lines in the upper left-hand corner open Faculty, then click on Faculty Tools and Degree Work Degree Evaluation System.



At the end of the semester, please submit Workflow for Instructor Payment for Independent Study. Find directions here under honorariums: <https://www.ccri.edu/hr/hiring/stipends-and-honorariums.html>

9. Collect syllabi from faculty for all courses by the first day of the semester
(<https://ccri.policystat.com/policy/7250502/latest/>) Article VI Conditions of Employment)

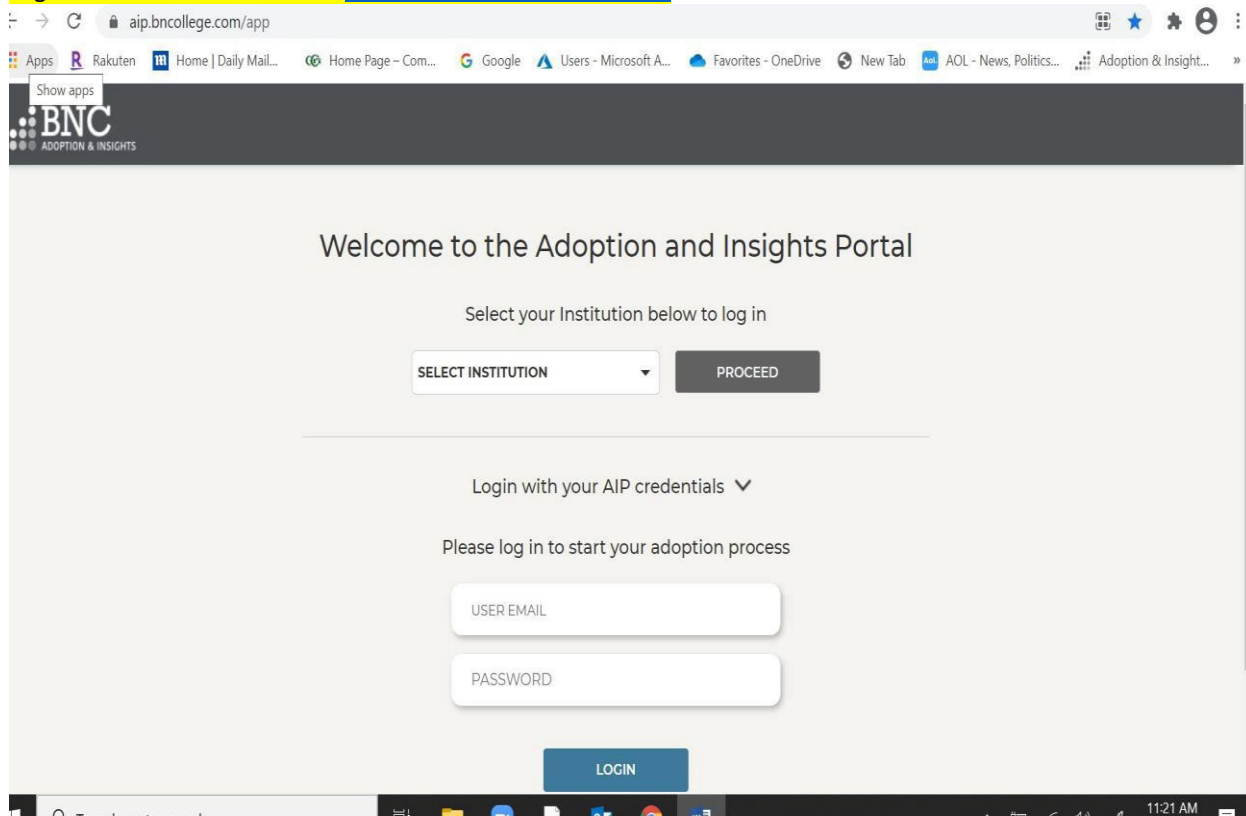
10. Request the office hours for full-time faculty per the contract under Conditions of Employment. [Full-time Faculty Contract](#)

Bookstore Process: Video from BNC <https://www.youtube.com/watch?v=rTnuv7X63y8>

[TEXTBOOKS](#)

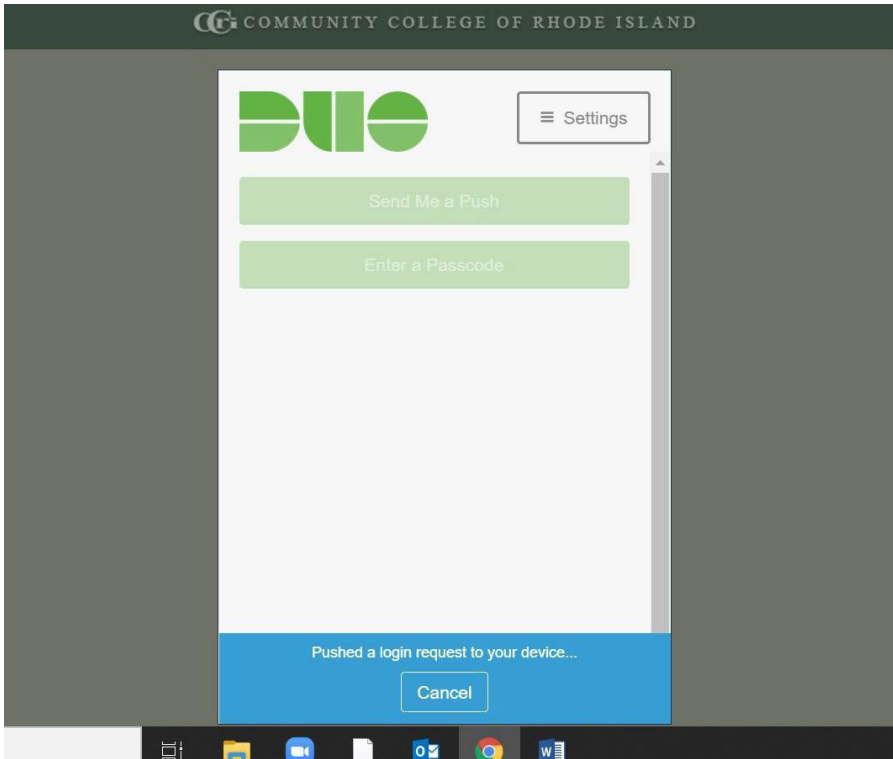
[DIRECTIONS FOR TEXTBOOK ADOPTIONS](#)

Login to the BNC Website here: <https://aip.bncollege.com/app>



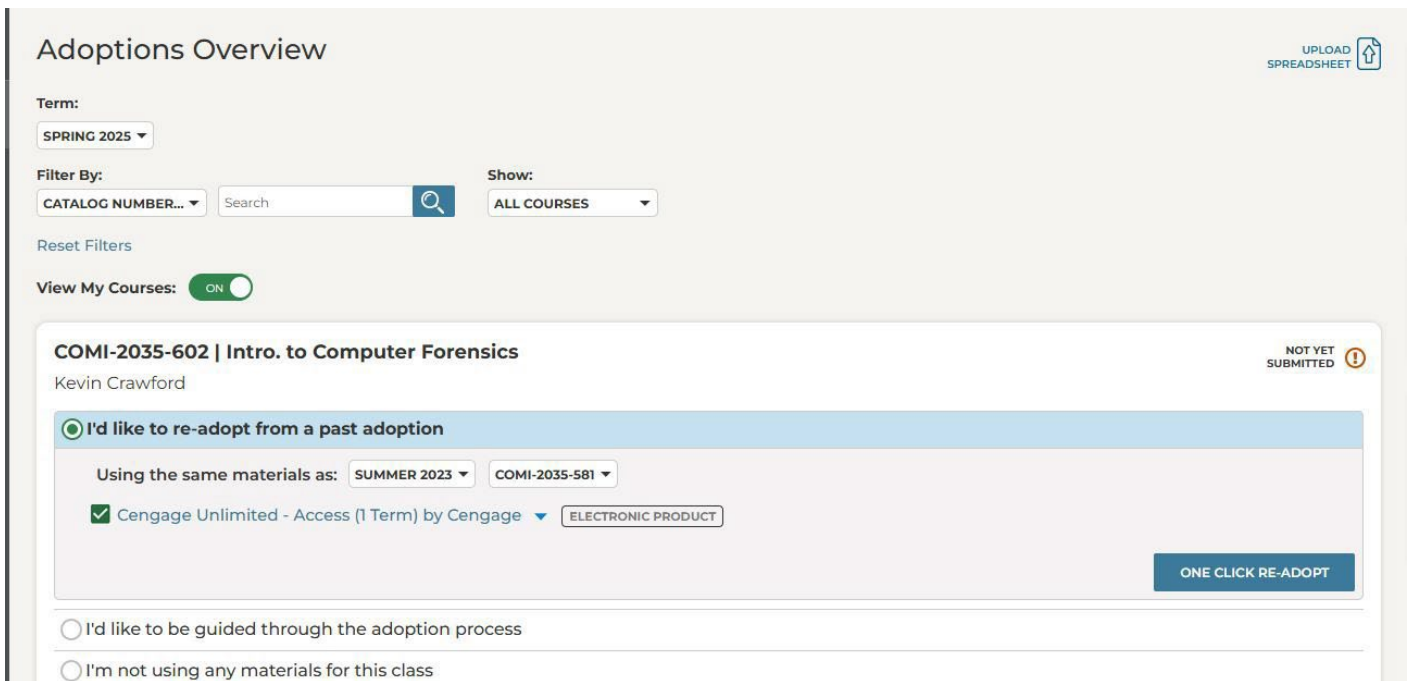
The screenshot shows a web browser window displaying the login page for the BNC Adoption and Insights Portal. The browser's address bar shows the URL aip.bncollege.com/app. The page header includes the BNC logo and the text "ADOPTION & INSIGHTS". The main heading is "Welcome to the Adoption and Insights Portal". Below this, there is a prompt "Select your Institution below to log in" followed by a dropdown menu labeled "SELECT INSTITUTION" and a "PROCEED" button. A horizontal line separates this section from the next. Below the line, there is a prompt "Login with your AIP credentials" with a dropdown arrow, followed by "Please log in to start your adoption process". There are two input fields: "USER EMAIL" and "PASSWORD". At the bottom of the form is a "LOGIN" button. The browser's taskbar at the bottom shows the time as 11:21 AM.

Sign in with Username and Password.



If you have the DUO-Protected authentication, you must accept it on your mobile device.

Next, the Adoptions Overview screen will appear, Toggle off the "View my courses".



Next, choose the school, department, and term to adopt texts.

You can narrow down your search for specific areas by using the pull-down menu 'Schools' or 'Filter By.'

The screenshot shows the 'Adoptions Overview' page. At the top, there are three dropdown menus: 'Schools:' set to 'ALL SCHOOLS', 'Department:' set to 'ALL DEPARTMENTS', and 'Term:' set to 'SUMMER 2021'. Below these is a search bar with a magnifying glass icon and a 'Show:' dropdown set to 'ALL COURSES'. The 'Schools:' dropdown menu is open, showing a list of departments: ALL SCHOOLS, ACADEMIC AFFAIRS, ARTS HUMANITIES SOC SCIENCES, BUSINESS SCIENCE TECH. & MATH (highlighted in blue), HEALTH REHABILITATIVE SCIENCE, LEARNING RESOURCES/LIB SCIENCE, and STUDENT AFFAIRS. Below the search bar is a pagination bar with numbers 2, 3, 4, 5, ..., 71, and a 'Next' button. A section titled 'Introduction to Visual Arts' by Keith Fox is partially visible. At the bottom, there is a blue banner with a green circle icon and the text 'I'd like to re-adopt from a past adoption'. Below this banner is a form with the label 'Using the same materials as:' and a dropdown menu set to 'NONE'. Below the form, it says 'No available academic sessions to display'.

You can search by typing in the course acronym, i.e., COMI, BIOL, ARTS, etc.

The screenshot shows the 'Adoptions Overview' page with search filters applied. The 'Schools:' dropdown is set to 'ALL SCHOOLS', 'Department:' to 'ALL DEPARTMENTS', and 'Term:' to 'SUMMER 2021'. The 'Filter By:' dropdown is set to 'CATALOG NUMBER...', and the search bar contains 'COMI'. The 'Show:' dropdown is set to 'ALL COURSES'. Below the search bar is a 'Reset Filters' link. The pagination bar shows '1' as the active page, followed by 2, 3, 4, 5, ..., 71, and a 'Next' button. A section titled 'ARTS-1001-700 | Introduction to Visual Arts' by Keith Fox is visible at the bottom.

Next, you can choose the 'SHOW' drop-down menu to see All COURSES, SUBMITTED COURSES, OR NOT SUBMITTED COURSES.

Adoptions Overview

Schools: ALL SCHOOLS Department: ALL DEPARTMENTS Term: SUMMER 2021

Filter By: CATALOG NUMBER... COMI Show: ALL COURSES

Reset Filters

1 2 3 4 5

ALL COURSES
SUBMITTED COURSES
NOT SUBMITTED COURSES

ARTS-1001-700 | Introduction to Visual Arts

Keith Fox

NOT SUBMIT

I'd like to re-adopt from a past adoption

Using the same materials as: NONE

Next, you choose what course you want to adopt a text(s). If there is no history in the database to re-adopt a book you can click on 'I's like to be guided through this adoption process' or if you do not need a book for the course, you can click on 'I'm not using any materials for this class.'

Filter By: CATALOG NUMBER... comi Show: ALL COURSES

Reset Filters

1 2 3 4 5 ... 9 Next

COMI-1100-001 | Intro To Computers NOT YET SUBMITTED

Donald Paquet

I'd like to re-adopt from a past adoption

Using the same materials as: NONE

No available academic sessions to display

I'd like to be guided through the adoption process

I'm not using any materials for this class

Next, you search for the text by ISBN or keywords: author, name of text or subject.

COMI-1100-001 | Intro to Computers

Donald Paquet

NO
SUBMI

I'd like to re-adopt from a past adoption

I'd like to be guided through the adoption process

View Detailed Adoption History

Search by ISBN or Keyword

gaddis

9781564788375 Letters Of William Gaddis Gaddis

9780810131422 *NOBODY GREW BUT THE BUSINESS: ON THE LIFE AND WORK OF WILLIAM GADDIS Tabbi joseph

9780133780611 MyProgrammingLab - For Gaddis: Starting Out with C++ From Control Structures through Objects Gaddis, Tony

9781323474136 Gaddis Starting With Java: From Control Structures Through Objects (Loose With Code (Custom) Gaddis, Tony

If you do not find the information then you must click on "to add a title, click here when you see the screen 'We are sorry, no textbooks were found."

View Detailed Adoption History

Search by ISBN or Keyword

9781111111111



We're sorry, no textbooks were found matching your search criteria. Please try again.

Please try searching again. If you are still having problems, [Contact the Bookstore](#)

To add this title, [click here](#)

Upload a File for This Course

I'm not using any materials for this class

Next, you enter all information, (the fields with asterisks must be filled in) and then click on 'Add Title'.

Enter New Title

Enter the textbook details in the fields below. *Please note, Author, Title, ISBN and Publisher are required fields.

Title*

Author(s)*

Publisher*

ISBN*

This title does not have an ISBN

Edition

Format

ISBN*

This title does not have an ISBN

Edition

Format

Book message to students: (optional)

250 characters max - plain text only

Condition:

Any

New Only

Digital Only


This book is:

Required

Recommended

ADD TITLE

If the text is found, you can click on 'Use this book.' You can also type a message to students.



Skills for Success with Microsoft Office 2019
Introductory - With Access SPIRALBOUND
 by Adkins, Margo Chaney (9780135768914) - 20

Current Student Pricing
 Pricing is subject to change
 New: \$ 206.75
 Used: \$ 155.00

Students can save up to **25%**

Book message to students: *(optional)*

We recommend that the student goes to class before purchasing the text.

250 characters max - plain text only

Condition:

Any

New Only

This book is:

Required

Recommended

Previous Purchase Allowed

USE THIS BOOK

To submit another book for this course go back to the top and type in ISBN, or Name of book.

9780135768914 🔍


9780135768914 Skills for Success with Microsoft Office 2019 Introductory - With Access Adkins, Margo Chaney

MyLab IT 2019 Access Card for Skills for Success 2019 and Tech in Action was successfully added.

You Added:

9780136929963 MyLab IT 2019 Access Card for Skills for Success 2019 and Tech in Action by Evans ▲

IMAGE NOT AVAILABLE



MyLab IT 2019 Access Card for Skills for Success 2019 and Tech in Action
 by Evans (9780136929963) - 17

Condition:

Any

New Only

Digital Only

Book message to students: *(optional)*

We recommend that the student goes to class before purchasing the text.

250 characters max - plain text only

This book is:

Required

Recommended

Previous Purchase

You Added:

9780136929963 MyLab IT 2019 Access Card for Skills for Success 2019 and Tech in

Other/Related Sections ✕

Would you like to adopt these materials for the following sections?

