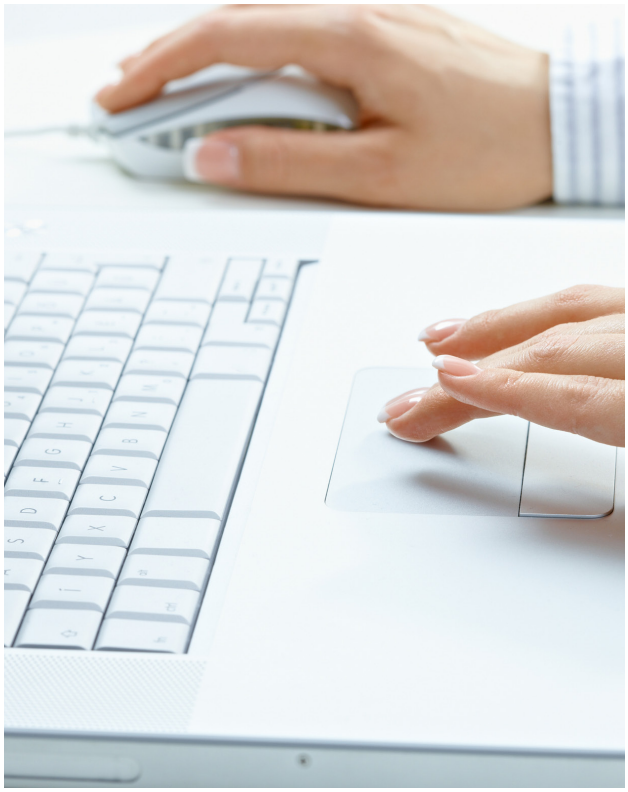


2018–2019

Utilizing Technology at Schoolcraft College

Welcome to Schoolcraft.
schoolcraft.edu

Schoolcraft College

Contents

Getting Started in Web Advisor 1

Faculty Menu in Web Advisor 2

Print Class Roster in Web Advisor 3

Grading in Web Advisor 4

Cisco 8961 Office Phone Overview 6

Full-Time Faculty Cisco Unity Voicemail Instructions 7

Cisco Classroom Phone Overview 9

Part-time Faculty Cisco Unity Voicemail Instructions 10

Access your Email from the Internet-Exchange 12

Reading, Replying and Sending Email 13

Schoolcraft College Self-Service Password Management 14

Classroom Media 15

Podium Computers - Booting the Podium 16

Faculty Computers – Virtual Desktop 17

Who-to-Contact 18

Technology Alert Newsletter 18

Schoolcraft College

Getting Started in Web Advisor

Accessing Web Advisor:

1. Begin at the College's home page at www.schoolcraft.edu, select Web Advisor in the upper right corner.
2. Or you can enter the to go Directly to Web Advisor: https://webadvisor.schoolcraft.edu

Logging into Web Advisor

To get started, click the **LogIn tab** at the top of your screen.

Enter your User ID

User ID= the lowercase **first initial of your first name** followed by your **7-digit Schoolcraft ID** number including all leading zeroes for ID numbers less than 7 digits.

Enter your Password

The default password is your 6-digit birthdate (mmddyy) and is **only valid the first time you log in**. You must create a new password that is 6-9 characters in length and must contain both letters and numbers. The first time you log into Web Advisor: Enter your **Old Password** (your 6-digit birthdate), press enter. Enter a **New Password** (must be 6 to 9 characters in length and include both numbers and letters), press enter. Re-enter your new password in the **Confirm Password** line, press enter. Enter a **Hint** that will help you to remember your password should you forget it. Click the **Submit Button**. **Note**: Your password will expire in 1 year.

If you forgot your User ID or Password

If you do not know your Schoolcraft ID number or have forgotten your password, this information may be obtained by clicking on the "**What's My User ID?**" or "**What's My Password?**" link at the top of your screen.
Or contact Help & Blackboard Support, ext. 4615

Web Advisor Availability

Web Advisor is a secure online environment.

Typical hours of operation are:	
Monday – Saturday	2:00 a.m. – 11:00 p.m.
Sunday	2:00 a.m. – 9:00 p.m.

