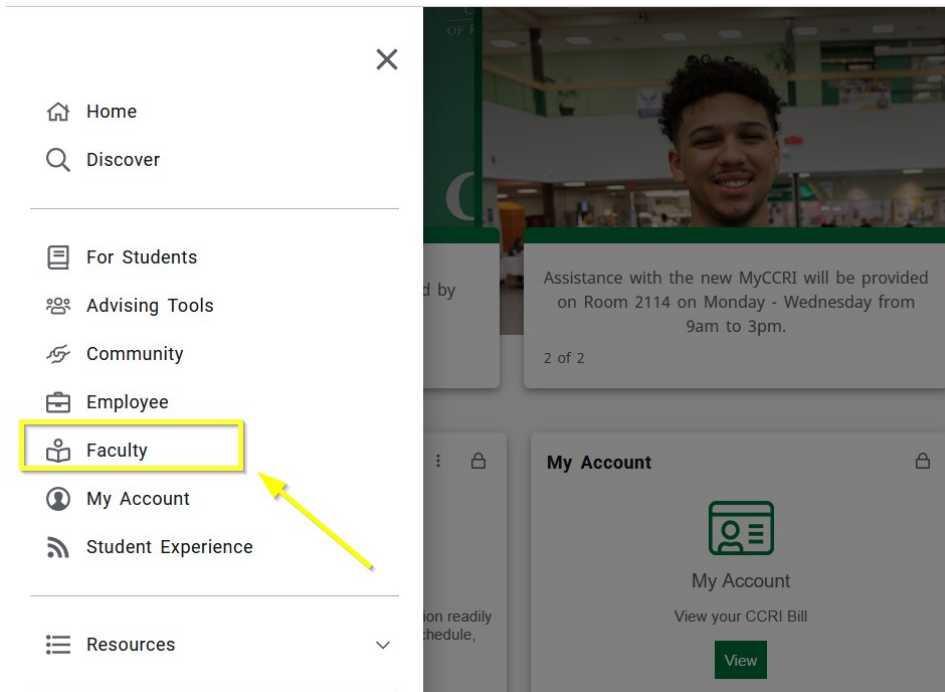
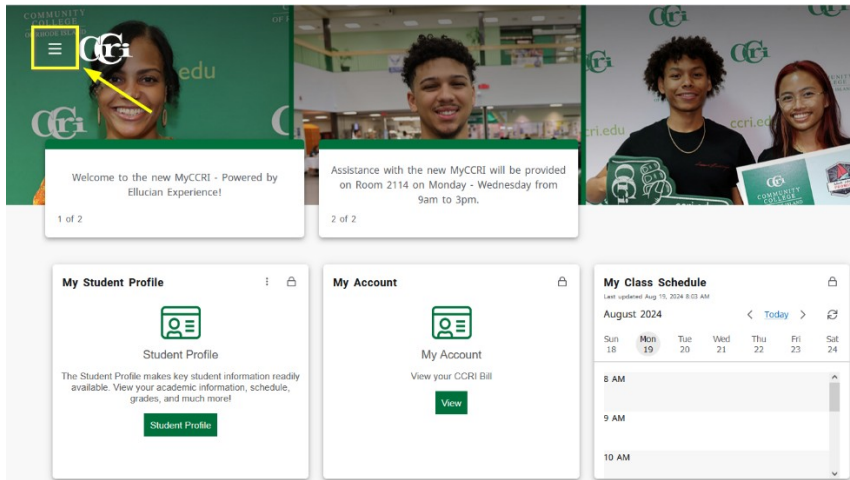