No thanks, just submit my original course

Yes, submit for all selected sections Selected 0 / 21

Select/Deselect All

Other Sections:

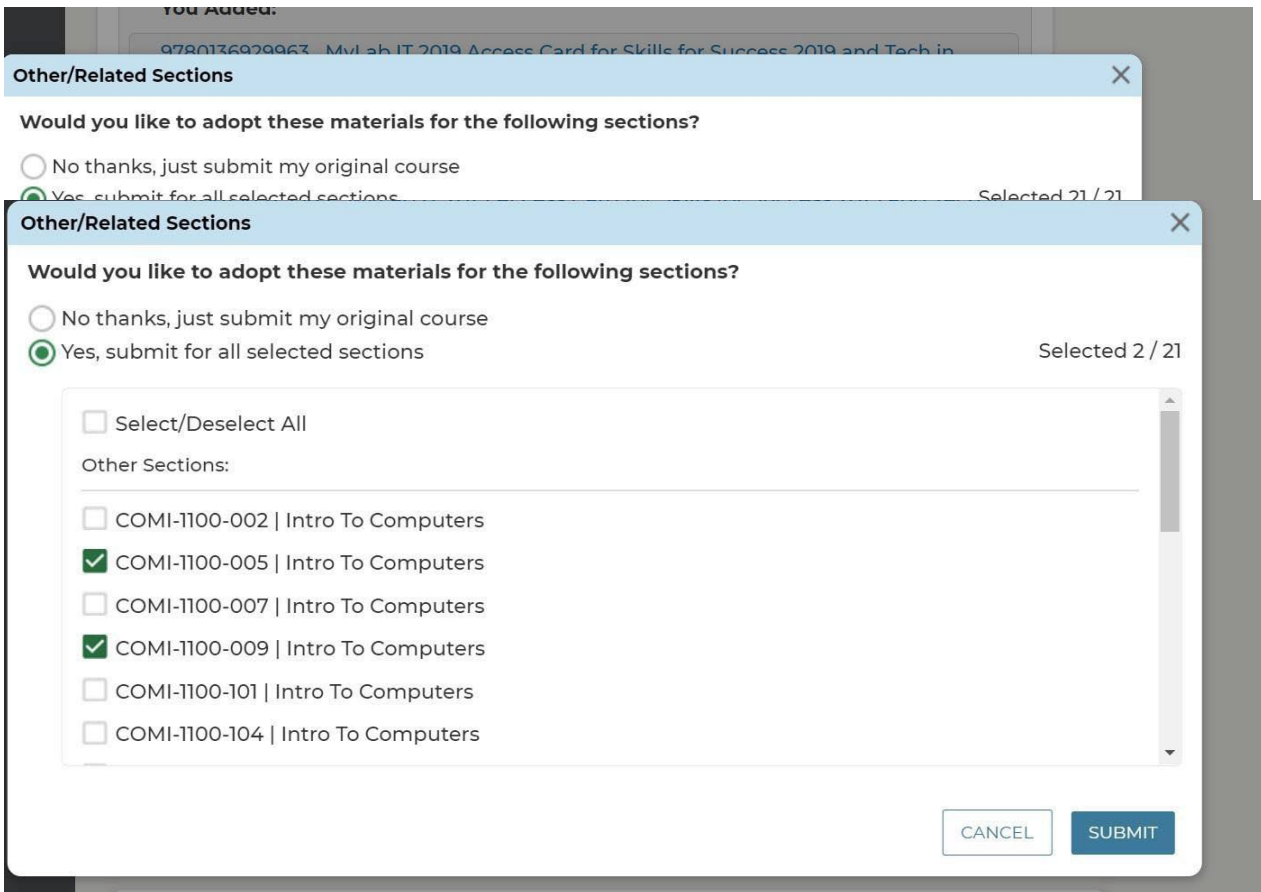
- COMI-1100-002 | Intro To Computers
- COMI-1100-005 | Intro To Computers
- COMI-1100-007 | Intro To Computers
- COMI-1100-009 | Intro To Computers
- COMI-1100-101 | Intro To Computers
- COMI-1100-104 | Intro To Computers

I'm not using any materials for this class

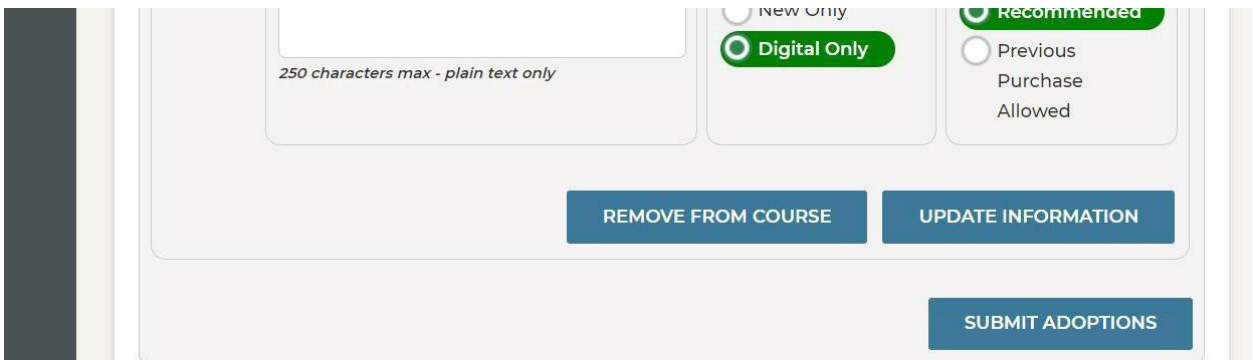
If you make a mistake, you can click on remove from the course and then update the information.

If you have several sections of a course when you click on submit adoptions this screen will appear

Next, you can choose all sections by clicking on yes, submit for all selected sections, or you can choose individual sections by clicking on each course or you can choose 'No thanks, just submit my original course and it will adopt only that section.



Click on Submit Adoptions.



Your screen will show Adoption Complete!

Adoption Complete!

Thank you for submitting your adoption. It has been routed for bookstore review. [Return to Course List](#)

Courses Submitted

SUBMITTED 

COMI-1150-003 | Programming Concepts

Margaret Burke

9781792416088 Problem Solving With Python by Burke, Margaret ▼

[Add Course Materials](#) ▼ [Delete Adoption](#) ▼

If you want to do an adoption for another course, click on Return to Course List and follow the above steps again.

If you want to check what courses are submitted, not submitted or all courses then go back to the course list.

You can also click on the left for the dashboard.

Adoption Insights

Filter: BUSINESS SCIENCE TEC... COMP STUDIES AND INF... SUMMER 2021 Reset Filters

37

Total Courses

0

Courses Not Submitted

100%

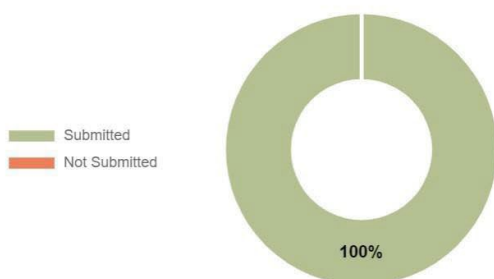
Courses Submitted

0%

Compared To NONE ▼

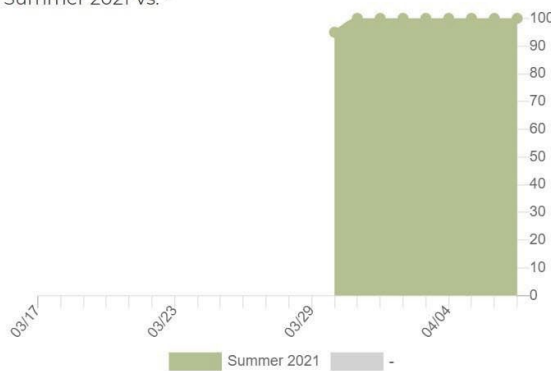
Course Submission Status

37 Total Courses



Submission Rate Trend

Summer 2021 Vs. -



To search the database for other texts you click on the search at the bottom left and you can type in subject or key words.

If you see a book you may want to adopt it, highlight it on the list and click on it to see the book and options for students.

Search Course Materials

medical term



9781455707775 *Medical Terminology Online for Medical by Shiland betsy



***Medical Terminology Online for Medical** HARDCOVER

by Shiland betsy (9781455707775) - 12

[Summary](#)

Current Student Pricing

Pricing is subject to change

New: \$ 62.95

Used: \$ 47.21

Students can save up to
25%

[USE THIS BOOK](#)



Adoptions E

Your ado
overdue.
contact y
Bookstor
Manager
as possib



WE PRICE M TO SAVE STUDENTS \$

- Against ,
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textbook
edition, f
rental te
- Available
used and
rentals

Log out when you are finished.

SECTION III: FACULTY

HIRING A NEW FACULTY MEMBER OR VISITING LECTURER (RF-1 FORM)

An RF-1 form is used to hire a new faculty position or when a visiting lecturer is needed temporarily.

The RF-1 form directions are listed below.

Accessing the Electronic RF-1 (Initiator)

1. To access the electronic RF-1, go to the CCRI Banner webpage <https://www.ccri.edu/it/banner/>
2. Select Request for RF-1.
3. Log in using your CCRI credentials.
4. In the center panel, select CCRI Workflows
 - a. In the first screen, click "SUBMIT." This will enable the user to initiate a new Position Request.
 - b. Click "Position Request (RF1)."
 - c. Follow the instructions below to initiate a request for a position.

Initiating a Position Request

Number	Field(s)	Actions to take
1.	CCRI ID# ¹	<p>Enter your CCRI ID#</p> <p><i>This will automatically fill other fields including:</i></p> <ul style="list-style-type: none">• <i>Position Department</i>• <i>Position reporting and timecard authorization</i>• <i>Funding information</i> <p><i>*All fields named above may be edited as necessary</i></p>

2.	Position title	<p>If position is existing, select from drop down type any part of the title to filter menu of titles, select appropriate position (Skip to step 3).</p> <p><i>This may automatically fill other fields including:</i></p> <ul style="list-style-type: none"> • <i>Classification</i> • <i>Affiliation</i> • <i>E-Class</i> • <i>Grade</i> • <i>Salary Range</i> <p>If the position is new, select “NEW Position” from top of menu</p> <ol style="list-style-type: none"> a. Enter desired title for the new position in field for “New Position Title.” b. Enter the former position and grade used to create new position (if unknown, leave blank, HR and/or Business office can complete)
3.	Primary campus	Select campus where employee is expected to work
4.	Room #	If known, input room where employee is expected to work
5.	Classification ²	If this did not auto-fill in step 2 or change needed, select appropriate classification
6.	Position Department	Auto filled in step 1, if change needed, select appropriate department
7.	Desired Hiring Date	Select a start date ³ that preferably coincides with the start of a pay period
		<p><i>For a list of pay periods, click here; select appropriate information based on employee type (Permanent or Limited and/or Full-time or Part-time).</i></p>

¹ If, in any instance, the applicable CCRI ID is unknown, initiator may click button for “ID Lookup,” enter last name of the person to access a menu to search for correct CCRI ID, once determined, initiator may double click to input.

² ESPA positions are classified, all other staff positions are non-classified.

³ In most instances, from the date of a posting, it takes 8-10 weeks before a full-time employee may begin; all new hires are subject to a successful Criminal Background Check.

8.	Work Schedule	Select anticipated work schedule for the new employee
9.	Position reporting and Timecard	If the information remains unchanged, skip to step 10, if change needed, enter CCRI ID# of person(s) responsible as needed
10.	Permanent/Limited Position	<p>Indicate whether the new position is either permanent or limited</p> <ul style="list-style-type: none"> • If permanent, indicate if the position is “New” or “Existing.” <ul style="list-style-type: none"> ○ If new, skip to step 11⁴ ○ If existing, type name of previous employee • If limited, select anticipated date that the position will end⁵ <ul style="list-style-type: none"> ○ If a position is required due to current employee on leave, type name, otherwise, leave blank
11.	Affiliation	If this did not auto-fill in step 2 or changes needed, select appropriate affiliation
12.	Position #	Leave blank, HR will complete
13.	E-Class	If this did not auto-fill in step 2 or changes needed, select appropriate E-Class ⁶

14.	Grade	If this did not auto-fill in step 2 or changes needed, select appropriate grade <i>For a list of salary grades, click here; select appropriate information based on affiliation (step 11)</i>
15.	Salary Range	The Salary Range will automatically populate
16.	Target Salary	Enter desired target salary <i>If salary exceeds the base salary, indicate reason in justification (step 18)</i>
17,	Funding information	Select proper funding source <i>Ex: If position is funded from a college department budget, funding is “unrestricted,” if funded from a grant, funding is “restricted”</i> <i>If there is any need to change fields below, business office will manage (Fund/Orgn/Account/Program/Activity)</i>
18.	Justification	Complete the justification section by answering the questions with as much detail as possible as this will support decision making
19.	Advertising	If special requests, indicate ‘yes’ and identify desired locations
20.	Approvals	Set approval chain using ID lookup for appropriate approvals 1-3 as needed. * Approvals 4-7 are automatic.
		<i>*If the person requesting position is a Dean/Department head, no Director/Chairperson approval is required.</i>

21.	Finalization and submission	<p>Click Get “Document#” and save this for your records. To</p> <p>Submit for approval:</p> <ul style="list-style-type: none"> • Click box to “submit for approval” • Click “save” <p>To save without submitting</p> <ul style="list-style-type: none"> • Click “save” and close the window <p>• Document# can be used to access at later time to cancel without saving</p> <ul style="list-style-type: none"> • Click “Exit Without Saving”
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⁴ In instances where the position does not already exist within the RI Higher education system or in cases where significant changes are made to the job description, positions must be approved by the Personnel Review Committee and Postsecondary Council. Approval may take some time.

⁵ Limited (temporary) positions are applicable when a current employee is on leave or workload has increased unexpectedly. Most commonly, a limited employee may not work more than 19 hours per week for six months.

Most BOE employees are N1, most CCRIPSA employees are N2, most Full-time faculty are F1, most ESPA employees are C2

Accessing the Electronic RF-1 (Approver)

1. To access the electronic RF-1, approver will receive an email from initiator with subject line

Click "My Outstanding Documents"

Click "Submit"

Review necessary information to determine action

Scroll to Approvals section at bottom and locate required approval sections (your name)

If denied: Enter reason denial in comment box, select "Deny" radio button, click submit

To see where the RF-1 is in approval process go to:

<https://argos.ccri.edu/Argos/AWV/#explorer/CCRI%20Workflows/CCRI%20Workflows>

Enter the Document ID number and submit. Review the approvals at the bottom.

CCRI FACULTY EVALUATION PROCESS

- For all faculty evaluation information, please refer to the [CCRIFA Contract](#).
- For all faculty evaluation-related forms, please refer to the [Academic Affairs Forms webpage](#).
The forms with which to be concerned are self-evaluation, peer evaluation, online SRI evaluation instructions, and chair evaluation

PER THE CCRIFA CONTRACT:

The Department Chair's responsibilities in the faculty evaluation process are as follows:

- Review the faculty member's peer evaluation, Student Rating of Instruction (SRI) and self-evaluation
- Prepare a written summary evaluation for inclusion in the faculty member's professional file

The above responsibilities are completed annually by doing the following:

- Evaluate one-third (1/3rd) of the department's faculty each year, per the submitted departmental faculty evaluation plan (see next bullet), using the Chair Evaluation Form
- Submit a departmental faculty evaluation plan which shall provide for the inclusion of student, self, and peer evaluation reviews for all faculty members during their first three (3) years after hire and every third year thereafter (i.e., 6th, 9th, 12th, etc.)
 - Please note during a faculty member's fourth (4th), fifth (5th), and sixth (6th) year after hire, either the Dean or Department Chairperson or both may require the inclusion of peer and/or student evaluative reviews in the annual evaluation
- Review and share the SRIs with each respective faculty member by the end of the semester in which they are administered
 - Please note non-tenured faculty are required to administer SRIs every semester; tenured faculty will administer the SRIs during either the fall or spring semester
- Provide the appropriate academic dean, each year, on or before July 1st, a summary report of completed faculty evaluations
- Submit chair evaluations of faculty, per the departmental faculty evaluation plan, to the appropriate academic dean on or before July 1st

Timeline of Evaluation Action Items, per the Administrative Calendar:

Action Item	Approximate Date
Department Chairs submit faculty evaluation plans to your appropriate	Late September
7-week and 15-week Student Rating of Instruction (SRIs) are conducted	Chairs are notified by their dean
Faculty conduct peer evaluations according to the departmental plan	Early November
Chairs submit a summary of 3-year faculty evaluations to Dean (this summary is a list of those faculty the Department Chair will be submitting evaluations for by July 1 st)	Mid-February
Online evaluation procedure launches (faculty evaluation of Divisional Dean and Department Chairs, department chair evaluation of Divisional Dean, and Dean evaluation of Department chairs)	March 1 st
Chairs submit self-evaluation materials to Deans	Mid-March
7-week and 15-week spring course Student Rating of Instruction (SRIs) are conducted	Chairs are notified by dean
Chairs submit faculty evaluations to Deans	July 1 st

FACULTY TENURE OR PROMOTION PROCESS

This information specifically has links to the Chair's role in the promotion and tenure process.

<https://www.ccri.edu/acadaffairs/facultypromotion.html>

FACULTY TRAVEL PROCEDURES

Travel Policies and Procedures: Please go to the following link:

[Travel Procedures](#)

SECTION IV ACADEMIC

[STUDENT HANDBOOK](#)

The student handbook link is here: [Student Handbook](#)

[ACADEMIC GRIEVANCE PROCEDURE](#)

Academic Grievance Procedure link is here: [Academic Grievance Procedure](#)

CURRICULUM REVIEW PROCESSES

For curriculum review meeting schedule, timelines, and past agendas and minutes, please refer to the [Curriculum Review Committee](#)

To enter or edit course proposals: <https://cls.ccri.edu/courseadmin/>

To enter or edit Program proposals: <https://cls.ccri.edu/programadmin/>

[ACADEMIC PROGRAM REVIEW PROCESS](#)

<https://www.ccri.edu/dean-as/programreview/>

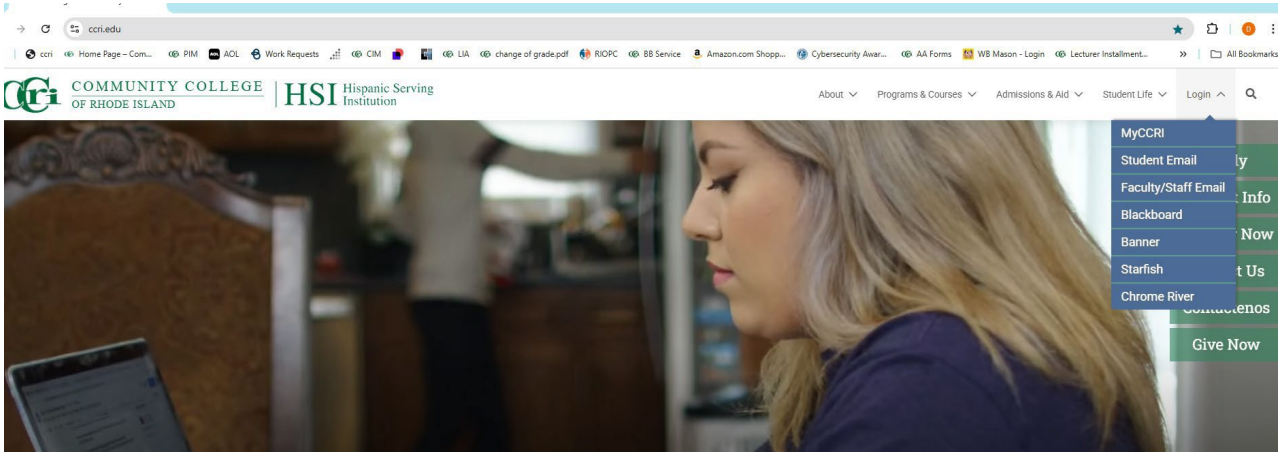
[GENERAL EDUCATION INFORMATION](#)

General Education Committee Information link is here: [General Education Committee](#)

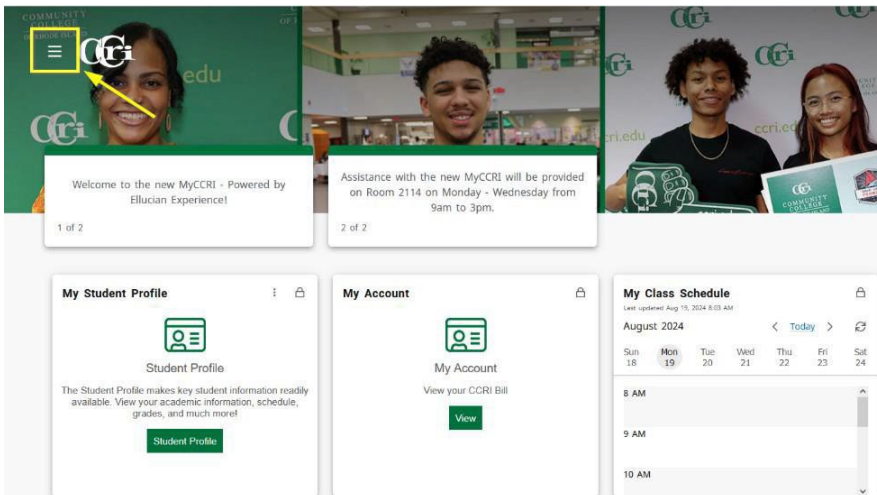
RIBGHE Transfer Guide: [RIBGHE Website](#)

SECTION V: MYCCRI

Log in to your MyCCRI account from the CCRI Home Page. Click on the three lines in the top left-hand corner of the screen.