Supported Browser Information:

If your Web browser or version of the browser is not listed below then it is not currently officially supported by Web Advisor.

	Mac OS X 10.7 Lion OS X 10.8 Mountain Lion 10.4 Tiger 10.5 Leopard 10.6 Snow Leopard	Microsoft Windows XP (32bit) Vista (32bit) 7 7 SP1
Apple Safari	4.0 5.0 or 5.1 6.0	3.x 4.x
Internet Explorer		7.0 8.0 9.0 10.0
Mozilla Firefox	14 16 8.x	14 16 8.x
Google Chrome		20 26

Note: The following Web Browsers are no longer supported by Web Advisor:

- Apple Safari 1. x
- America Online (AOL Browser), all versions
- Microsoft Internet Explorer 1.x through 6.x
- Mozilla Firefox 1.x
- Netscape, all versions

Important: If you have an obsolete or unsupported Web browser, you need to upgrade to a browser that is officially supported.

Updated: 7/10/18 DO

Faculty Menu

After logging in, click the **Faculty Button** on left side of screen. The Faculty menu will appear. This is where you can access all information available to faculty. Note: there is a 10-minute time out, where you will be disconnected.

****Always remember to logout when done using Web Advisor****

1. **Class Roster**
   Web Advisor updates when new students enroll, you should verify just before class starts and during the semester to verify students have not dropped/or were dropped from your class.

2. **Grading (NS, Incompletes and Final Grades)**

   - **No-Show -** A "NS" grade is given at the "*end of week three*" for on-campus, hybrid classes, for students who have not attended class.
   - **Incomplete**- This is given at the end of the semester when a student has not completed a class, a date must be given for when the student will complete the course by.
   - **Zero (0) –** This is a final grade, when given this grade you "**Must**" enter the "date for when the student last attended".

   After Submitted Grade: A Change of Grade form must be submitted to appropriate Dean, see Forms for College Credit Instructors (Faculty Menu)

3. **Important Dates**
   This is where you will find important dates like when NS grades and end of semester grades are due.
4. **Common Syllabus**
   Here you can look up the Common Syllabus for your class, remember you should check this at the beginning of every semester.
5. **My Personalized Syllabus-**
   What can be changed
6. **My Stipends**
7. **Email PT/FT (www.schoolcraft.edu/exchange)**
   Accessing Email using your network login, on campus or off campus.
   Your Network Login will be mailed to your house. This password will expire after 180 days; you will then use mypassword.Schoolcraft.edu to change it.
8. **Voice Mail- PT/FT faculty**
   Both Full-Time and Part-Time Faculty have voice mail, PT/FT. See the complete directions here in Web Advisor.

-See Grading Help-At A Glance for more details-

Schoolcraft College

Print Class Roster in Web Advisor

You will be expected to print your class roster(s) prior to each semester start and then again following the last day of late registration.

Access Web Advisor:

1. Begin at the College's home page at www.schoolcraft.edu
2. Select Web Advisor

OR

1. Directly at https://webadvisor.schoolcraft.edu

Web Advisor Availability

Web Advisor is a secure online environment.

Typical hours of operation are:	
Monday – Saturday	2:00 a.m. – 11:00 p.m.
Sunday	2:00 a.m. – 9:00 p.m.

To get started, click the **Log In tab** at the top of your screen.

Enter your **User ID**, press tab and then type in your **Password.** Click **Submit.**

Click the **Faculty button** on left side of screen.

You are now in the **Faculty Menu** where you can access all information available to faculty.

Click on the **Class Roster** link under Faculty Information.

A listing of the classes you are teaching should display. Click on your course under the **Name/Title column** to display your roster. Select the **click here to print this page** link at the top of the page to print your roster.

Other options available are to select the **Show Dropped/Withdrawn Students** and **Show Waitlisted Students**, check those boxes and select **Submit** to view the results.

The printer dialog box will appear listing your default printer. Click **Print.**

If you wish to display previous courses you can use the term /date range, look up feature. **Note**: Date ranges do not have to be exact, see note at bottom of screen.