# SSB9 FACULTY DASHBOARD

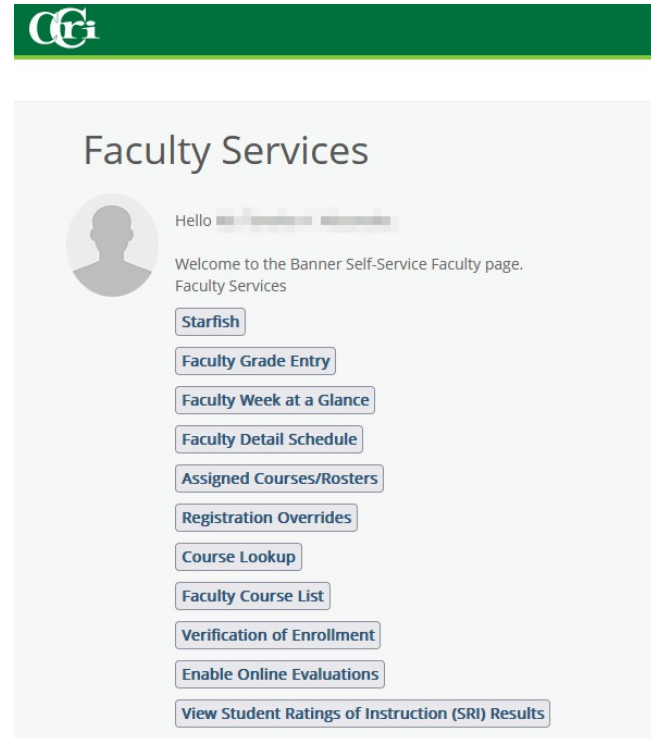
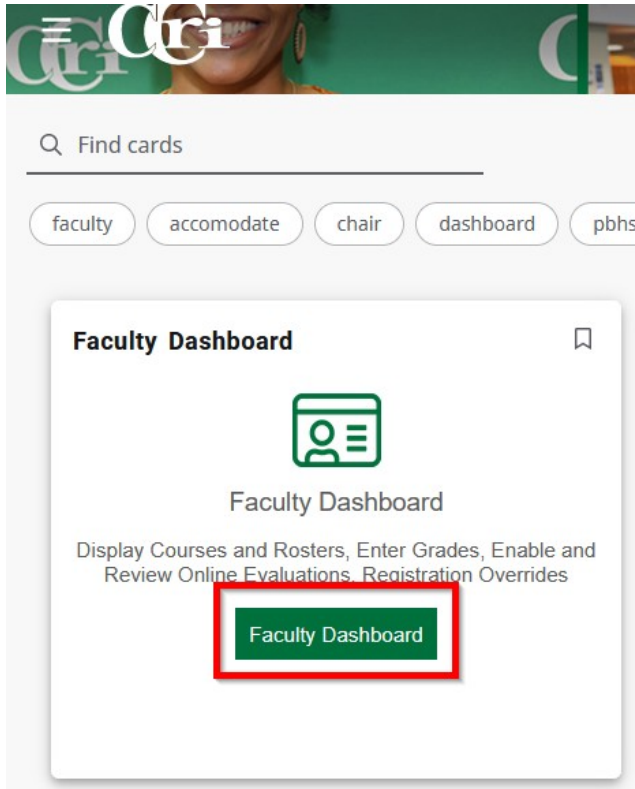
## Login to MyCCRI Platform

- Click the **“Three Lines”** on the top left corner of the screen
  - Then Click **“Faculty”**



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.



## 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</div> <div>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	CRN	Status	Available for registration
Fall 2023	37183	Open	04/06/2023 - 10/25/2023
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	

## 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**: PSYC 2010 730 General Psychology 37183 (28)

---

**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

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#### 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	Roster	Detail Schedule
<a href="#">Add</a>	<a href="#">Add</a>	<a href="#">Class list</a>	<a href="#">Display</a>
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
<a href="#">Add</a>	<a href="#">Add</a>	<a href="#">Class list</a>	<a href="#">Display</a>
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.

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	<a href="#">Roster</a>	Detail Schedule
<a href="#">Add</a>	<a href="#">Add</a>	<a href="#">Class list</a>	<a href="#">Display</a>
Grade Mode	Course Level		
	Undergraduate		

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

Click Class list

Class list

Fall 2023 - 202330 PSYC 2010 | 37183

Course Information: General Psychology - PSYC 2010 730, CRN: 37183, Duration: 09/05/2023 - 12/22/2023, Status: Open

	Maximum	Actual	Remaining
Enrollment	28	28	0
Wait List	0	0	0
Cross List	0	0	0

Class List | Wait List | Detail View

Detail Class List

Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
[Redacted]	[Redacted]	**Web Registered**	Undergraduate	4	No Access	No Access	Not Available

Degree: Associate in Arts

Study Path	
Level	Undergraduate
Program	General Studies
Catalog Term	Fall 2023
Admit Term	Fall 2023
College	Community College of RI
Campus	
Major	General Studies
Department	
Concentration	Edu, Gov, & Hum Serve Pathway

# TO GRANT REGISTRATION OVERRIDES

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

Follow the steps below

Student and Advisee ID Selection

*i* Enter the ID of the Student or Advisee you want to process or enter partial names, student search type or a combination of both. Then select Submit.

Term  
Fall 2023 - 202330 09/05/2023 - 12... **1**

Student or Advisee ID  
93000002 **2** OR Last Name First Name **3** Submit

Search Type  Students  Advisee  Both  All

Student and Advisee Selection

ID	First Name	Last Name	Type
93000002 <b>4</b>	Student	Test-2	Test-2

Registration Overrides

Override **5** Capacity/Instructor Approval Course **6** 37183-PSYC 2010 730 **7** + Add Override Submit

[Back to ID Selection](#)

Current Student Overrides

Override	Course	Activity Date	Entered by
Capacity/Instructor Approval	37183 - PSYC	08/23/2023	

Results found: 1

Information for [Student B\\_Test-2](#)



## 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

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Subject	Course	Section	Title	Term
Completed	PSYC - Psychology	1030	107	Psychology of Personal Adjust	201810 - Spring 2018
Not Started	COMI - Computer Studies & Info. Proc.	1150	SD1	Programming Concepts	202220 - Summer 2022

Please Do Not enter a last attend date or attend hours for Mid-Term Grades

Enter Grades

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	Roll	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.