FACULTY RESOURCES



To access the Faculty Dashboard, click the green **“Faculty Dashboard”** button, and the page to the right will open.

Note: Quick-access links to important faculty areas can be found on the **“Faculty Resources”** card.



Faculty Services



Hello [Name]

Welcome to the Banner Self-Service Faculty page.
Faculty Services

- Starfish
- Faculty Grade Entry
- Faculty Week at a Glance
- Faculty Detail Schedule
- Assigned Courses/Rosters
- Registration Overrides
- Course Lookup
- Faculty Course List
- Verification of Enrollment
- Enable Online Evaluations
- View Student Ratings of Instruction (SRI) Results

TO VIEW FACULTY SCHEDULE BY DAY, TIME, CAMPUS AND CLASSROOM LOCATION

From the "Faculty Services" page, click "Faculty Week at a Glance"

From the view below, you can easily access detailed information about each course you course for a given term by clicking on the course in the calendar below.

Faculty Week at a Glance

Today < Week 09/04/2023 to 09/10/2023 > MM/dd/yyyy Go

	09/04	09/05	09/06	09/07	09/08	09/09	09/10
17:00							
18:00				<div>PSYC 2010 - 730 37183 Class 18:00-20:00 KN-6010 Click</div>			

Faculty Detail Schedule

Term: Fall 2023 - 202330 09/05/2023 - 12/22/2023 CRN: PSYC 2010 730 General Psychology 37183 (24)

Use this page to view your detailed schedule.

Course - PSYC 2010 730 General Psychology 37183

Associated Term: Fall 2023	CRN: 37183	Status: Open	Available for registration: 04/06/2023 - 10/25/2023
College: Community College of RI	Department: Psychology	Part of Term: 1F	Credits: 4
Campus: Knight Campus - Warwick	Override: No	Instructional Method:	Roster: Classlist
Course Level: Undergraduate			

Scheduled Meeting Times

Type	From Time	To Time	Days	Where	Start Date	End Date	Schedule Type	Instructors
Class	18:00	20:00	Thu	Knight Campus 6010	09/05/2023	12/22/2023	Lecture	[Instructor Name]

TO VIEW FACULTY DETAIL SCHEDULE

From the “Faculty Services” page, click “Faculty Detail Schedule”

The Faculty Detail Schedule displays information on each course the faculty member is attached to, count, meeting times, and locations.

Selected a TERM and CRN from the down lists.

Faculty Detail Schedule

Term: **Fall 2023 - 202330 09/05/2023 - 12/22/2023** CRN: **37183**

Course: PSYC 2010 730 General Psychology 37183

Associated Term	CRN	Status	Available for registration
Fall 2023	37183	Open	04/06/2023 - 09/11/2023
College	Department	Part of Term	Credits
Community College of RI	Psychology	1F	4
Campus	Override	Instructional Method	Roster
Knight Campus - Warwick	No		Classlist
Course Level			
Undergraduate			

Scheduled Meeting Times

Type	From Time	To Time	Days	Where	Start Date	End Date	Schedule Type	Instructors
Class	18:00	20:00	Thu	Knight Campus 6010	09/05/2023	12/22/2023	Lecture	

Results found: 1

Page 1 of 1 Per Page 100

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	28	28	0

ADDING OFFICE HOURS

From the “Faculty Services” page, click “Assigned Courses/Rosters”

Under *Office Hours*, click the “Add” link to go to the Office Hours page. Use this page to set up your office hours. The From/To Times and From/To Dates are required when adding office hours. Students may view your office hours when the *Display indicator* is checked. Office hours may be deleted by checking the “Delete” box and then click **Submit**.

Course: General Psychology - 37183 - PSYC 2010 - 730

Associated Term	CRN	Status	Schedule Type
Fall 2023(202330)	37183	Open	Meets on-campus and online
Instructional Method	Campus	Available for Registration	Credits
	Knight Campus - Warwick	04/06/2023 to 09/11/2023	4.000
Syllabus	Office Hours Add	Roster	Detail Schedule
Add		Class list	Display
Grade Mode	Course Level		
	Undergraduate		

ADDING SYLLABUS INFORMATION

From the “Faculty Services” page, click “Assigned Courses/Rosters”

Under *Syllabus*, click the “Add” link to go to the Syllabus Information page. Use this page to maintain syllabus information, learning objectives, required materials, and technical requirements for the course.

Course: General Psychology - 37183 - PSYC 2010 - 730			
Associated Term	CRN	Status	Schedule Type
Fall 2023(202330)	37183	Open	Meets on-campus and online
Instructional Method	Campus	Available for Registration	Credits
	Knight Campus - Warwick	04/06/2023 to 09/11/2023	4.000
Syllabus	Office Hours	Roster	Detail Schedule
Add	Add	Class list	Display
Grade Mode	Course Level		
	Undergraduate		

TO VIEW YOUR CLASS ROSTER

From the “Faculty Services” page, click “Assigned Courses/Rosters”

Under *Roster*, click the “Class List” link to go to the Faculty Enrolled Summary Class List. This is a listing of all students in the course. If there is a student in your class who does not appear on this list, please refer the student to the Office of Enrollment Services.

TO VIEW FACULTY DETAIL CLASS LIST

From the “Faculty Services” page, click “Assigned Courses/Roster OR Faculty Detail Schedule”

NOTE: Most recent classes are at the bottom of the page.

Under *Roster*, click the “Class List” link to go to the Faculty Enrolled Summary Class List. Then, Select “Detail View”

Course: Psychology of Personal Adjust - 31734 - PSYC 1030 - 102

Associated Term	CRN	Status	Schedule Type
Fall 2016(201630)	31734	Open	Lecture
Instructional Method	Campus	Available for Registration	Credits
	Knight Campus - Warwick	09/14/2016 to 10/31/2016	3.000
Syllabus	Office Hours	Roster	Detail Schedule
Add	Add	Class list	Display
Grade Mode	Course Level		
	Undergraduate		

Click Class list



Fall 2023-202330 PSYC 2010 I v

Y Course Information

General Psychology PSYC 2010
730
CRN: 37183
Duration: 09/05/2023 1212212023

Enrollment Counts

	Maximum	Actual
Enrollment	28	0
Wait List	0	0

[Class List](#) [Wait](#)

Detail Class List

Student	ID	Registration Status	Level
Degree: Associate in			
Study Path			
Level	Undergraduate		
Program	General		
catalogTerm	Studies Fall		
AdmitTerm	2023		
College			
camous	Community College of R		
Major			
Department			
Co			

TO GRANT REGISTRATION OVERRIDE

From the “Faculty Services” page, click “Registration Overrides”

Follow the steps below

Registration Overrides

Override 5 Course 6

Capacity/Instructor Approval 37183-PSYC 2010 730 + Add Override

Submit 7

[Back to ID Selection](#)

Current Student Overrides

Override Course

Capacity/Instructor Approval

Results found: 1

Info

TO ENTER MID-TERM AND FINAL GRADES

From the “Faculty Services” page, click “Faculty Grade Entry”

Select the grading type (Mid-term or final)

Click on “Term” to arrange the courses where the most recent to the top

Locate the course for which you wish to enter mid-term or final grades. Confirm the course name and semester, then click the “Not Started” button to the left of the course name. The grade entry section will appear on the lower half of the same page - you may need to scroll down.

Entering Mid-Term Grades

Not Started	COMI - Computer Studies & Info. Proc.	1150	SD1	Programming Concepts	202220 - Summer 2022
-------------	---------------------------------------	------	-----	----------------------	----------------------

Full Name	ID	Midterm Grade	Last Attend Date
[Redacted]	[Redacted]	A	[Redacted]
[Redacted]	[Redacted]	B-	[Redacted]
[Redacted]	[Redacted]	C+	[Redacted]
[Redacted]	[Redacted]	A	[Redacted]

Entering Final Grades

Faculty Grade Entry

Midterm Grades **Final Grades** Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term
Completed	Completed	COMI - Computer Studies & Info. Proc.	1450	106	WINDOWS Operating System	202310 - Spring 2023

Locate the course for which you wish to enter grades. Confirm the course name and semester, then click the **"Not Started"** button to the left of the course name. The grade entry section will appear on the lower half of the same page - you may need to scroll down.

Not Started	COMI - Computer Studies & Info. Proc.	1150	SD1	Programming Concepts	202220 - Summer 2022
--------------------	---------------------------------------	------	-----	----------------------	----------------------

If a faculty member wishes to mark a student with a final Grade of WP, WF, I, IC, F, or NA, the faculty member **MUST** insert a **"Last Attend Date."** The "Last Attend Date" needs to be inserted in a specific format as follows: **MM/DD/YYYY**. Correct example: 06/30/2022 **NOT:** 6-30-22.

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date
[Redacted]	[Redacted]		C+		[Calendar Icon]
[Redacted]	[Redacted]				[Calendar Icon]
[Redacted]	[Redacted]				[Calendar Icon]
[Redacted]	[Redacted]				[Calendar Icon]

TO PRINT COURSE ROSTER

From the "Faculty Services" page, click "Assigned Courses/Roster" NOTE:

Most recent classes are at the bottom of the page.

Follow step below

Course: Psychology of Personal Adjust - 31734 - PSYC 1030 - 102

Associated Term	CRN	Status
Fall 2016(201630)	31734	Open
Instructional Method	Campus	
	Knight Campus - Warwick	
Syllabus	Office Hours	
Add		
Grade Mode		

Class List Export Print

Fall 2016 - 201630 PSYC 1030 | 31734

Course Information

Psychology of Personal Adjust - PSYC 1030 102
CRN: 31734
Duration: 08/31/2016 - 12/21/2016
Status: Open

Enrollment Counts			
	Maximum	Actual	Remaining
Enrollment	32	23	9
Wait List	5	0	5
Cross List	0	0	0

Class List Wait List Summary View

Summary Class List Search (Alt+Y)

<input type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
<input type="checkbox"/>	[Name]	[ID]	**Web Registered**	Undergraduate	3	<input type="checkbox"/>	<input type="checkbox"/>	Freshman
<input type="checkbox"/>	[Name]	[ID]	**Web Registered**	Undergraduate	3	<input type="checkbox"/>	<input type="checkbox"/>	Sophomore
<input type="checkbox"/>	[Name]	[ID]	**Web Registered**	Undergraduate	3	<input type="checkbox"/>	<input type="checkbox"/>	Freshman
<input type="checkbox"/>	[Name]	[ID]	**Web Registered**	Undergraduate	3	<input type="checkbox"/>	<input type="checkbox"/>	Not Available

Send Email

Send emails to others in your course without having to switch to your email provider. [More Help](#)

All Users 1

Send email to all of the users in the Course.

All Groups

Send email to all of the Groups in the Course.

All Student Users 2

Send email to all of the Student users in the Course.

All Instructor Users

Send email to all of the Instructor users in the Course.

Single / Select Users 3

Select which users will receive the email.

Single / Select Groups

Select which Groups will receive the email.

TO EMAIL THE STUDENTS IN YOUR CLASS

Login to Blackboard

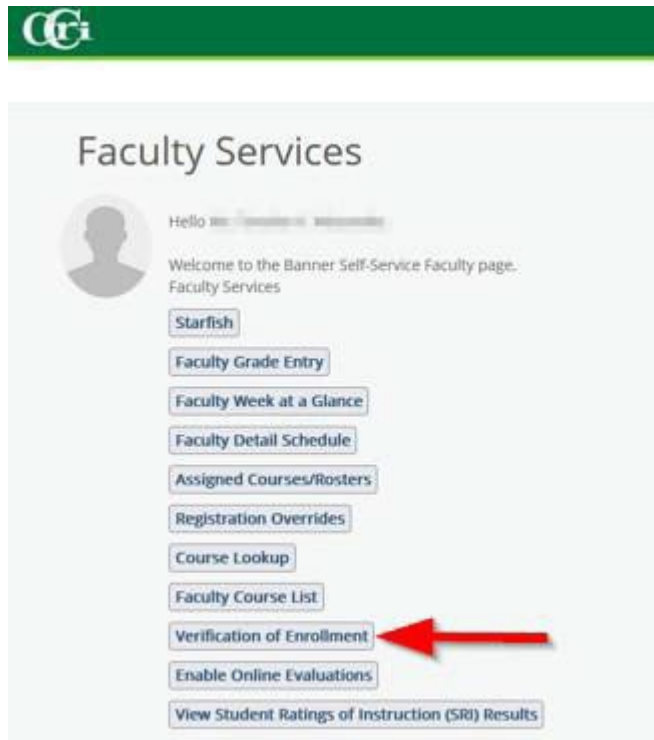
Click on the course to email

On the left side panel of the screen, click on the “**Email**” link.

After clicking on the [Email link](#), you will see the screen below.

- **Option 1:** Sending an email to the class using this will allow you, the instructor, to receive a copy of the email in your CCRI account
- **Option 2:** Sending an email to the class using this option, you, the instructor, **will not** receive a copy of the email in your CCRI account
- **Option 3:** Sending an email to the class using this option, you, the instructor, can select a specific student (s) you wish to email. You can include yourself to receive a copy of the email.

TO DO VERIFICATION OF ENROLLMENT



The image shows the Banner Self-Service Faculty Services page. At the top left is the Banner logo. Below it is a header "Faculty Services". A user profile icon is on the left, followed by a "Hello" message and a welcome message: "Welcome to the Banner Self-Service Faculty page. Faculty Services". A vertical list of menu items is on the right, with a red arrow pointing to "Verification of Enrollment".

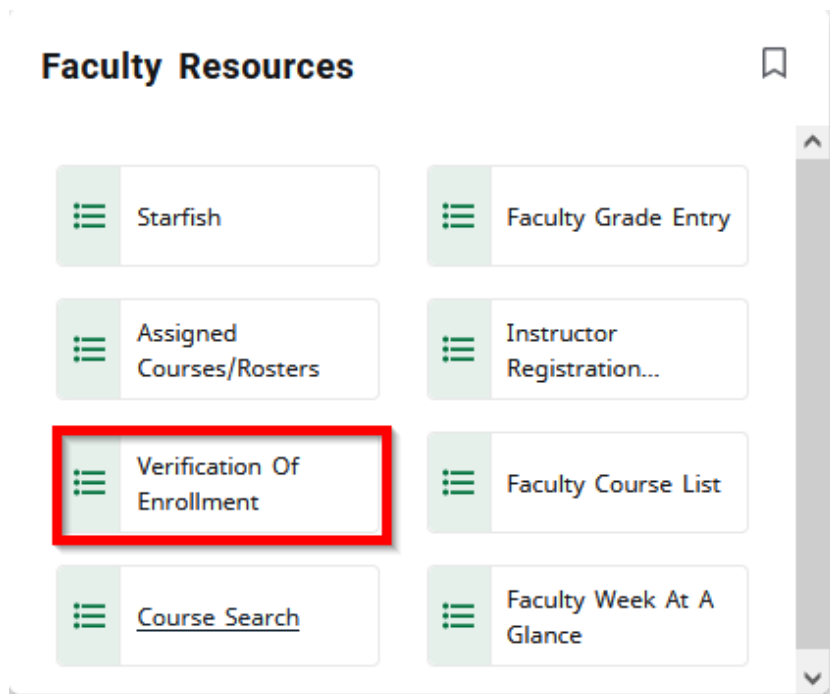
- Starfish
- Faculty Grade Entry
- Faculty Week at a Glance
- Faculty Detail Schedule
- Assigned Courses/Rosters
- Registration Overrides
- Course Lookup
- Faculty Course List
- Verification of Enrollment
- Enable Online Evaluations
- View Student Ratings of Instruction (SRI) Results

Option 2:

From the "Faculty" locate the "Faculty Resources" card.

Then, click the "Verification of Enrollment" link

Select the appropriate term from the drop-down list and click "Submit"



The image shows a "Faculty Resources" card with a bookmark icon in the top right corner. The card contains a grid of buttons, each with a menu icon on the left. The "Verification Of Enrollment" button is highlighted with a red border.

Starfish	Faculty Grade Entry
Assigned Courses/Rosters	Instructor Registration...
Verification Of Enrollment	Faculty Course List
Course Search	Faculty Week At A Glance

Select the "CRN (for the course)" from the drop-down list and click "Submit"

Select CRN

Please enter the CRN you wish to access, or select a different term from the menu.

CRN:

Enter checkmarks for those students who have "NEVER" shown up for the class and have "NOT" contacted you to indicate an intent to show. Click the "Process No-Shows" button.

NOTE: If all of your student attended at least one class during the first week, click the "All Students Attending" button.

Verification of Attendance

Indicate 'No Show' if a student has never shown up for the class, and has not contacted you to indicate an intent to show.
- If the word "Confidential" appears next to a student's name, information is to be kept confidential.
- Click on a student's name to view the student's address(es) and phone(s).

Course Information

Intro To Computers - COMI 1100 204
CRN: 10515
Students Registered: 20

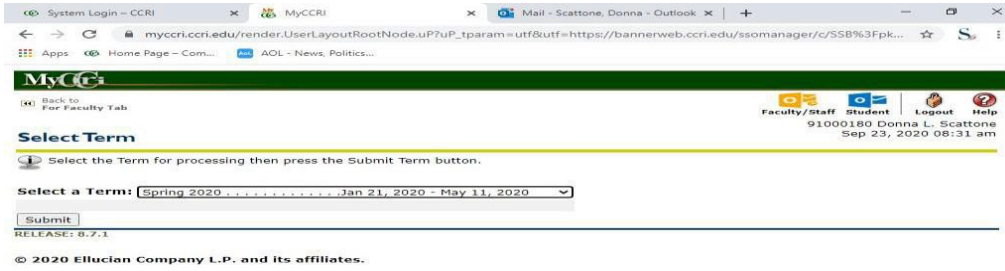
Please complete quickly. There is a 60 minute time limit starting at 05:33 pm on Jan 25, 2011 for this page.

No-Show Processing

Record Number	Student Name	ID	Credits	Registration Status	No Show?
1	Doe, John	90000000	3.000	**Web Registered** Nov 10, 2010	<input type="checkbox"/>
2	Smith, Jane	90000000	3.000	**Web Registered** Dec 27, 2010	<input type="checkbox"/>
3	Doe, Jane	90000000	3.000	**Web Registered** Jan 02, 2011	<input type="checkbox"/>
4	Smith, John	90000000	3.000	**Web Registered** Dec 21, 2010	<input type="checkbox"/>
5	Doe, John	90000000	3.000	**Web Registered** Nov 09, 2010	<input type="checkbox"/>
6	Smith, Jane	90000000	3.000	**Web Registered** Nov 18, 2010	<input type="checkbox"/>
7	Doe, Jane	90000000	3.000	**Web Registered** Jan 10, 2011	<input type="checkbox"/>
8	Smith, John	90000000	3.000	**Web Registered** Jan 07, 2011	<input type="checkbox"/>
9	Doe, John	90000000	3.000	**Web Registered** Jan 10, 2011	<input type="checkbox"/>
10	Smith, Jane	90000000	3.000	**Registered** Jan 25, 2011	<input type="checkbox"/>
11	Doe, Jane	90000000	3.000	**Web Registered** Nov 08, 2010	<input type="checkbox"/>
12	Smith, John	90000000	3.000	**Web Registered** Dec 22, 2010	<input type="checkbox"/>
13	Doe, John	90000000	3.000	**Web Registered** Nov 17, 2010	<input type="checkbox"/>
14	Smith, Jane	90000000	3.000	**Web Registered** Jan 03, 2011	<input type="checkbox"/>
15	Doe, Jane	90000000	3.000	**Web Registered** Dec 17, 2010	<input type="checkbox"/>
16	Smith, John	90000000	3.000	**Web Registered** Jan 18, 2011	<input type="checkbox"/>
17	Doe, John	90000000	3.000	**Web Registered** Nov 29, 2010	<input type="checkbox"/>
18	Smith, Jane	90000000	3.000	**Web Registered** Jan 18, 2011	<input type="checkbox"/>
19	Doe, Jane	90000000	3.000	**Web Registered** Nov 08, 2010	<input type="checkbox"/>
20	Smith, John	90000000	3.000	**Web Registered** Jan 11, 2011	<input type="checkbox"/>

In the Faculty Dashboard under Dept Admin/Chair Resource, click on View Student Ratings of Instruction.