To return to the **Faculty Menu** to print additional Class Rosters, click the **Select a different course section** link at the top of the page.

***If you are finished using Web Advisor, click on the "Log Out" tab to close your session.**

To end your Web Advisor session, you now need to close your browser by clicking the **OK Button.**

Updated: 7/10/18 DO

Overview

Verified grades cannot be processed until all grades for a section are submitted. By submitting grades on time, students do not miss the admission deadlines of senior institutions.

Grade - No Show (NS):

Grades are submitted twice during the semester, once at the ***end of the class's third week***, and at the end of the semester. At the end of the third week Instructors "Must" post No Show Grades for students who have not attended class, see criteria below.

NS GRADE CRITERIA – Used at the End of Week 3			
Traditional	**Online**	**OE/OE***	**Hybrid**
Student did not attend at all.	Student did not submit any assignment.	Student did not submit any assignment at the end of the semester.	Student did not attend at all or did not submit any assignment.

NS grades are NOT submitted at the end of week 3 for OE/OE students and **MCO Online students.*

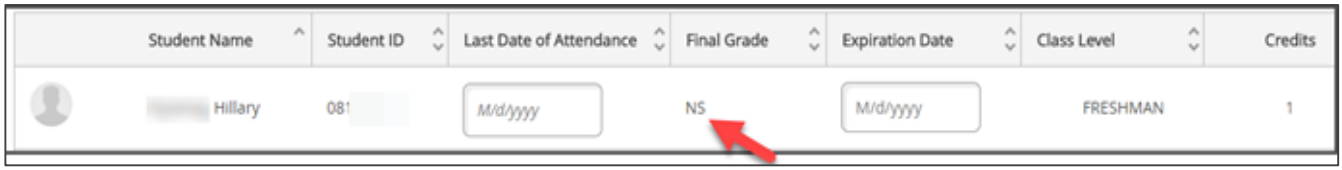
Posting NS, Incomplete and Final Grade (Including zeros)

To Post your Final Grades, you will first click on Web Advisor, then Faculty Menu. From the Faculty Menu click on Grading, this will take you to Self Service Grading.

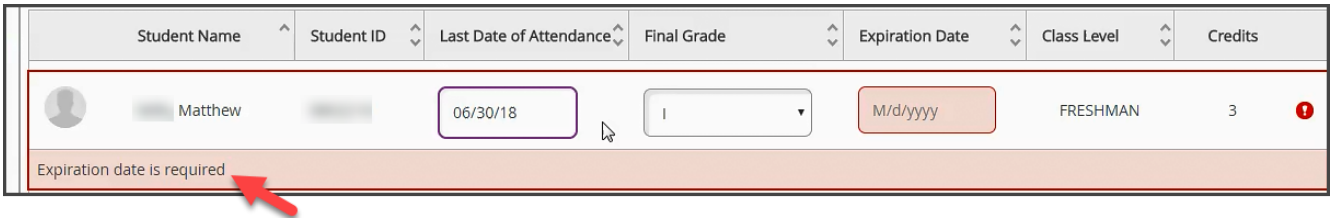
On the Faculty Overview page select the section you want to grade. Click on the **Grading** tab, then click on **Final Grade** tab. This will show all the students in your class.

To give the student a grade, click on the drop down arrow next to **Select Grade** and click on the final grade for the student. Click on Post in the upper right corner to post your grades. Repeat this process until all sections are graded

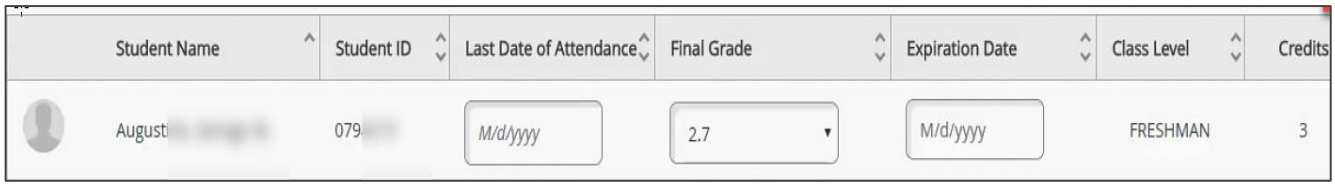
NS grades: Remember these are done after the **third week of your class**, see Important dates for this date. Select NS from the drop down menu for the student and select NS. Click on the Post Grade in the upper right corner.