<b>Not Started</b>	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	Roll	Last Attend Date
			C+		

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

Click Class list

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

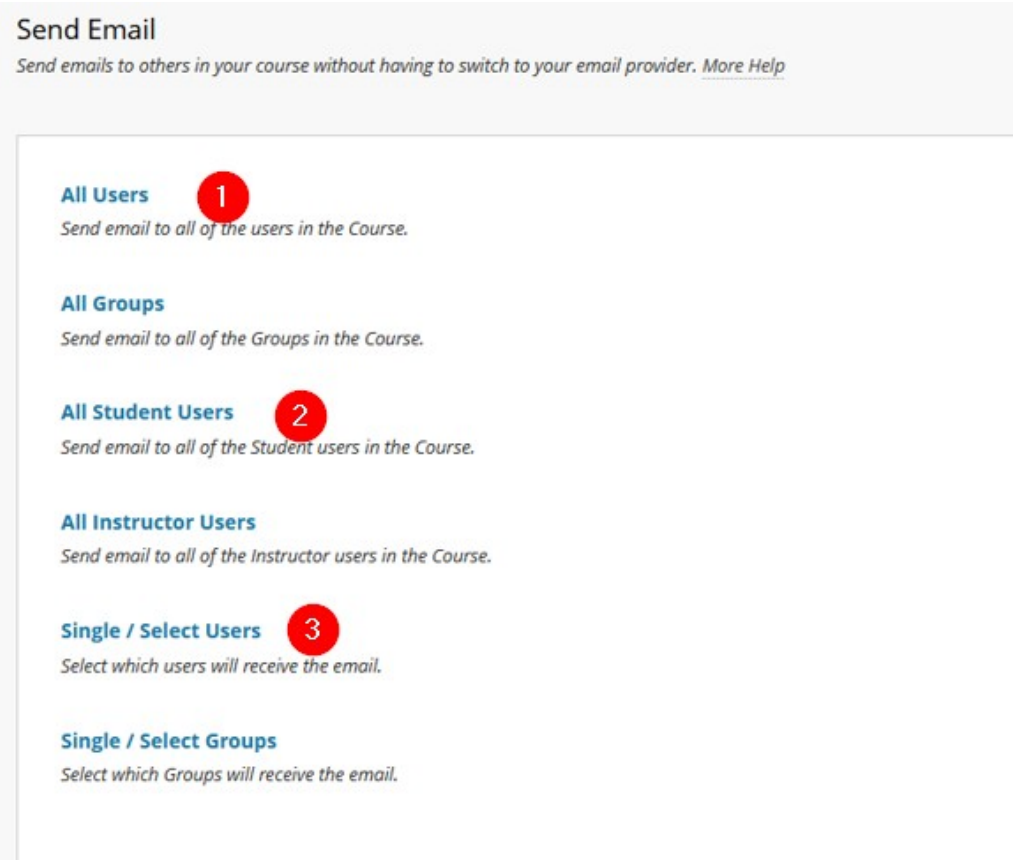
Search (Alt+Y)

