NOVAConnect/SIS 9.0 - Startup Guide for Faculty

View My Class Schedule

1. Log into NOVAConnect by clicking **MY NOVA** on the NOVA homepage.
2. Click **VCCS SIS: Student Information System**.
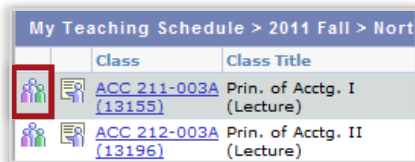3. Click **Faculty Center**.
4. Click **My Schedule**.

Note: Your schedule for the designated semester will be displayed. To change the semester that is displayed, click the [change term] drop-down menu and choose a different term. **Do not click the CLASS ROSTER or GRADE ROSTER links.** You can access those rosters through MY SCHEDULE.

Access My Class Roster

1. Log into NOVAConnect by clicking **MY NOVA** on the NOVA homepage.
2. Click **VCCS SIS: Student Information System**.
3. Click **Faculty Center**.
4. Click **My Schedule**.

Note: Your teaching schedule for the designated term will be displayed. To change the term that is displayed, click the **Change Term** drop-down menu and select the term you want. **NOTE: do not use the Class Roster link under Faculty Center**. Use My Schedule to access your rosters.

5. Click the **Class Roster** icon at the left of the class row:

6. You can click the **Print Friendly Version** link on the bottom for a print version of your class roster.

View Your Workload

Overview: Instructors can view their workload through self-service. Workload represents the courses taught and the associated teaching credits for a designated term. For adjuncts, workload represents the number of units for which they will be paid.

1. From the NOVA home page, click **MyNOVA.**
2. Click **VCCS SIS: Student Information System**.
3. Click **Faculty Center**.
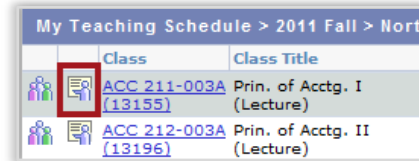4. Click **My Schedule**.
5. Click **SIS Workload**.

6. Use the Scroll Arrows to find the correct term.

Submitting Grades

1. Log into NOVAConnect by clicking **MY NOVA** on the NOVA homepage.
2. Click **VCCS SIS: Student Information System**.
3. Click **Faculty Center**.
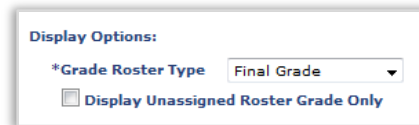4. Click **My Schedule**.

Note: Your teaching schedule for the designated term will be displayed. To change the term that is displayed, click the [change term] drop-down menu and select the term you want. **Note: do not use the Grade Roster link under Faculty Center.** Use My Schedule to access your grade rosters.

5. Click the **Grade Roster** icon at the right of the class row:

6. Be sure that the Grade Roster Type indicates **FINAL GRADE**.
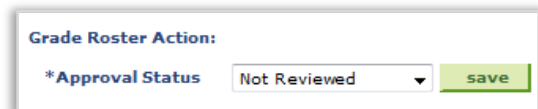
7. Use the drop-down menu in the Roster Grade column to choose a grade for each student.
8. After the grades are entered, click the **SAVE** button.

IMPORTANT: Do not change the Approval Status. It must remain as **Not Reviewed**.
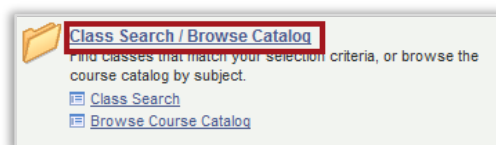
View Schedule of Classes

1. Log into NOVAConnect by clicking **MY NOVA** on the NOVA homepage.
2. Click **VCCS SIS: Student Information System**.
3. Click **Class Search/Browse Catalog**.
4. Click **Class Search**.

5. Enter the required information, and then click the **SEARCH** button.

View Advisee's Information

There are two methods available to access the Advisor Center. One method is through the **Faculty Center**. The second method is from the **Advisor Center**.

Method Number One:
1. From the NOVA home page, click **MyNOVA**.
2. Click **VCCS SIS: Student Information System**.
3. Click **Faculty Center**.
4. Click **My Schedule**.
5. Click the **Advisor Center** tab at the top of the window.

6. Your advisees will be displayed.
7. Click the **View Student Details** link to view information that that student.

Method Number Two:
1. From the NOVA home page, click **MyNOVA**.
2. Click **VCCS SIS: Student Information System**.
3. Click **Advisor Center**.

4. Click **My Advisees**.

Drop-In Advisees

1. From the NOVA home page, click **MyNOVA**.
2. Click **VCCS SIS: Student Information System**.
3. Click **Advisor Center**.
4. Click **My Advisees**.
5. Click the **View Data For Other Students** button.

6. Enter student information.
7. Click the **Search** button.

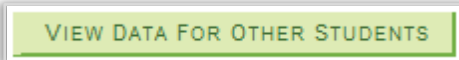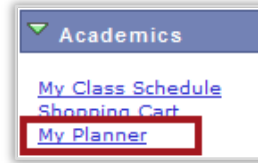## View Student Planner in Advisor Center

1. From the NOVA home page, click **MyNOVA**.
2. Click **VCCS SIS: Student Information System**.
3. Click **Advisor Center**.
4. Click **My Advisees**.
5. If the student is not your advisee or you have no advisees assigned to you, click on **View Data for Other Students** button.
6. Click on **Student Center** tab.

7. Click on **My Planner**.

View Degree Progress Report - Faculty

1. From the NOVA home page, click **MyNOVA**.
2. Click **VCCS SIS: Student Information System**.
3. Click **Academic Advisement**.
4. Click **Student Advisement Report**.
5. Click **Add a NewValue**.
6. On the **Request Header** Page – Enter Institution **NV280** for Northern Virginia Community College.
7. For **Transcript Type** – click on the arrow and select **ADVSR**.
8. For **Output Destination –** click on the arrow and select **Page**.

9. Click the **Request Detail** tab.
10. Enter **Student ID** or use the magnifying glass to look up the student ID.

11. Click **Process Request**.

12. Degree Progress Report results will be displayed.

Log Out

Do not forget to sign out when you are finished.