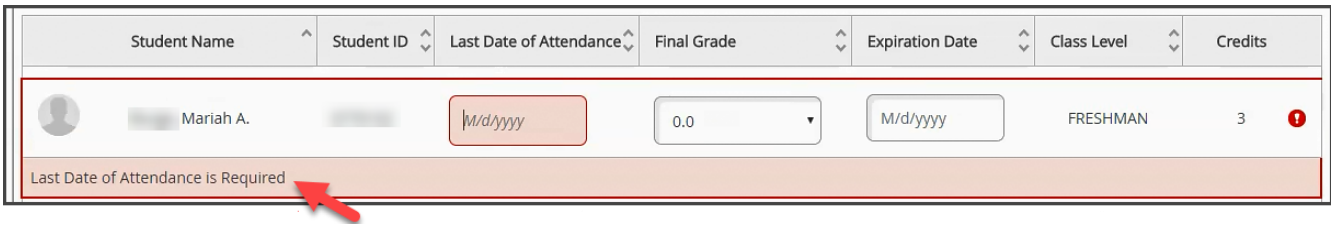
Incomplete: For a student you are giving an Incomplete to, select the "I" on the drop down arrow for Incomplete. Enter an Expiration Date", a date for when the Incomplete will become a grade.



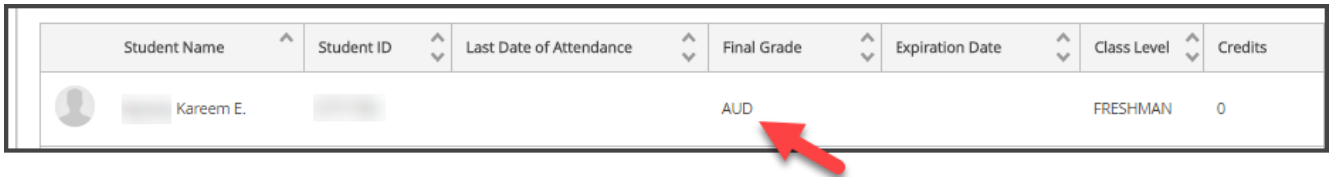
Final Grade: Click on the arrow next to the Select grade in the box and select the student's grade. Go on to the next student.



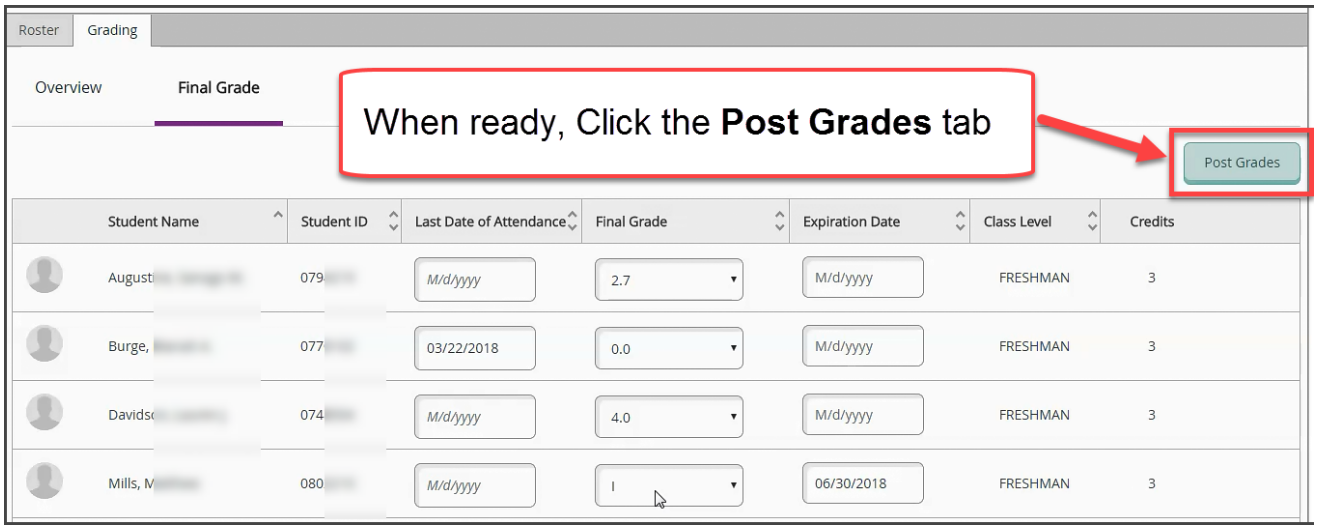
Final Grade – Zero: When selecting a zero grade for a student's final grade you "Must" enter a "Last Date of Attendance" for the student. This is a required field when submitting a zero for a final grade.