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

# 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.

## COMPLETING VERIFICATION OF ENROLLMENT(VOE)

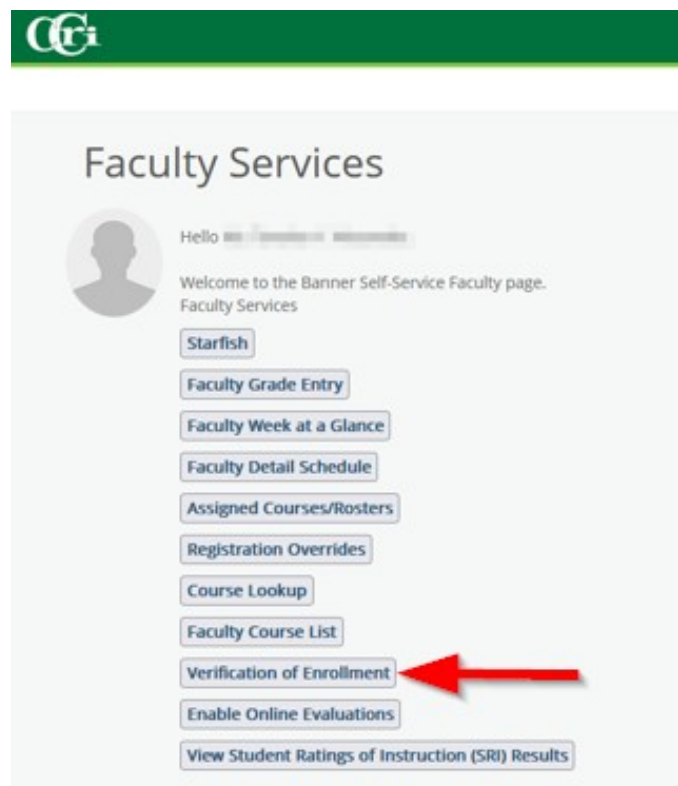
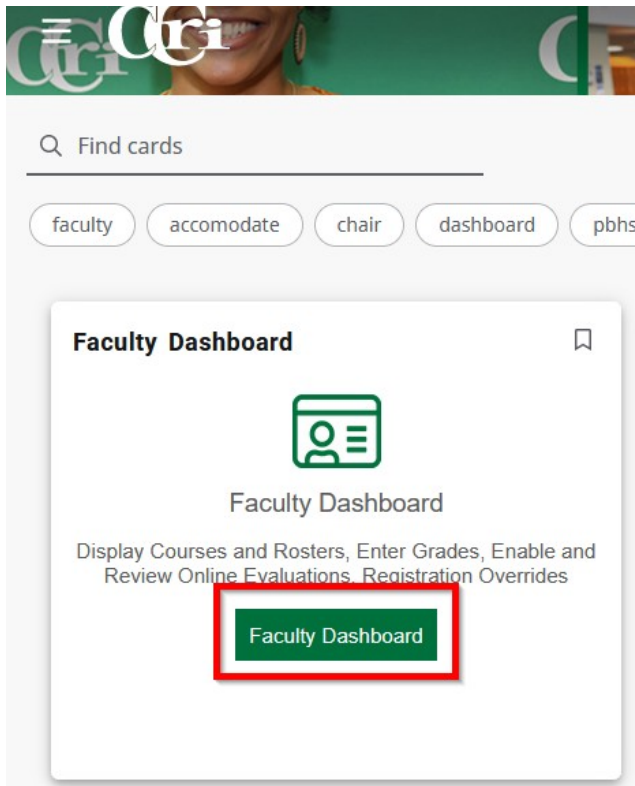
To complete your course(s) verification of enrollment

**Login** to MyCCRI Platform

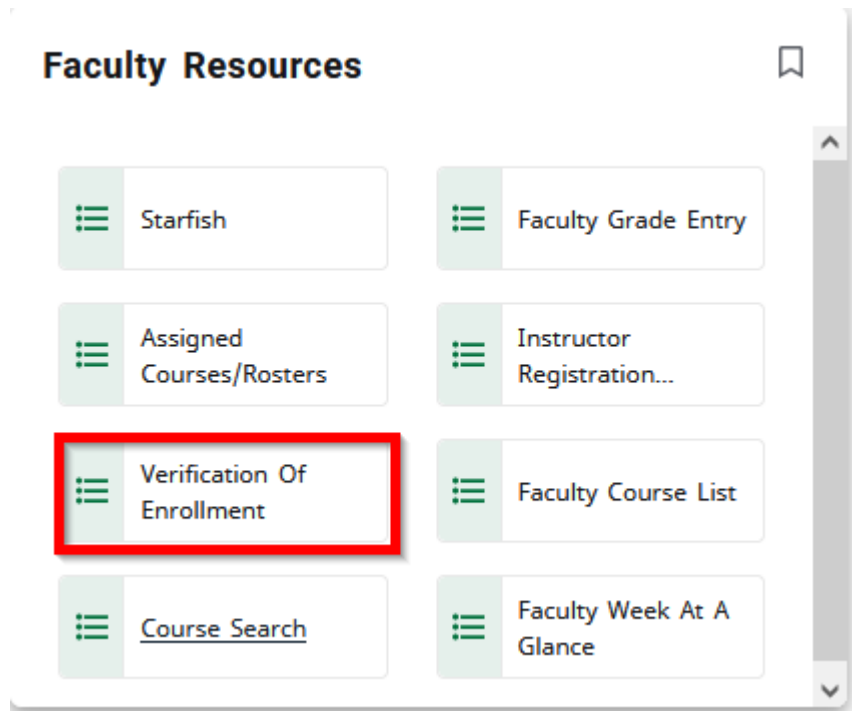
- Click the **“Three Lines”** on the top left corner of the screen
  - Then, click **“Faculty”**

There are two ways to access the Verification of Enrollment

- **Option 1:**
  - Click on the green **“Faculty Dashboard”** button
  - Then, Click on **“Verification of Enrollment”** link




- **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”

## Select Term

 Select the Term for processing then press the Submit Term button.


Select a Term:  

RELEASE: 8.7.1

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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"/>