Select Term and click on Submit

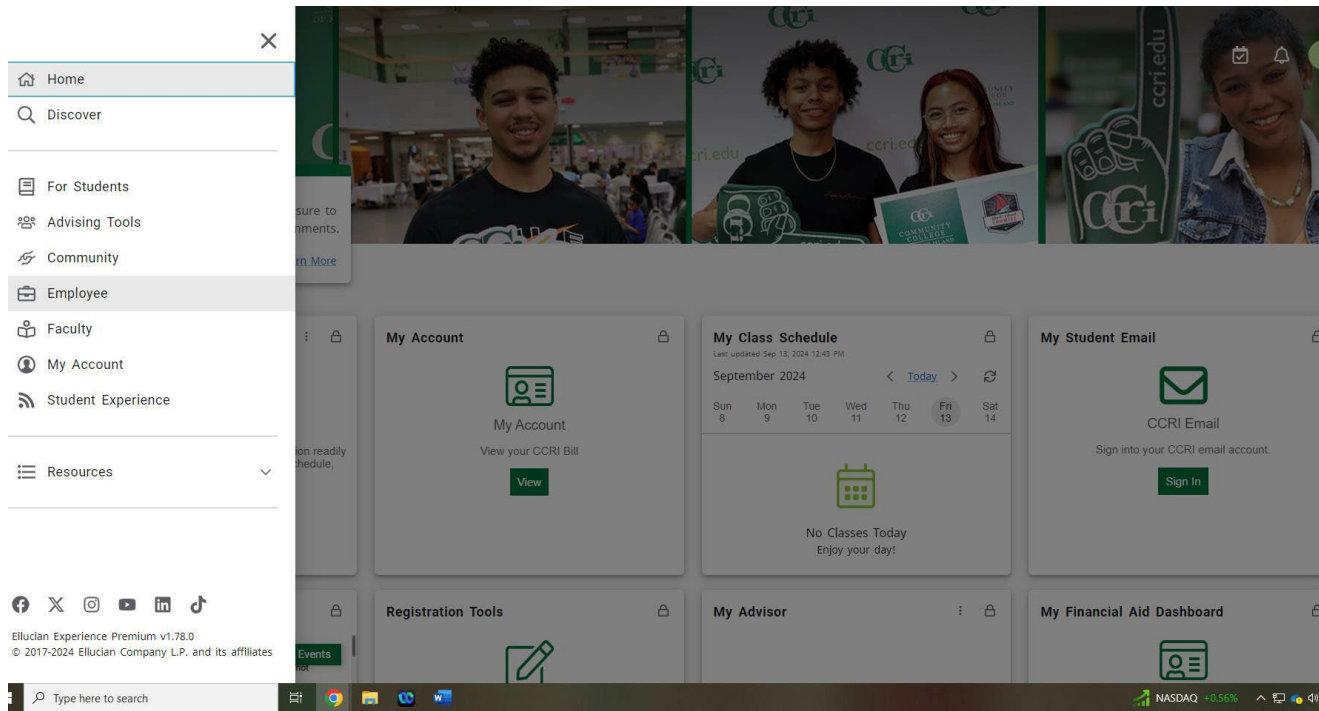


You will now see the department's results.

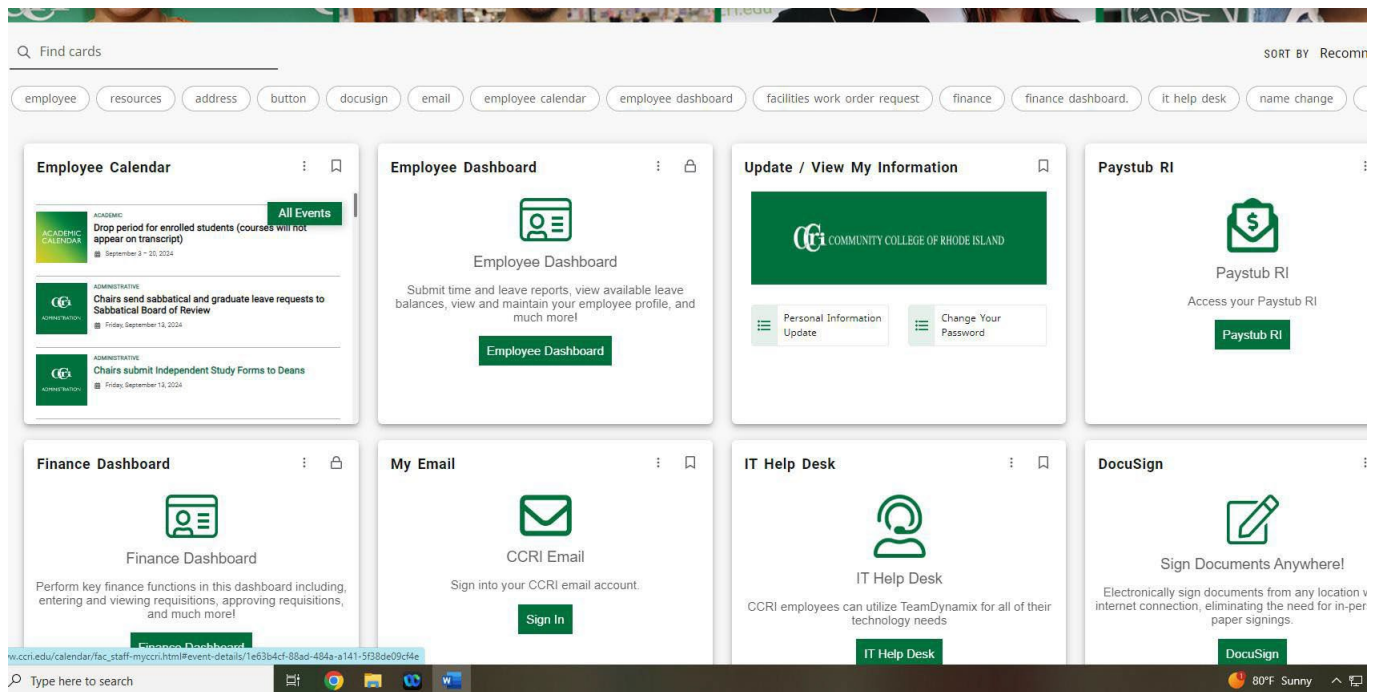
Click Magnifying Glass next to the course/professor to see results for that course.

EMPLOYEE Dashboard

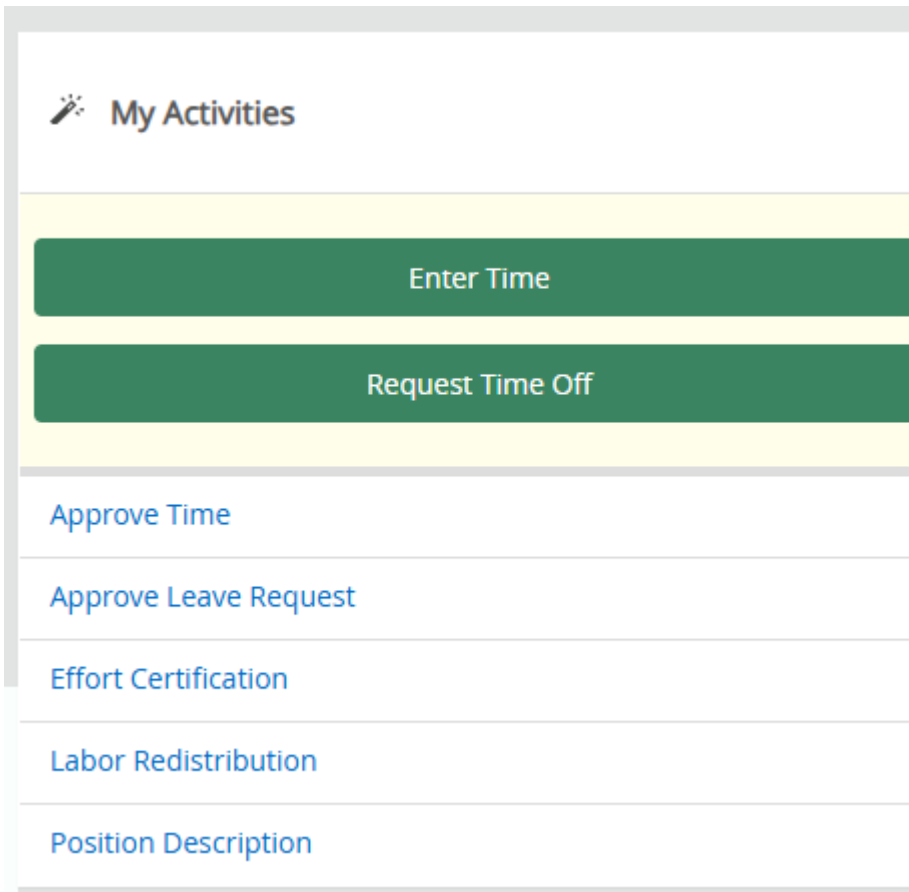
In MyCCRI, click on 'Employee'



Any system you use should be here: Employee Dashboard, finance, calendar, your information, Paystub RI, DocuSign, etc.



Click on Employee Dashboard to enter your sick time, approve people in your department time, and to approve stipends you may receive.

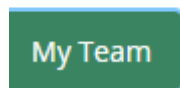
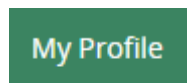


Enter time is for you to put in your sick time.

Approve Time is for you approve people in your department timecards

Effort Certification is for stipends that you may receive. You will get an email telling you that you need to go in an approve the stipend.

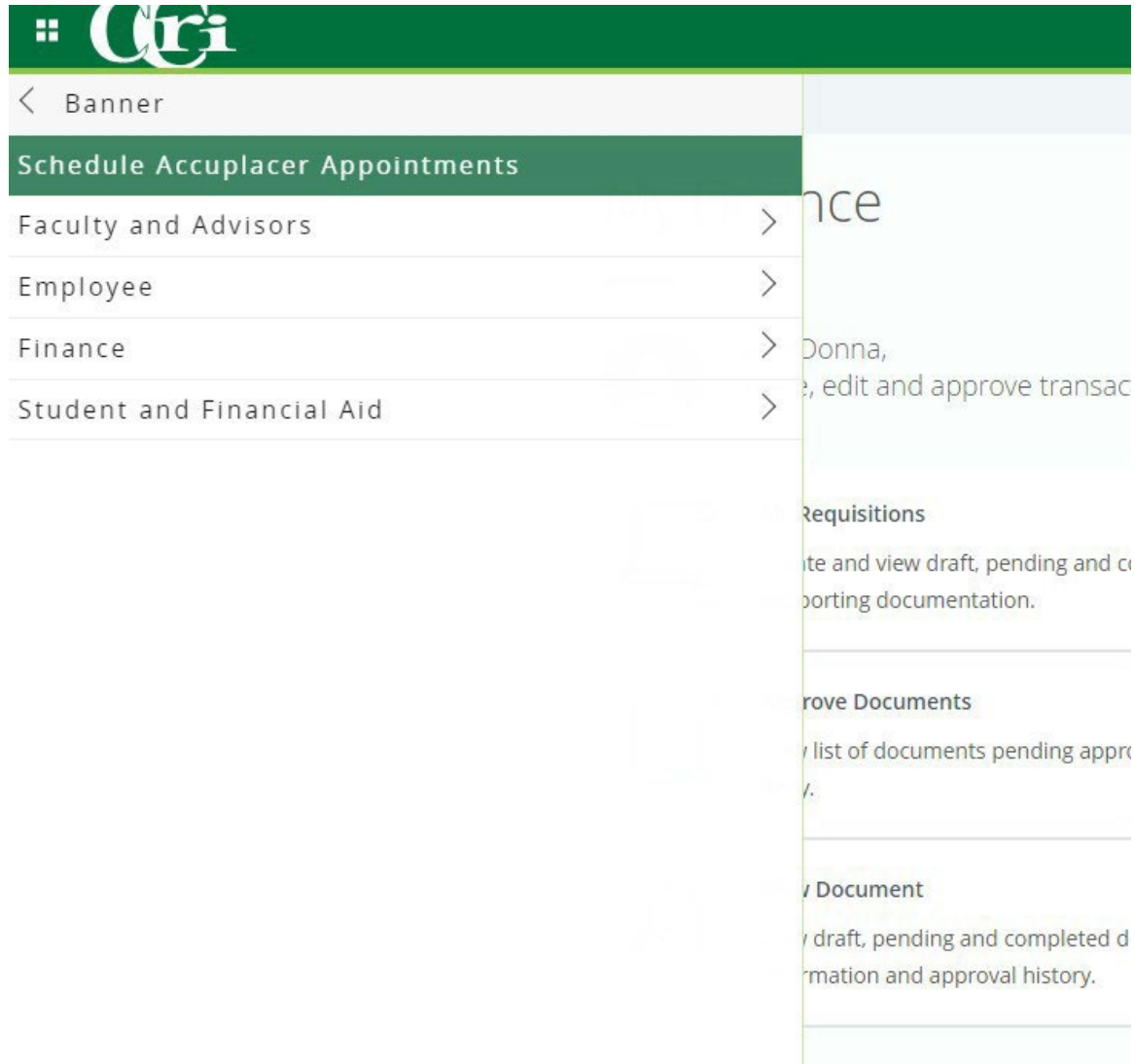
Click on My Team



You should see your employees listed. Click on their name to see how many hours they have for Vacation, Sick and Personal.

Directions to view and print Requisitions and Purchase orders in MyCCRI:

Under the Finance Dashboard, you should be able to view requisitions, approve them and view them. If you need other resources click on the top left (4small squares) to view other options.



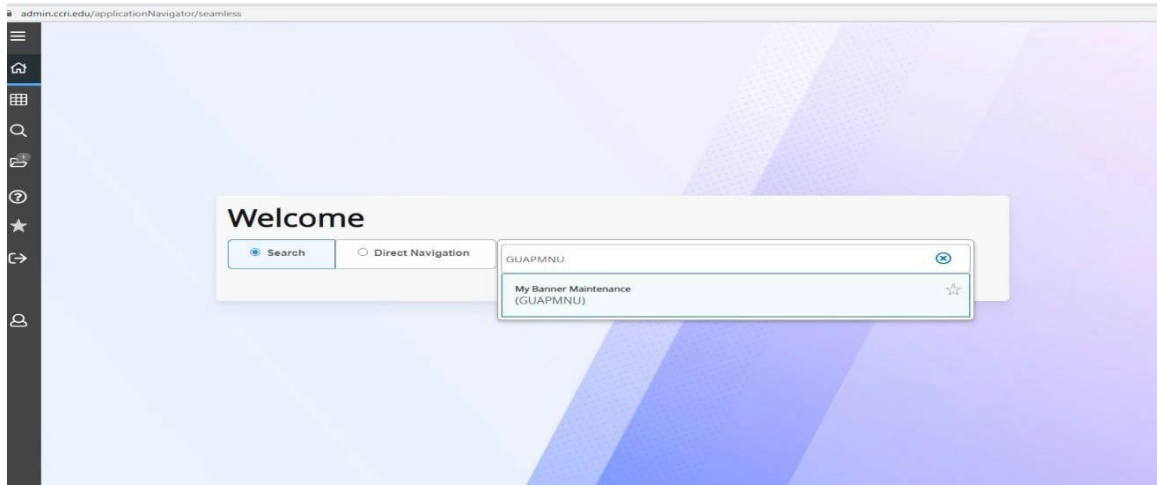
Click on Finance for more options.

For Additional MyCCRI Faculty Resources: <https://www.ccri.edu/it/documentation/myccri-tutorials/>

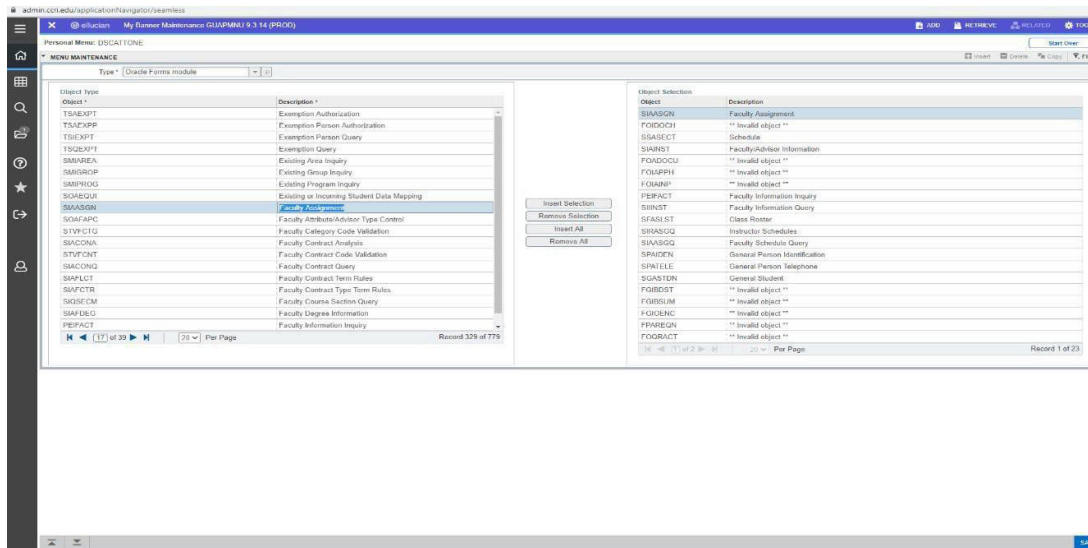
SECTION VI: BANNER SYSTEM

Sign into Banner here: <https://www.ccri.edu/it/banner/>

If you want to save Forms for easy access, type in the search field GUAPMNU (My Banner Maintenance) and click on go. You will search for Banner Forms you will need and then insert each selection. This will give you easy access later to the main menu under My Banner.



You can scroll through each page and double-click on the form then insert a selection. Make sure you save at the bottom right before leaving My Banner Maintenance Screen.