Audit: Students that show as AUD are Auditing your class and there is no need to give them a grade for your class.



Post Grades: After you have finished entering the grades including you will click on the "Post Grades" button in the upper right to officially post the student's grades. You have not completed the process of posting the student's grades until you have clicked this button.

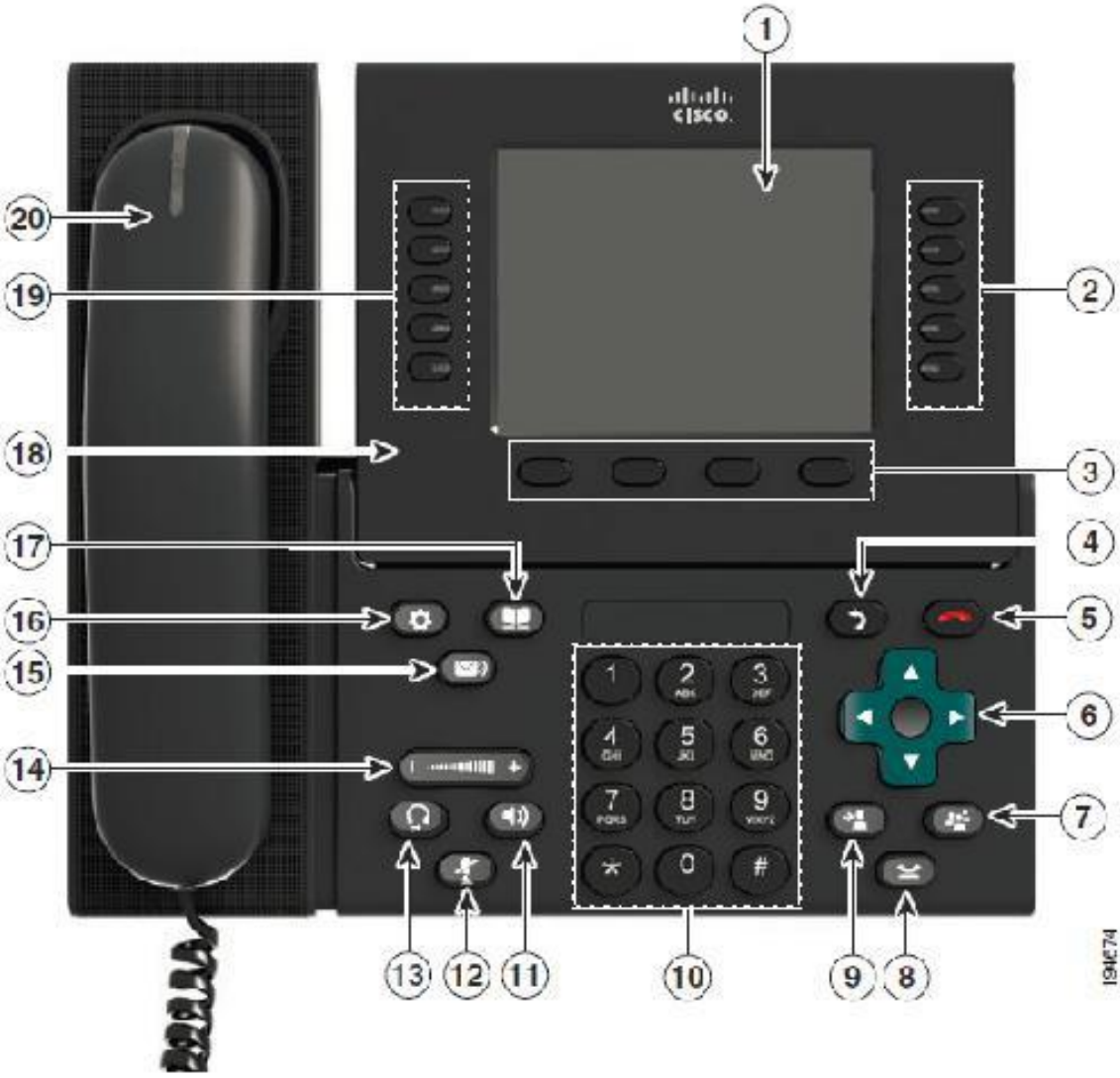


For additional information or assistance:

- For Step-by-step directions using the Self-Service Roster and Grading see Self-Service Roster and Grading Help.
- For questions about NS grades, visit the NS Grade Reporting FAQ page, for questions about grades contact the Records Office at ext. 4336.
- For help using WebAdvisor contact Deb O'Connor or Susan Adams at ext. 4615.

Important:

If you post a grade in error for the current semester, please email screcord@schoolcraft.edu.
To submit a grade change for a previous semester, please complete the Change in Grade form.
~ Grades are posted immediately for students ~



1. Phone Screen
2. Line Feature Buttons
3. Soft Key Buttons
4. Back Button
5. Release Button
6. Navigation Pad and Select Button
7. Conference Button
8. Hold Button
9. Transfer Button
10. Key Pad
11. Speakerphone Button
12. Mute Button
13. Headset Button
14. Volume Button
15. Messages Button
16. Applications Button
17. Contacts Button
18. Phone Display
19. Line Buttons
20. Handset w/Light Stripe

ACCESSING YOUR MAILBOX

➢ From Your Phone

1. Press the **MESSAGE** key or dial **4800**, the voice mail access number
2. If prompted for ID, enter your "**4-digit Extension**", press **#**
3. Enter your **Pin/(PASSWORD)**, then press **#**

➢ From Another Extension

1. Press the **MESSAGE** key or dial **4800**, the voice mail access number
2. Enter your **ID** (your 4- digit extension number), then press **#**
3. Enter your **Pin/(PASSWORD)**, then press **#**

➢ From an Outside Line

1. Dial **734-462-4800**
2. Enter your **ID/MAILBOX NUMBER** (your extension number), then press **#**
3. Enter your **Pin/PASSWORD**, then press **#**

➢ Checking Messages via Email

To check messages via email log into your Schoolcraft email, www.schoolcraft.edu/exchange, using your Network login.

In your Inbox you should see a message from "Cisco Unity Connection Messaging System"; the subject line should say "Message from" and include the caller's name, if available, and phone number.

Click on the attached VoiceMessage.wav file to play the audio file.

Note: you must have speakers and/or headphones to hear the message.

SETTING UP YOUR MAILBOX

➢ First-Time Login

1. Press the **MESSAGE** key or dial **734-462-4800**, the voice mail access number
2. When it asks "Enter your ID followed by #, enter your ID (your 4-digit phone extension), then press **#**
3. Enter the default password, **(1325)**, then press **#**
4. **Follow the prompts to record your name, personalize your greeting, and change your pin/ (password).**

IMPORTANT: ***You should change your pin/ (password) so no one else can access your mailbox***

Menu Options for Your Mailbox

New Messages will play 1st, or select an option below

➢ Main Menu:

2 - Send
3 - Review Old Messages
4 - Setup Options
* Exit

Listening To Voicemail Messages

You will first be told if you have any new messages. If so, those will be played for you and you will be given options after each message. Your options for each message are:

➢ Voicemail Messages Menu:

1 - Repeat
2 - Save
3 - Delete
4 - Reply
5 - Forward
6 - Save As New
7 - Skip Back
9 - Properties
* Cancel

Changing or Creating the Main Greeting for Your Mailbox

After you have accessed your voicemail, select "**4**" for Options

➢ Options Menu:

1 - Change Greeting
2 – Message settings
3 – Preference Settings
4 – Transfer Settings
0 - Help
* Exit and return to the mailbox options menu

To record your main mailbox greeting press "**1**", and speak after the tone. When you are finished, press the "**#**" button, your greeting will be saved.