BANNER SCREENS

Student Information Screens

	Description	Information Retrieved or Specific Screen Function
SFASLST	Class Roster	Class roster using CRN # (Shows ID#, Name and Status)
SCASRCH	Course Search	Search for course by subject (i.e., COMI) and then by number
SSASECT	Course Section Information	Used for course detailed information.
SGASTDN	General Student	General Information

Faculty Information

SIAINST	Faculty/Advisor Information	Entering a new faculty member or changing status
SIAASGN	Faculty Assignment	Course Assignments
SIAASGQ	Faculty Schedule Query	Faculty Schedule by ID #
PEIFACT	Faculty Information Inquiry	Appointment, tenure, title/rank dates
SIAFDEG	Faculty Degree Information	Degree Information on Record Address, Phone number, email address of any person.

General Information

Use ID or search by last name and first name.

SPAIDEN

General Person Information

GUISRCH

General Search

Search for a person by ID, email, or phone number

Payroll

SZRAUTX

Overload reports

Used to process Faculty Overload Report

Finance/Budget Information

FPAREQN

Requisition

Enter Requisitions

FPIREQN

Requisition Query

Gives Delivery Date

FOIDDOCH

Document History

Look up Requisition or Purchase

Order Information

FOAUAPP

User Approval

Approve requisitions

FGIBSUM

Organization Budget Summary

To look up summary of

department budget

FGIBDST

Organization Budget Status

For YTD activity, Commitments,

and available balances in organizations (department) budget

FGIOENC

Organization Encumbrance List

Open orders or Blanket Order

Information (i.e., WB Mason)

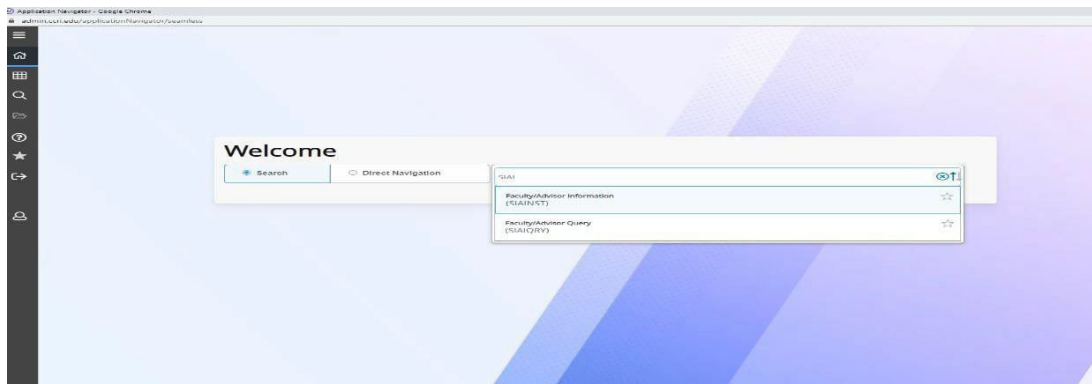
[Adding/Changing Instructors in Banner \(SIANST\):](#)

Chart of Screens:

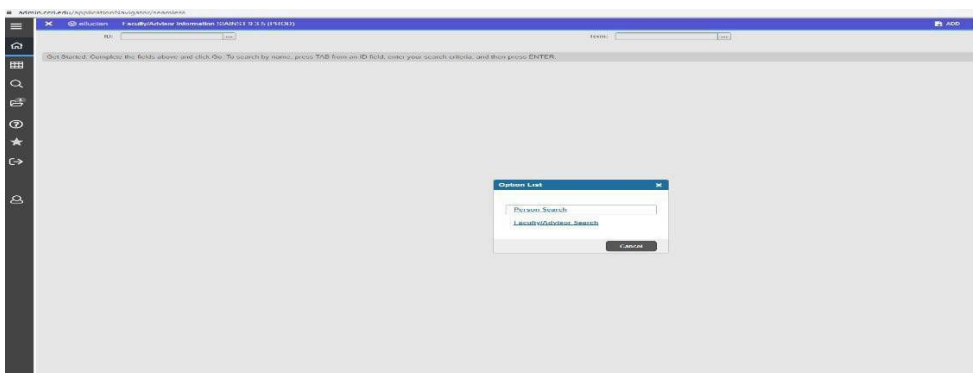
BANNER	Full-Time	Adjuncts	Full-time Employee	Visiting Lecturers
SIANST	Professors		Teaches as an adjunct	
FACULTY MEMBER BASE DETAILS	Status should be changed by HR	LECT	LECT	VSLECT
CATEGORY FIELD	unless they are retired and come back as an adjunct. Adjuncts should only be changed if they become full-time or a Visiting Lecturer			
STAFF TYPE FIELD	FT	AF	AC	TF
WORKLOAD RULE FIELD	FT	PT	PT	TT
FACULTY CONTRACT FIELD Line One (TYPE, RULE)	SE, FT	NS, PT	NS, PT	VL, TT
FACULTY CONTRACT FIELD	NS, FT			NS, TT
Line two (TYPE, RULE)				

PLEASE NOTE: If you need to change an instructor's status, i.e., they are no longer a visiting lecturer, adjunct, or have been hired as a full-time faculty member, you must make changes to this screen, or they will be paid incorrectly. Also, you should update them every semester.

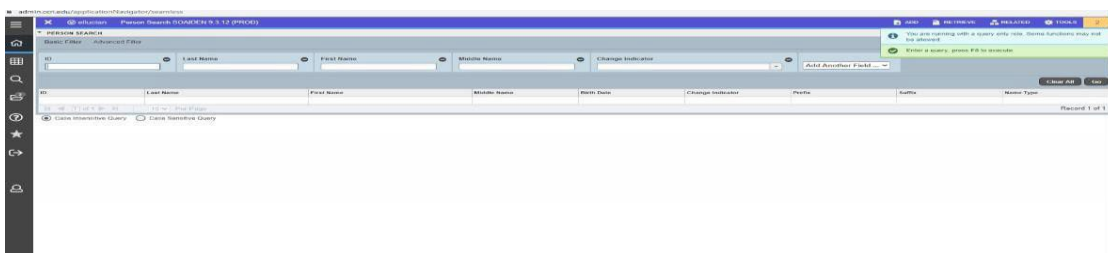
Sign into Banner and Enter SIAINST in the search field. You will see Faculty/Advisor Information. Highlight it and hit enter.



The screen will open for you to enter your faculty Id number, or you can search by clicking on the three dots next to the ID field. You can search for a faculty member by clicking on Pearson Search.



NEXT, TAB OVER TO LAST NAME TO ENTER THE PERSON'S LAST NAME AND THEN ENTER FIRST NAME. CLICK ON GO.



Next, double-click on the ID number or choose select in the lower right-hand corner.

Next, enter the term (year, semester) i.e., 202010 (terms are spring is 10, summer is 20 and fall is 30) and click 'go'.

11.n.ccn.edu/app/can/Nav/gator/seamless

11.n.ccn.edu/app/can/Nav/gator/seamless

ID: 101000180

Scattoni, Donna I

101000180

RELATED

NEXT, YOU MUST CLICK ON MAINTENANCE BUTTON TO BE IN THE CURRENT TERM.

FACULTY MEMBER BASE DETAILS

From Term: 200510 Maintenance To Term: 999999

Status: AC Active

Status Date: 03/31/2005

Faculty

Advisor

Override Process Rule Security

Appointment Date: [calendar icon]

Override User ID: [text box]

Override Activity: [text box]

Date: [text box]

Category: [dropdown menu]

Staff Type: [dropdown menu]

Workload Rule: [dropdown menu]

Next, tab through each section. The letters AC are entered in the status field. This will keep the person active in the system. In the fields of Category, Staff Type and Workload Rule, you want to click on the three dots to choose the correct code. Click Save on the bottom right when you have completed all fields

In the **Category-field**: HR would change a full-time faculty members status when they are promoted. i.e. from Assistant Prof to Associate Prof.

All Admins. should only be changing this section if a faculty member retires and comes back as an adjunct. This is also used to appoint as a visiting lecturer for the semester. It should be LECT or VSLECT for part-time adjuncts.

Faculty/Advisor Information SIAINST 9.3.23 (PROD)

ID: 91000180 Scattone, Donna L. Term: 202330

FACULTY MEMBER BASE DETAILS

From Term: 202330 Maintenance To Term: 999999

Status: AC Active

Status Date: 03/31/2005

Faculty

Advisor

Override Process Rule Security

Appointment Date: [calendar icon]

Override User ID: [text box]

Override Activity: [text box]

Date: [text box]

Category: [dropdown menu]

Staff Type: [dropdown menu]

Workload Rule: [dropdown menu]

Faculty Category Validation (STVFCTG)

Criteria: [search box]

Code	Description	ACTIVITY DATE
ASPROF	Associate Professor	07/12/1991
ASTPRO	Assistant Professor	08/12/1991
INST	Instructor	08/12/1991
LECT	Adjunct Lecturer	04/08/2005
LIBR	Librarian	08/12/1991
PROF	Professor	08/12/1991
TPRFI	Technical Professor I	04/08/2005
TPRFII	Technical Professor II	04/08/2005
TPRFIII	Technical Professor III	04/08/2005
VSLECT	Visiting Lecturer	09/12/2004

Record 1 of 10

Cancel OK

In the **Staff Type** field: If they are a full-time employee and teach as an adjunct we should be using AC, FT for Full-time professors, AF for Adjuncts or TF for a Visiting Lecturer.

Faculty/Advisor Information SIAINST 9.3.23 (PROD)

D: 91000180 Scattone, Donna L. Term: 202330

FACULTY MEMBER BASE DETAILS

From Term: 202330 Maintenance To Term: 999999

Status * AC Active
 Status Date * 03/31/2005

Faculty
 Advisor
 Override Process Rule Security

Appointment Date

Override User ID
 Override Activity
 Date
 Category
 Staff Type
 Workload Rule

Faculty Staff Type Validation (STVFSTP)

Criteria

Code	Description	ACTIVITY DATE
AC	Adjunct - CCRI Employee	04/08/2005
AF	Adjunct Faculty	04/08/2005
DE	Drivers ED Instructor	04/08/2005
FT	Full Time Faculty	04/08/2005
LL	Lifelong Learning Faculty	04/08/2005
PT	Part Time Faculty	04/08/2005
TF	Full Time Temp	04/08/2005

Record 1 of 7

Cancel OK

In the **Workload Rule field**:

Please use FT for full-time faculty, PT for part-time faculty and TT for visiting lecturer.

Faculty/Advisor Information SIAINST 9.3.23 (PROD)

D: 91000180 Scattone, Donna L. Term: 202330

FACULTY MEMBER BASE DETAILS

From Term: 202330 Maintenance To Term: 999999

Status * AC Active
 Status Date * 03/31/2005

Faculty
 Advisor
 Override Process Rule Security

Appointment Date

Override User ID
 Override Activity
 Date
 Category
 Staff Type
 Workload Rule

Workload Rules Code Validation (STVWKLD)

Criteria

Code	Description	ACTIVITY DATE
CS	CCRI Staff	04/28/2005
CT	CCRI Part Time Faculty	04/28/2005
FT	CCRI Full Time Faculty	04/28/2005
PT	Part Time Adjuncts	04/28/2005
TT	Full Time Temps	04/28/2005

Record 1 of 5

Cancel OK

Example of a VL

ellucian Faculty/Advisor Information SIAINST 9.3.23 (PROD) ADD

ID: 92064494 Fenner, Cheryl A. Term: 202230

FACULTY MEMBER BASE DETAILS

From Term: 202230 Maintenance To Term: 202330

Status: Active

Status Date:

Faculty
 Advisor
 Override Process Rule Security

Appointment Date:

Override User ID:

Override Activity:

Date:

Category: Visiting Lecturer

Staff Type: Full Time Temp

Workload Rule: Full Time Temps

Go to the next section by clicking on the lower left-hand arrow.

Faculty Contract Type Field:

For full-time faculty, use SE under Type Field. next use FT under Rule, then click on the default indicator button. Then use your arrow down key to go to the next line, enter NS in the Type field, and enter FT for the Rule field.

For adjuncts use only NS under Type field and PT under Rule field.

For a Visiting Lecturer use SE in the Type field and TT in the Rule field. Arrow down to enter the Overload fields with and NS in the Type field and TT in the Rule field.

MAKE SURE TO SAVE!

ellucian Faculty/Advisor Information SIAINST 9.3.23 (PROD) ADD RETRIEVE

ID: 92064494 Fenner, Cheryl A. Term: 202230

FACULTY CONTRACT

From Term: 202230 Maintenance To Term: 202330

ellucian Faculty/Advisor Information SIAINST 9.3.23 (PROD)

ID: 91000180 Scatlone, Donna L. Term: 202330

FACULTY CONTRACT

From Term: 202330 Maintenance

Type *	Type Description	Rule	Rule Description	Percentage

1 of 1 10 Per Page

FACULTY COLLEGE AND DEPARTMENT

From Term: 202330 Maintenance

Home	College	College Description	Department	Departm

Faculty Contract Type Code (STVFCNT)

Criteria:

Code	Description	Activity Date
DE	Driver Education	04/12/2005
LL	Lifelong Learning Faculty	04/12/2005
NS	Adjunct Faculty	04/28/2005
OL	Full Time Faculty Overload	10/20/2020
SE	State Faculty - CCRIFA/NEARI	04/28/2005
VL	Visiting Lecturer	10/12/2022

1 of 1 10 Per Page Record 1 of 6

Cancel OK

IF YOU CLICK THE LOWER LEFT TO GO TO THE NEXT SECTION.

THE

Under the field Type you can click on the three dots to choose from the list. Scroll up and down with your arrows on keyboard or click on the code to select and then click ok.

Next tab to Workload, Weekly Contact and add hours, College is 'CC,' Department is your department code, i.e., BUSN, CSIP, MATH. The contract hours should be SE.

U: 91000396 CRAWFORD, KEVIN P. TERM: 202020 Start Over

FACULTY NON-INSTRUCTIONAL ASSIGNMENT Insert Delete Copy

Type	Workload	Weekly Contact	College	Department	TOPS	Contract	FTE	Assignment Type	Position Number	Position Suffix
CHR	3.000	6.67	CC	CSIP		SE		R		

10 Per Page Record 1

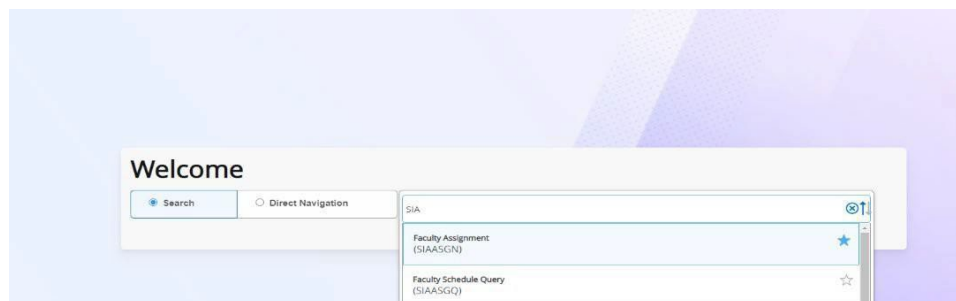
Description: Department Chairman Compensation Applied

Compensation Extracted

CLICK SAVE IN THE LOWER RIGHT-HAND CORNER.

ASSIGNING INSTRUCTORS TO A COURSE:

In the search box type SIAASGN and click on it to open.



Enter the Instructor's ID and tab to term and then click on Go.

Next enter the Course Reference Number and some of the fields will already appear. You want to go to override workload field and enter contact hours, assignment type is either L or R, Contract Type is NS or SE, then click save. To enter another course, click on the down arrow on your keyboard. If you want to go to another instructor, then click on Start Over (upper right).

ADDING/CHANGING INSTRUCTOR(S) AFTER FINAL PAYROLL IS SUBMITTED – LIA FORM

If an instructor can no longer teach a class due to sickness, schedule change, or any other reason you will have to submit an LIA Form. The LIA Form must be requested by filling out the form here [LIA FORM](#)

Reduced Compensation Workload Chart (this is used when there are less than 10 students in a class and a professor is willing to teach the course at a reduced rate.

	Regular Workload		Reduced Compensation Workload			
	10+ enrolled	9 enrolled	8 enrolled	7 enrolled	6 enrolled	5 enrolled
Lecture Hours	100%	90%	80%	70%	60%	50%
1	0.83	0.75	0.67	0.58	0.50	0.42
2	1.67	1.50	1.33	1.17	1.00	0.83
3	2.50	2.25	2.00	1.75	1.50	1.25
4	3.33	3.00	2.67	2.33	2.00	1.67
5	4.17	3.75	3.33	2.92	2.50	2.08
6	5.00	4.50	4.00	3.50	3.00	2.50

	Regular Workload		Reduced Compensation Workload			
	10+ enrolled	9 enrolled	8 enrolled	7 enrolled	6 enrolled	5 enrolled
Lab Hours	100%	90%	80%	70%	60%	50%
1	1.00	0.90	0.80	0.70	0.60	0.50
2	2.00	1.80	1.60	1.40	1.20	1.00
3	3.00	2.70	2.40	2.10	1.80	1.50
4	4.00	3.60	3.20	2.80	2.40	2.00

5	5.00	4.50	4.00	3.50	3.00	2.50
6	6.00	5.40	4.80	4.20	3.60	3.00

Note: if you have a lecture/lab course please add the lecture hours from the top table and lab hours from the bottom table to determine the correct workload

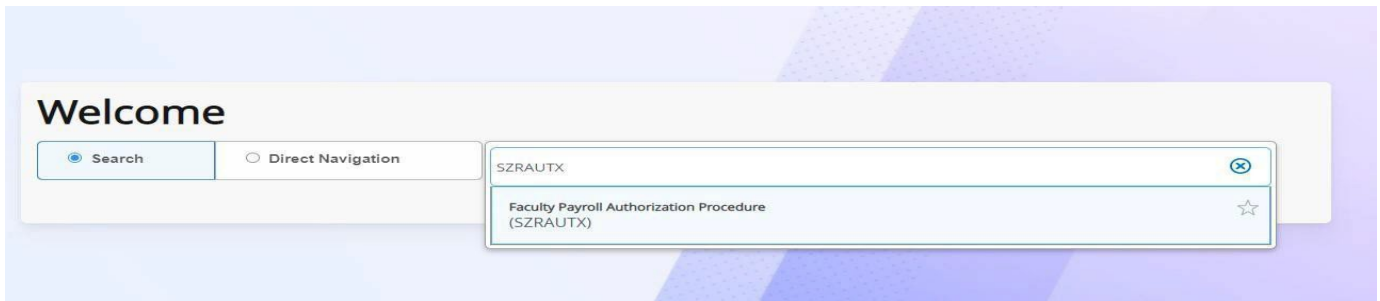
For example, a 2-hour lecture/2-hr lab with 8 students enrolled would equal 2.93 hours (1.33 + 1.6)

If you hire a person to take over a class for someone or hire someone after the original payroll has been submitted, then you need to process an LIA for payroll.

<https://ccri.edu/payroll/lia>

RUNNING THE OVERLOAD REPORT

In the search box, type in SZRAUTX (Faculty Payroll authorization Procedure), click on it and hit Go in the upper-right hand corner.



Next, click on the down arrow in the bottom left of your screen to go to Parameter Values.

Process: SZRAUTX Faculty Payroll Authorization Parameter Set: Start Over

PRINTER CONTROL Insert Delete Copy Filter

Printer: DATABASE Submit Time: PDF Font Size:
Special Print: LANDSCAPE MIME Type: None Delete After Days:
Lines: PDF Font: Delete After Date:

PARAMETER VALUES Insert Delete Copy Filter

Number *	Parameters	Values
01	Process Term	202030
02	Summer Session	
03	Course Offering Department	BUSN
04	Banner ID	
05	Preliminary or Final Email	N

1 of 1 | 10 Per Page | Record 1 of 5

LENGTH: 6 TYPE: Character OR: Required MS: Single
Summer requires session Term from which the authorization will be processed

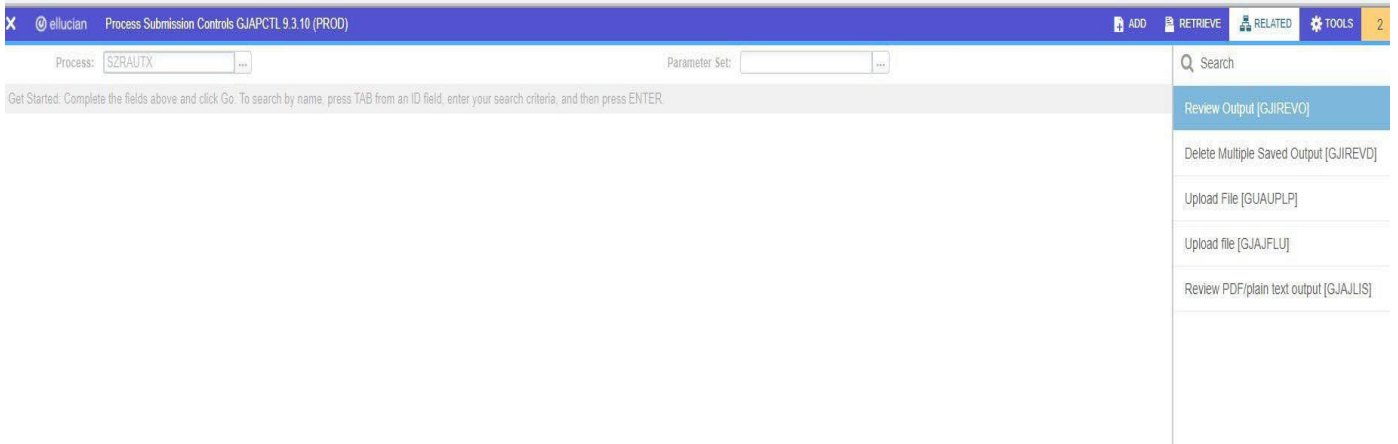
SUBMISSION Insert Delete Copy Filter

Save Parameter Set as Hold / Submit Hold Submit

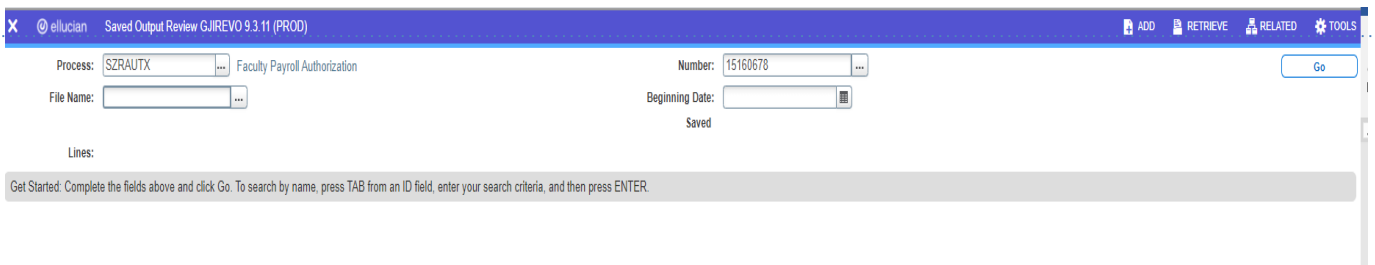
Name: Description:

Next, tab over to the Values field and enter the term. Then use the down arrow on your keyboard to go to the next field. For Summer Sessions, the value is either 1, 2 or 3. Some courses begin late and will fall into the number 3. Enter your department code on line 3 under Values and click on the box 'Save Parameter Set as' under the Submission section. Then click Save on the bottom right.

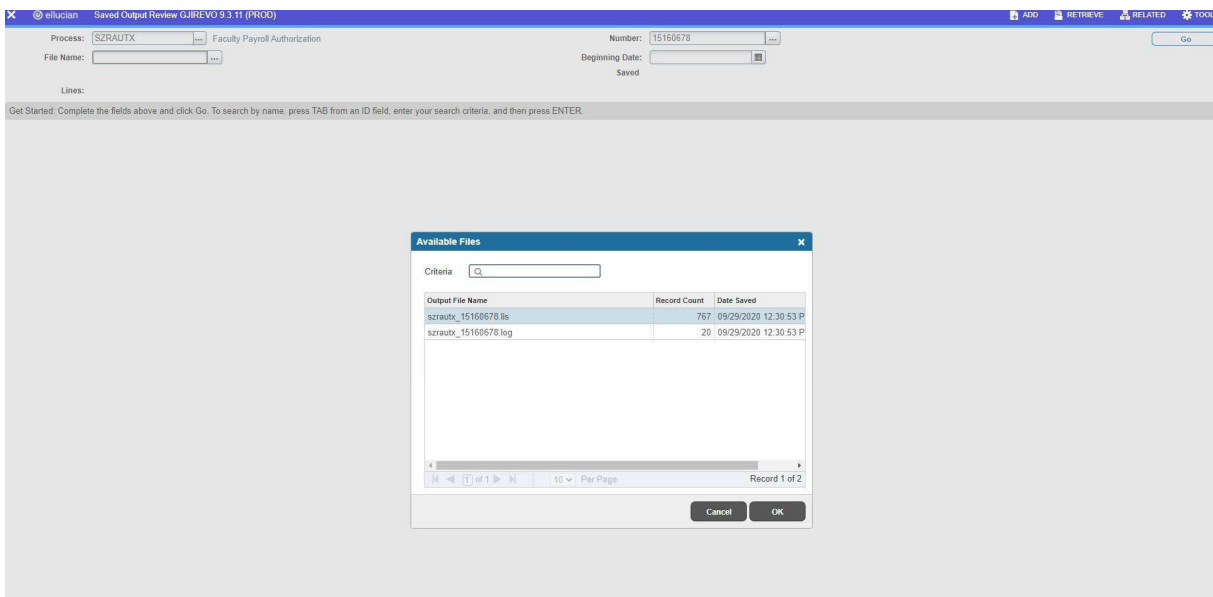
Next, click on the Related tool at the top right and click on Review Output



Your screen will look like this:



NEXT, PLACE YOUR CURSOR IN THE FILE NAME FIELD AND DOUBLE-CLICK. YOUR SCREEN WILL NOW APPEAR WITH AVAILABLE FILES. SELECT THE FIRST ONE THAT ENDS WITH .LIS AND CLICK OK.



Next, you will see Saved Output Review screen:

Process: SZRAUTX Faculty Payroll Authorization Number: 15160678 File Name: szrautx_15160678.lis Beginning Date Saved: Lir

SAVED OUTPUT REVIEW

Cheryl A. Amantea camantea@cori.edu
Run Date: 29-SEP-2020 BUSN ** Business/Professional Studies
Term: Fall 2020 Faculty Payroll Authorization

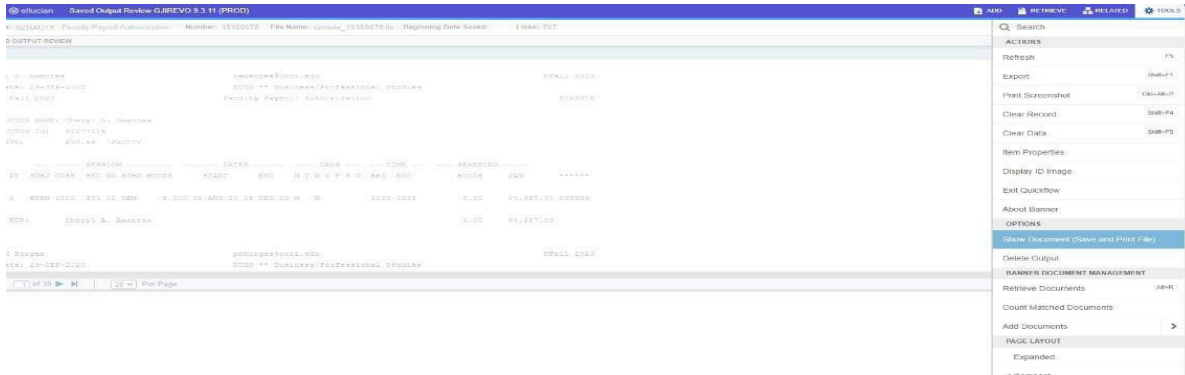
INSTRUCTOR NAME: Cheryl A. Amantea
INSTRUCTOR ID:
PAY RATE: \$97.48 FACULTY

CRN	PT	SUBJ	CRSE	SEC	NO	SCHD	HOURS	START	END	M	T	W	R	F	S	U	BEG	END	HOURS	PAY
30156	1	BUSN	1010	301	01	REM	3.000	31-AUG-20	18-DEC-20	M		W					1130	1245	3.00	\$4,:

TOTAL FOR: Cheryl A. Amantea 3.00 \$4,:

Paul M Borges pmborges@cori.edu
Run Date: 29-SEP-2020 BUSN ** Business/Professional Studies

Next, click on Tools at the top and Options and Show Document (Save and Print File).



NEXT, CLICK ON YES.



The data will appear in your browser. Right-click your mouse and click on print. Make sure your layout is landscape. You can also highlight all the data, right-click the mouse to copy and paste it into Word and save the Word file as a pdf file to send to the dean.

PURCHASING PROCESSES

The Finance and Strategy Office has a webpage of resources for the purchasing process.

[HTTPS://WWW.CCRI.EDU/FINANCEANDSTRATEGY/TOOLSANDRESOURCES.HTML](https://www.ccri.edu/financeandstrategy/toolsandresources.html)

THE DEPARTMENT ORG CODE AND ACCOUNT CODES FOR ORDERING ARE FOUND IN PULL-DOWN MENUS WHEN ENTERING REQUISITIONS.

SECTION VII: ARGOS

Open Argos Web Viewer here: <https://www.ccri.edu/it/banner/>

PAYROLL REPORTS

Banner

Main Environments

- [Banner](#)
- [BDMS Web Viewer](#)
- [Argos Web Viewer](#)
- [Argos Client](#)
- [Workflow](#)
- [Degree Works](#)
- [Scribe](#)
- [SureCode](#)
- [Transit](#)
- [Request for Position \(RF-1\)](#)

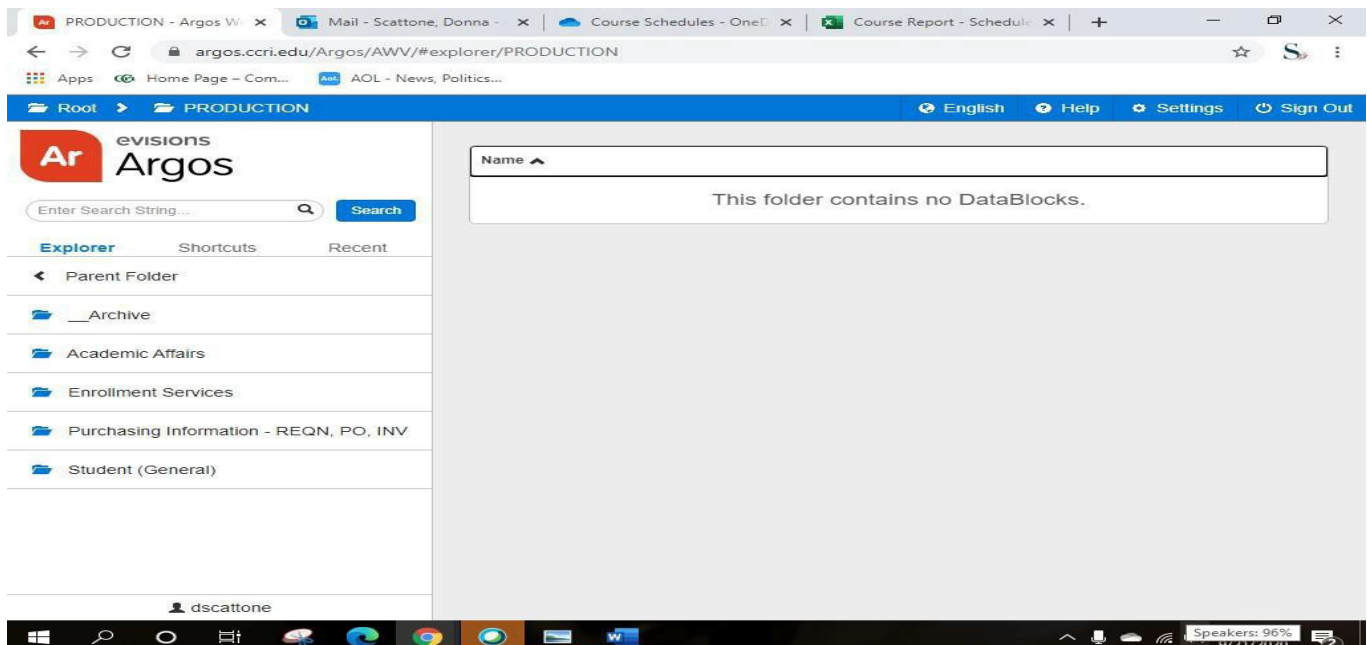
Test Environments

- [Banner CTRN](#)
- [Banner SSB](#)
- [Workflow CTRN](#)
- [Degree Works](#)
- [Transit](#)
- [Request for Position \(RF-1\)](#)

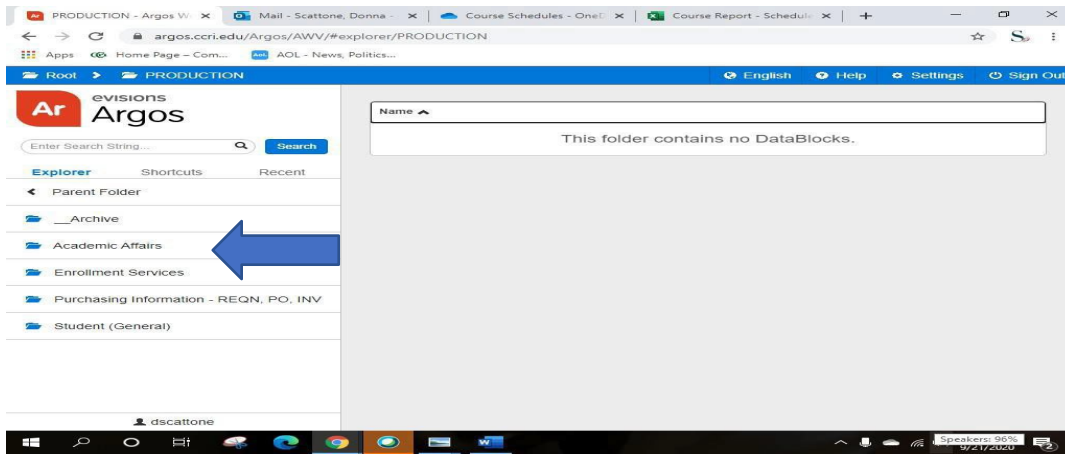
IT Links

- IT Home
- Academic Computer
- Banner
- Center for Instruction Technology
- Classroom Technolc Services
- Helpdesk
- MIS
- Network / Telecomm

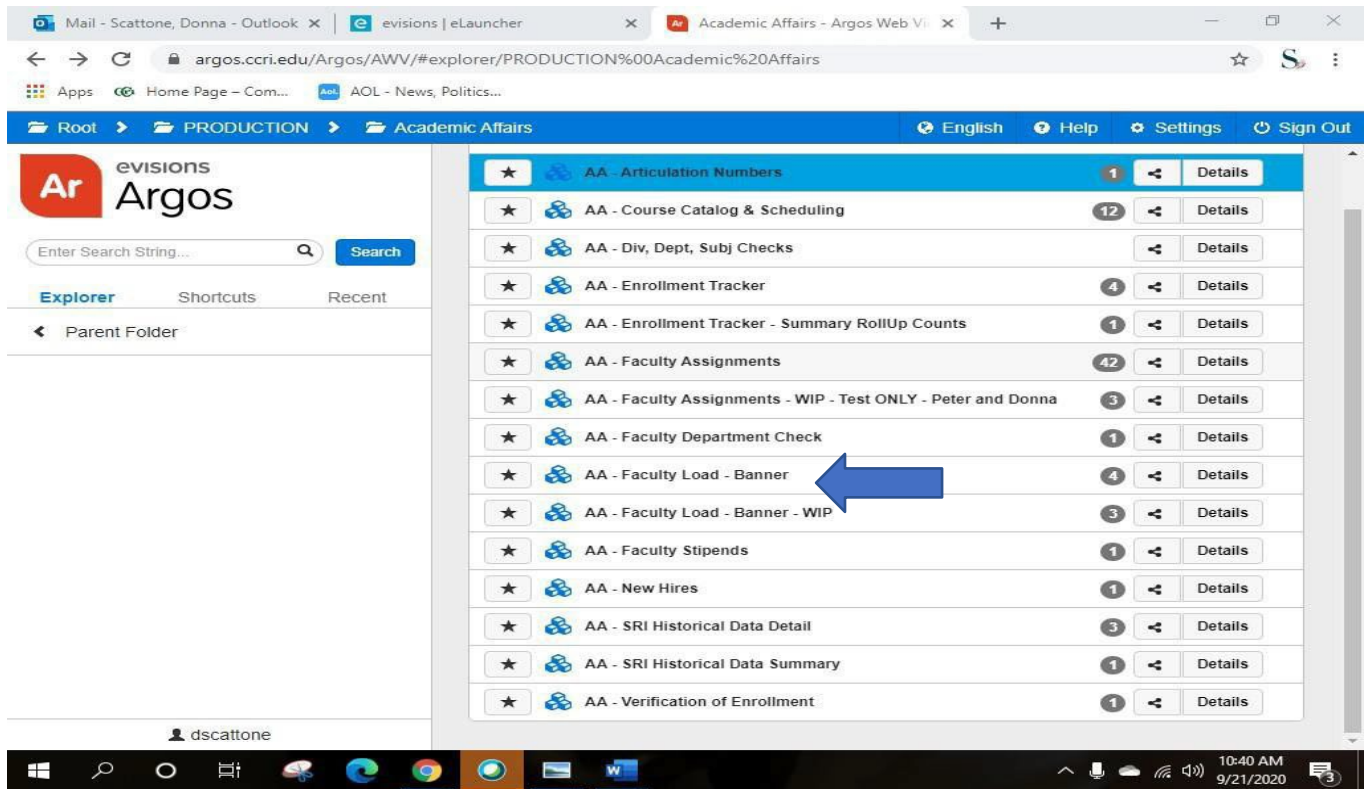
ARGOS SHOULD BE ON PRODUCTION PARENT FOLDER SCREEN ONCE YOU LOG INTO THE SYSTEM, IF NOT CLICK ON PRODUCTION FOLDER ON THE LEFT.



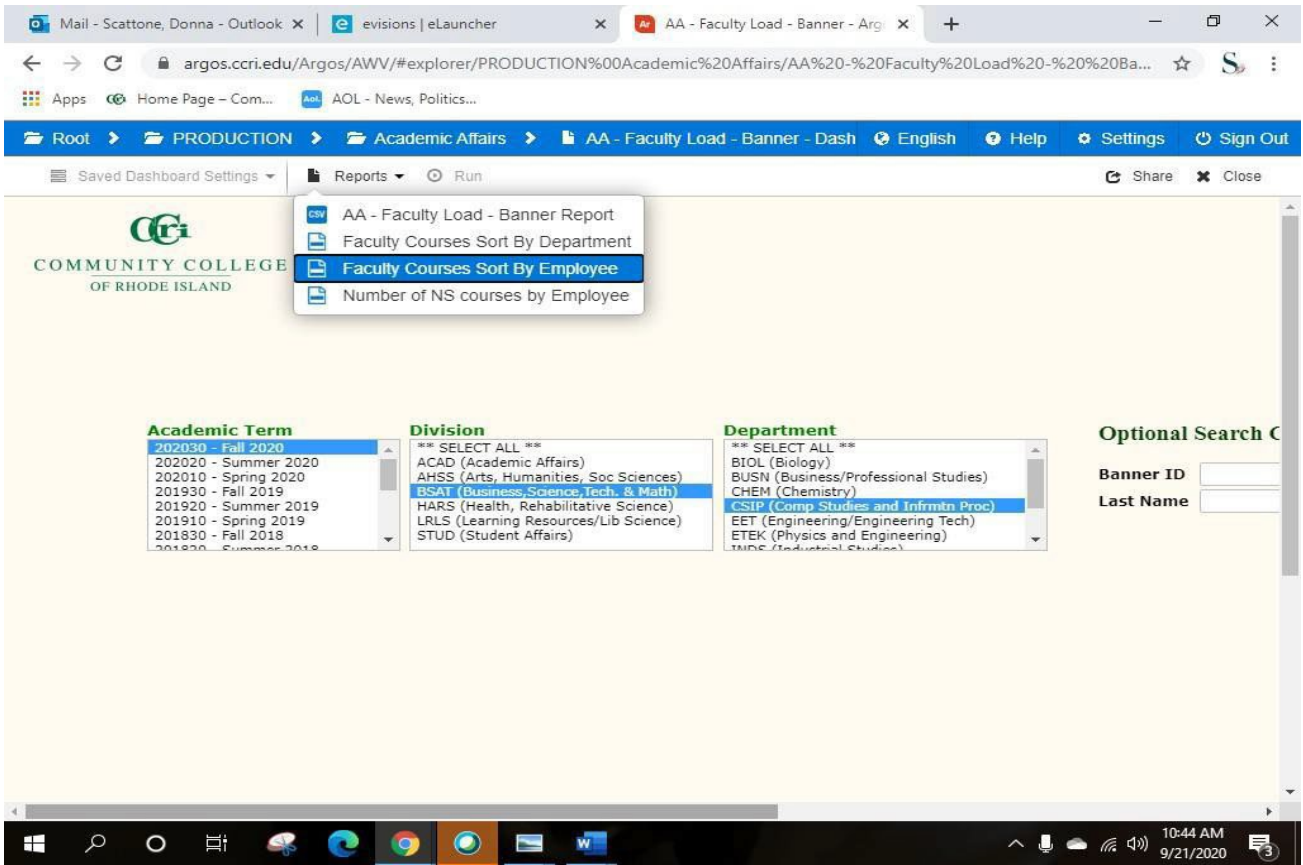
Select the Academic Affairs Folder:



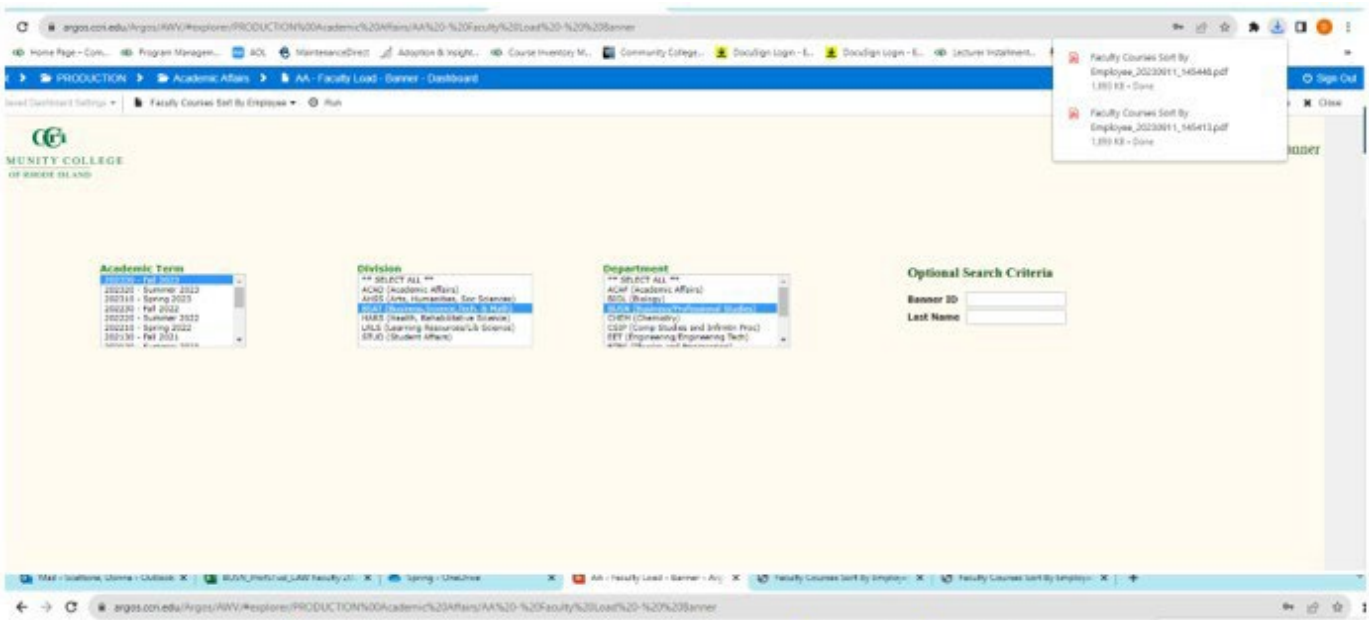
Next, choose AA-Faculty Load Banner



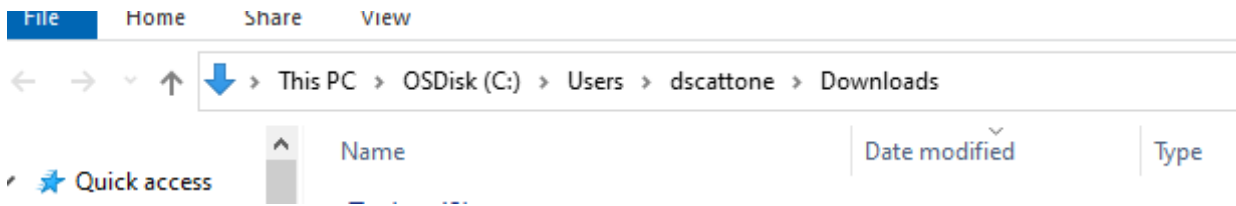
Next, Choose Academic Term, Division, and Department, and under the Pull-down Reports choose Faculty Courses Sort by Employee then click Run



Next, you will see the pdf file on the top of your screen:

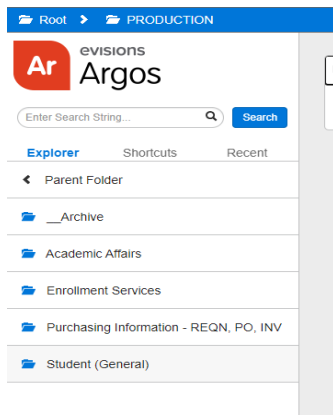


Click on the file to open the pdf file. If you want to see where it is located click on the folder instead. It should be located in our downloads.

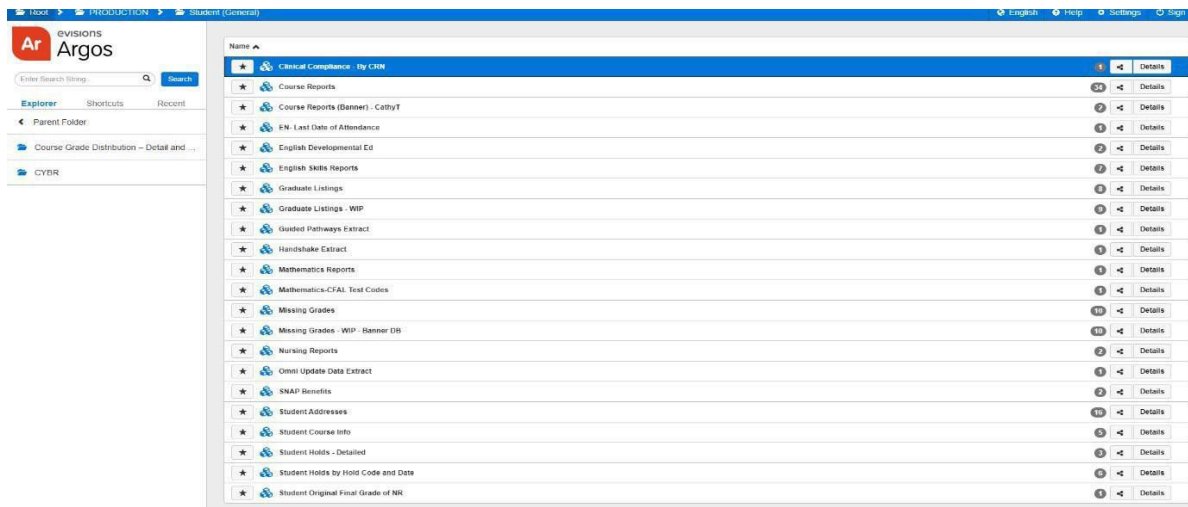


Once you have reviewed for accuracy then you send the file to your division dean for approval with your signature and date.

ACCESSING COURSE REPORTS. CLICK ON THE STUDENT (GENERAL) FOLDER

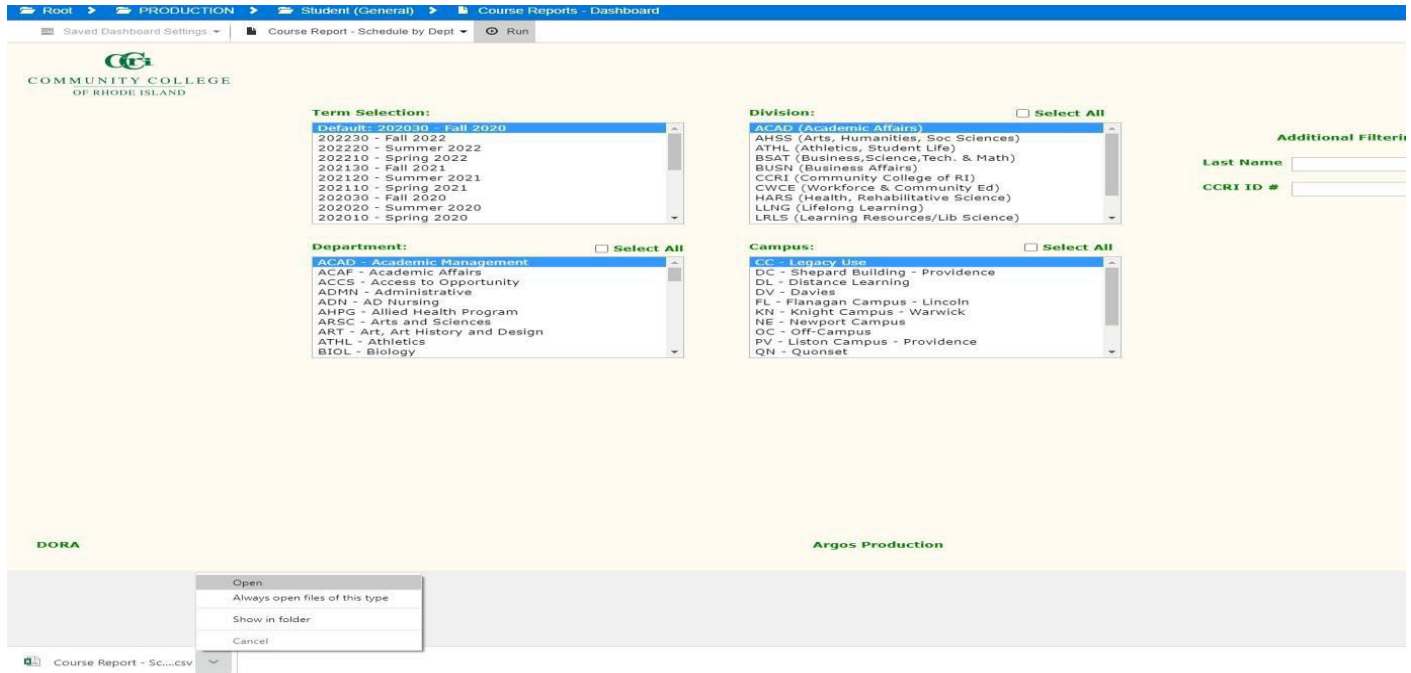


Next, you will see this list of reports:



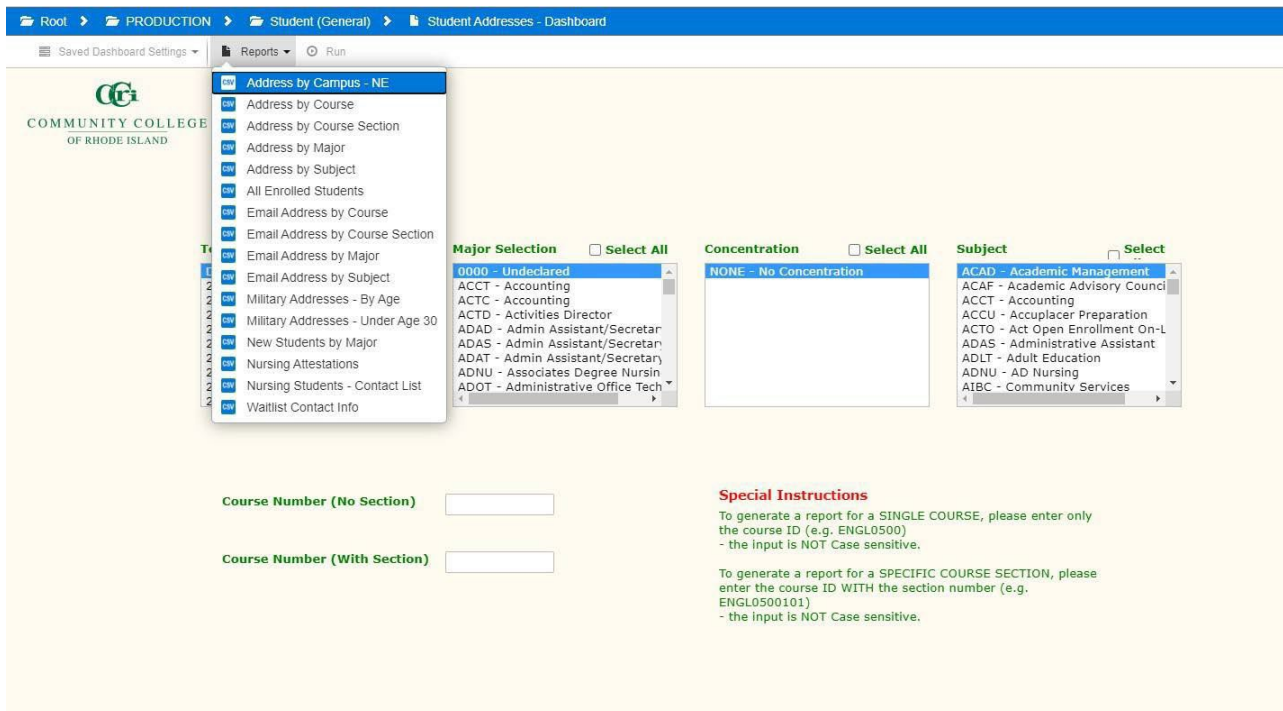
Next, click on course reports. Enter the term, Division, Department and Campus. To request reports, click on Reports and choose the report you want to run. Once you click on the report then click on run.

Next, you will see the excel file on the bottom left and you can open it by clicking on the arrow and open. You can save or print the file.



ACCESSING STUDENT INFORMATION

Repeat the above steps but choose Student Addresses instead and the report you wish to run.



SECTION VIII: WORKFLOW

ADJUNCT (USED TO ADD ADJUNCTS OR REINSTATE ADJUNCTS)

[Adjunct Workflow Link](#)

[Click on Submit an Adjunct Workflow](#)

<https://www.ccri.edu/hr/hiring/stipends-and-honorariums.html>

HONORARIUM (FULL-TIME EMPLOYEES LIMITED TIME PROJECTS SUBMITTED ONCE THE WORK IS DONE) I.E., INDEPENDENT STUDY)

SPECIAL NON-HOURLY (USED FOR LUMP SUM PAYMENTS FOR WORK ONGOING)

<https://www.ccri.edu/hr/hiring/stipends-and-honorariums.html>

PART-TIME EMPLOYEES (NON-TEACHING OR NON-CREDIT TEACHING POSITIONS AND REQUIRE TIMESHEET REPORTING)

<https://ccri.sharepoint.com/sites/CCRITalentAcquisition>

SECTION IX: COURSELEAF SYSTEM

[CATALOG YEARLY REVISION PROCESS:](#)

WHERE TO GO:

<https://clss.ccri.edu> (To navigate through the catalog draft to the pages you own for editing)

WHAT TO DO: Click on “Edit Page” in the top left corner of the page you want to review/edit.



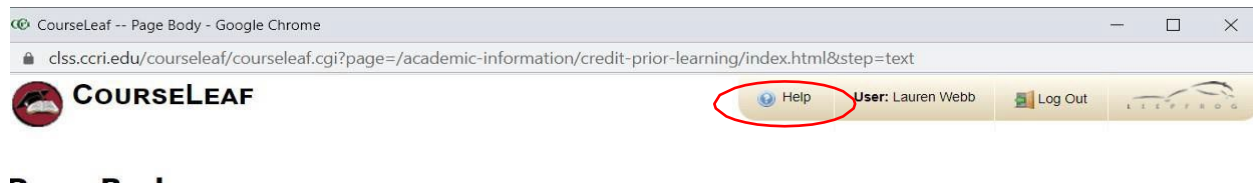
If the page needs revisions, click the pencil icon on the top right of the page content text and make edits using the Page Body Editor tools.



Once the page is ready for review, click the Green “Start Workflow” button in the lower right corner of the page.



HELP: IF YOU ATTENDED THE TRAINING AND JUST NEED A REMINDER, CLICK ON THE “HELP” ICON ON THE TOP RIGHT OF THE PAGE.



Next, if you want to watch the live training session, visit this [link](https://ccri.zoom.us/rec/share/azEsS-YRk0B-1IPB8_NOgaDDd7XEQNrfOKLb3fr3HNIw5y-R62nLggYZWMy7X8.LTnHqrcAYUXjvoqk), and cut and paste the password wfL=14\$^

(https://ccri.zoom.us/rec/share/azEsS-YRk0B-1IPB8_NOgaDDd7XEQNrfOKLb3fr3HNIw5y-R62nLggYZWMy7X8.LTnHqrcAYUXjvoqk) Passcode: wfL=14\$^

If you want a one-on-one training or troubleshooting session with Lauren, send me an email (lanicoll@ccri.edu), call me through Webex, or call me on 617-777-5140.

If you do not have time for any of that, send me your page edits by email and I will enter them for you!

Course Information Management System: How to enter Curriculum Proposals: [CIM Training Video](#)

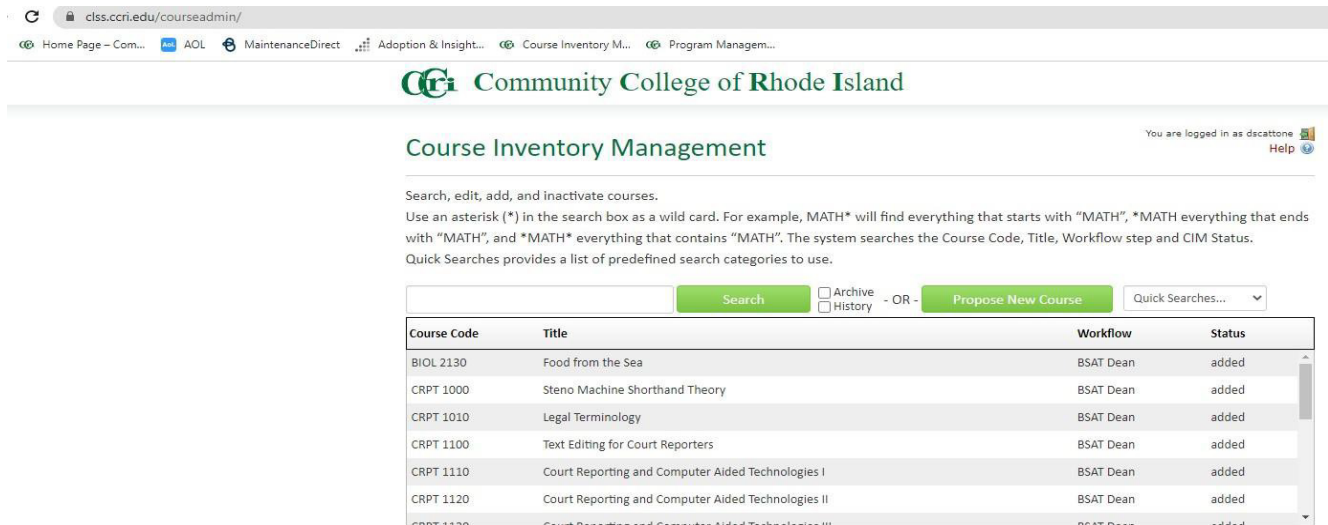
Additional Courseleaf Resources: [Courseleaf Resources for CCRI](#)

Course Inventory Management is used to add a new course or edit an existing course. The web address is <https://clss.ccri.edu/courseadmin/>

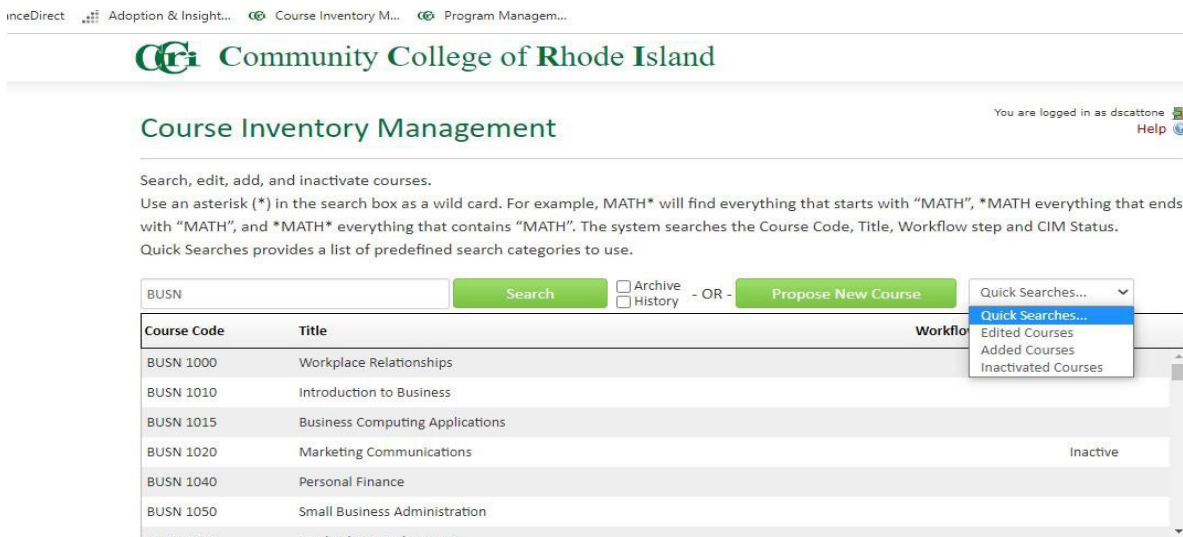
Program Proposals can be found here: <https://clss.ccri.edu/programadmin/>

Note: there is a help button at the top right with many ways to search for helpful hints you may need to find while entering proposals in Courseleaf.

To propose a new course, click on “propose a new course’. Your screen will look like the picture below.



To search for an existing course, type in the field to left of search and type in the courses subject i.e. ‘BUSN’. You can look for a course that has been edited, added or inactive by clicking on the ‘Quick Searches’ field. See screenshot below:



If you would like to propose a new course click on 'Propose new Course'. You will need to specify if it is going to be permanent or experimental. Then enter each field thereafter.



Course Inventory

New Course Proposal

Propose New from Existing Course

Proposal Type

Developed by

Subject Code

Course Number

Department

Division

College

CIP Code
[Find...](#)

Short Title
30 characters remaining

Course Title
100 characters remaining

Developmental? Yes No

Course level

Is there a preferred course sequence? Yes No

Calculations Based on 15 Week Semester

Distribution of Credits

Credits from Lecture

Credits from Laboratory 1 Credit is awarded for (hours of Laboratory)

Other Credits 1 Credit is awarded for (hours of Clinical, Practicum, Studio, etc.)

Total Credits

At the end of the completed proposal you can attach the syllabus and either click on Save Changes if you need to go back and enter more information or if your proposal is completed, you can Start Workflow to send it to the next approver.

NOTE: you may export all the proposal information to a pdf file, which is located near the top left-hand side of the proposal.

MAKE SURE YOU SAVE YOU CHANGES AS YOU GO THROUGH THE DOCUMENT. IF YOU LOSE ELECTRICITY OR YOUR INTERNET CONNECTION YOU WILL HAVE TO START ALL OVER AGAIN.

If you need to have a new course subject code you would need to go here: <https://cls.ccri.edu/miscadmin/>

Click on Propose New Miscellaneous and then in the Request Type field, type in the subject code you would like to use for the new courses.

The screenshot shows the 'Miscellaneous Request Management' page on the Community College of Rhode Island website. The page includes a search bar, a 'Propose New Miscellaneous' button, and a table of requests. A 'New Proposal' section is visible, showing a request for a 'Court Reporting Certificate' submitted on 09/01/22 at 8:37 am. The request is currently in a workflow involving the BUSN Chair, BSAT Dean, and Records Office.

Community College of Rhode Island

Miscellaneous Request Management

You are logged in as dscatone Help

Search, edit, and add Miscellaneous requests.

History - OR -

Request Code	Request Type	Title	Workflow	Status
1	New Subject Code	Court Reporting Certificate	dscatone	added

New Proposal

Date Submitted: 09/01/22 8:37 am

Viewing: **Court Reporting Certificate**

In Workflow

1. BUSN Chair
2. BSAT Dean
3. Records Office

Fill in the remaining fields and type in the request details field the reason for new code and any related information. Once your request is approved, you will receive an email and then you can proceed adding all the new courses with the new subject code.

PROGRAM PROPOSALS

To propose a Program please use this site: <https://cls.ccri.edu/programadmin/>

The screenshot shows the 'Program Management' page on the Community College of Rhode Island website. The page includes a search bar, a 'Propose New Program' button, and a table of existing programs. A dropdown menu is open on the right side of the table, showing options for 'Quick Searches...', 'Edited Programs', 'Added Programs', and 'Terminated Programs'.

Search, edit, add, and inactivate programs.
Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Program Code, Title, Workflow step and CIM Status.
Quick Searches provides a list of predefined search categories to use.

Number of Program	Program Name	Workflow
1	Administrative Office Technology, Administrative Management - Certificate	
2	Administrative Office Technology, Administrative Support Specialist - Certificate	
3	Administrative Office Technology, Legal Administrative Assistant/Secretary - Associate in Science	
4	Administrative Office Technology, Medical Insurance Billing Specialist - Certificate	
5	Advanced Manufacturing and Design - Associate in Science	
6	Advanced Manufacturing and Design, Advanced Manufacturing and 3D Prototyping - Certificate	

You can enter a new program, edit an existing program or view any terminated programs.

To edit one of your departments existing programs, click on the pull-down menu to the far right and select edited program to view or make changes.

Viewing: **88 : Magnetic Resonance Imaging - Certificate**

Last approved: 08/02/22 3:35 pm

Last edit: 09/09/22 4:42 pm

History

- 1. Aug 2, 2022 by clmiz-dbozess

Catalog Pages Using this Program

Magnetic Resonance Imaging - Certificate

Radiography - Associate in Applied Science

Effective Catalog Edition	2023-2024
Proposal Type	Program Revision
Department	AHPG - Allied Health Program
Division	HARS - Health, Rehabilitative Science
College	Community College of RI
Program Code	CERT_MRIC
Program Type	Certificate
Program Title	Magnetic Resonance Imaging - Certificate
CIP Code	510920 5109-01 - Radiologic Technology/Science - Radiography 510920 5109-01 - Magnetic Resonance Imaging (MRI) Technology/Technician
Number of Weeks In Program	30
Will the program require creation of	No

The removal of any text will be crossed out in red and the new text will be in green.

To view the status of a program proposal, click on 'Added Programs' in the upper right-hand corner pull-down menu.

You can see who has approved it and who is the next individual to approve. If it has been approved in Workflow that individual will be in green. If it has not been viewed or approved it will be brown. The courses associated with the program will have an eye crossed out if they have not been viewed yet.

with "WANT", and "WANT" everything that contains "WANT". The system searches the Program Code, Title, workflow step and CWI status. Quick Searches provides a list of predefined search categories to use.

History - OR -

Number of Program	Program Name	Workflow	Status
113	Engineering, Chem-Biology - TEST Program		added
115	Court Reporting Certificate	BSAT Dean	added
116	Spanish for Sustainable Tourism:		added
117	Mammography Technician		added

Court Reporting Certificate

Course

- [CRPT 1000: Steno Machine Shorthand Theory](#)
- [CRPT 1010: Legal Terminology](#)
- [CRPT 1100: Text Editing for Court Reporters](#)
- [CRPT 1110: Court Reporting and Computer Aided Technologies I](#)
- [CRPT 1120: Court Reporting and Computer Aided Technologies II](#)
- [CRPT 1130: Court Reporting and Computer Aided Technologies III](#)
- [CRPT 1140: Court Reporting and Computer Aided Technologies IV](#)
- [CRPT 1150: Court Reporting Procedures](#)
- [CRPT 1160: CART and Captioning for the Advanced Court Reporter](#)

Program

- 115: Court Reporting Certificate

New Program Proposal

Date Submitted: 09/08/22 8:41 am

Viewing: **115 : Court Reporting Certificate**

Last edit: 09/07/22 1:50 pm

In Workflow

1. **BUSN Chair**
2. **BSAT Dean**
3. CRC Secretary
4. CRC Chair
5. VPAA
6. President
7. Donna Scattone
8. Donna Scattone
9. Catalog Editor
10. Records Office
11. Banner

Approval Path

1. 09/08/22 8:35 am
Maria Coclin
(mcoclin): Rollback to Initiator
2. 09/08/22 2:10 pm
Maria Coclin
(mcoclin): Approved

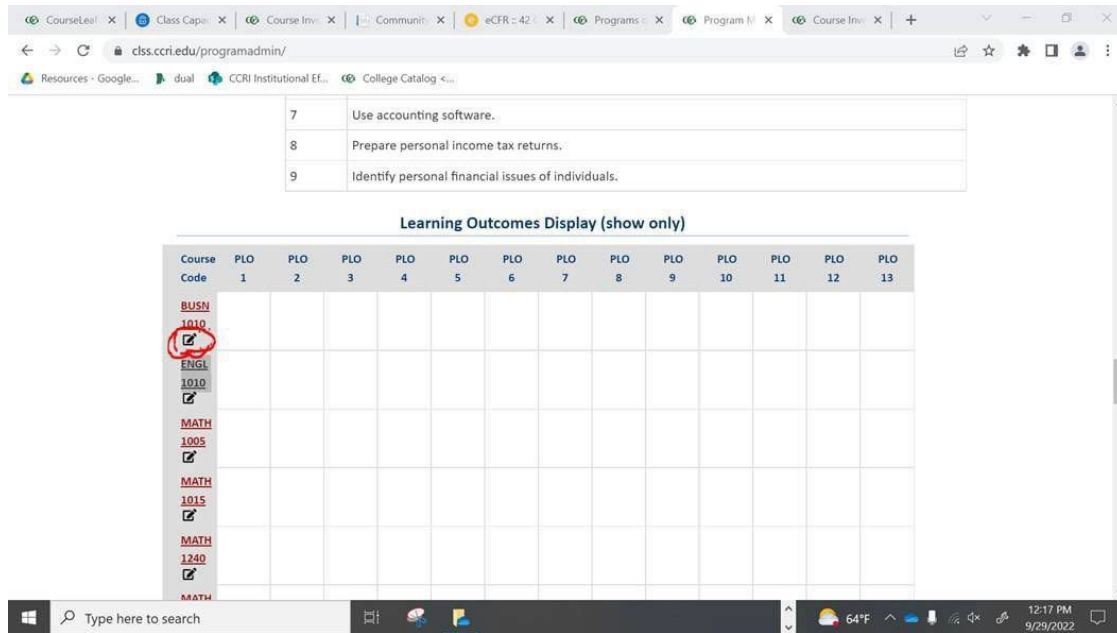
When you are proposing a new program and required courses you can send them to the next approver as a bundle when you have all of the program and course proposals completed. When you click on workflow it will ask you to bundle the courses and program. The name would be the new Program's Name.

Here are the steps to fill out the learning outcomes mapping in Courseleaf:

Go to <https://clss.ccri.edu/programadmin/>

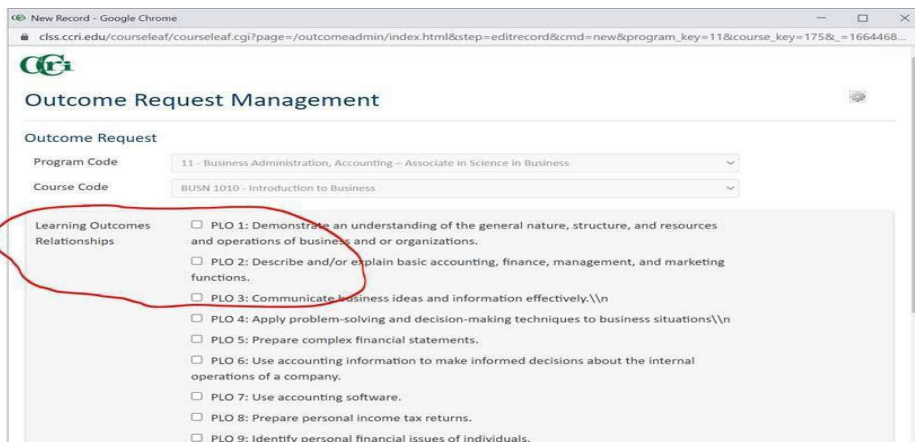
Click on the program you want. Scroll down until you see the Learning Outcomes Display table. You don't need to click "Edit Program."

1. Click on the little box with the pencil under each of the courses listed in the left column. A popup box will come up
2. Using the assessment report provided to you, click in the checkboxes next to all of the PLOs that align with the course you have selected.



3. Click on the little box with the pencil under each of the courses listed in the left column. A popup box will come up:

Click "Save changes" and it will save it to the program and you will see your selections checked off in the table.



4. Do that for all of the programs you are editing.

SECTION X: VPAA FORMS

The following forms are also found on the VPAA site:

GENERAL:

[Course Cancellation Form](#)

- [Course Change-Add Form](#)
- [Prior Learning Credit Award Form](#)
- [Independent Study Form](#)
- [Pre- and Co-Requisite Form](#)
- [Request for Exception to Non-Faculty Teaching](#)
- [Lecturer Installment Authorization Form](#) (New Process on Controller's Website) Used to pay a faculty member for teaching duties once the college's formal payroll is already run. Most commonly, this is to handle coverage of a class when the assigned faculty member is unable to teach on a particular date(s) and another FT faculty or PT faculty member covers them.

TEACHER AVAILABILITY FORMS:

<https://www.ccri.edu/acadaffairs/forms/>

CHAIR EVALUATION FORMS: <https://www.ccri.edu/acadaffairs/forms/>

TEACHING LOAD AUTHORIZATION FORMS: <https://www.ccri.edu/acadaffairs/forms/>

SABBATICAL FORMS: <https://www.ccri.edu/acadaffairs/forms/>

SECTION XI: CCRI POLICIES

To search for CCRI policies sign into the policy site here with your CCRI credentials: <https://ccri.policystat.com/home/> Your screen should look like the picture below.

The screenshot shows the CCRI PolicyStat home page. At the top, there is a navigation bar with 'Home', 'Policies', 'Reports', and 'Manage'. On the right, there are links for 'New PolicyStat', 'Help', and the user name 'Donna Scattone'. Below the navigation bar, the page title is 'Community College of Rhode Island' and there is a search bar labeled 'Search policies'. The main content area features two primary actions: 'Search Policies' and 'Create Policies'. Below these are four status sections: 'Policies Requiring Your Approval', 'Policies Due for Review', 'Policies Awaiting Acknowledgement', and 'New & Recently Revised'. Each status section contains a message: 'You're all caught up! No policies to approve.', 'You're all caught up! No policies to review.', 'You're all caught up! No policies to acknowledge.', and '1' respectively. There is also an 'Export' button in the bottom right corner.

Search under Policies

This screenshot shows the 'Policies' dropdown menu from the CCRI PolicyStat interface. The menu is open, showing several search options: 'Policies by Title', 'Policies by Area', 'Policies by Owners', 'Policies by References', 'Drafts', and 'My Policies'. The background shows the same home page as the previous screenshot, but the search bar is the primary focus.

SECTION XII: EAB SOFTWARE (Academic Program Software for Assessment)

Department Chairs to Academic Performance Solutions (APS), the EAB

Software: <https://ccri.sharepoint.com/sites/AssessmentHub-group/SitePages/Dashboards.aspx>

Also, you can link to the Assessment Hub website for chairs - <https://ccri.sharepoint.com/sites/AssessmentHub-group/>