➢ Change Greeting Menu:

1 – Record Current Greeting
2 – Turn on Alternative Greeting
3 – Edit other Greetings
4 – Listen to all Greetings
0 – Help
* Exit

Buttons

	Applications
	Contacts
	Messages
	Transfer
	Hold/Resume
	Conference
	Volume
	Speakerphone
	Mute
	Headset
	Select button

Common Phone Tasks

Place a call	Go off-hook before or after dialing a number.
Redial a number	Press **Redial**.
Switch to handset during a call	Pick up the handset.
Switch to speaker or headset during a call	Press or , then hang up the handset.
Mute and un-mute a call	Press .
View call history	Press > **Call History**.
Transfer a call to new number	Press , enter the number, then press it again.
Place an intercom call	Press the **Intercom** button, then enter a number if necessary. Speak after you hear the tone.
Start a standard conference call	Press , dial the participant, then press it again.
Silence the ring for an incoming call	Press the **Volume** button down once.

How Students Access Your Voicemail To Leave You A Message:

Give your students the main number for the Part-Time Faculty Voicemail: (734) 462-3330 and your 4-digit extension.

The system is a voice-activated system; students will be asked the question "***Who do you want to reach***?"

The student will say ***your name*** or say your 4-digit ***extension number***.

The system will play your greeting and the student will be prompted to leave a message.

Note: When a student leaves you a message, you will have a message in your voicemail and it will send a copy of the message to your Schoolcraft email.

Retrieving Your Student's Voice Messages:

When a student leaves a message in your voicemail, you will receive an email in your Schoolcraft email; you will be able to retrieve that message from your email's Inbox. (See Checking Messages via email)

Or you can call into your voicemail to pick up the message (See Accessing Your Voicemail Mailbox)

Checking Messages via Email

To check messages via email log into your Schoolcraft email, www.schoolcraft.edu/exchange, using your Network login.

In your Inbox you should see a message from "Cisco Unity Connection Messaging System"; the subject line should say "Message from" and include the caller's name, if available, and phone number.

Click on the attached VoiceMessage.wav file to play the audio file.

Note: you must have speakers and/or headphones to hear the message.

Accessing Your Voicemail Mailbox

To access your voicemail mailbox, call (734) 462-4800, when it asks "Enter your ID followed by #", you will enter your 4-digit phone ext. followed by the # key (your ID is your 4-digit phone extension). You will then hear "Enter your pin followed by #", enter your pin/ (password) followed by the # key. If this is your first time logging into your voicemail see (See First-Time Setup) below.

First-Time Setup:

Access your voicemail mailbox by calling **(734) 462-4800**.
When it asks "Enter your ID followed by #", enter your ID (your 4-digit phone extension) followed by the # key
Enter the default pin/password **1325**, followed by the # key
Follow the prompts to record your name, personalize your greeting, and change your pin/ (password)

IMPORTANT: You should change your pin/ (password) so no one else can access your mailbox

Menu Options for Your Mailbox

New Messages will play 1st, or select an option below

Main Menu:

2 - Send
3 - Review Old Messages
4 - Setup Options
* Exit

Listening To Voicemail Messages

You will first be told if you have any new messages. If so, those will be played for you and you will be given options after each message. Your options for each message are:

Voicemail Messages Menu:

1 - Repeat
2 - Save
3 - Delete
4 - Reply
5 - Forward
6 - Save As New
7 - Skip Back
9 - Properties
* Cancel

Changing or Creating the Main Greeting for Your Mailbox

After you have accessed your voicemail, select "4" for Options

Options Menu:

1 - Change Greeting
2 – Message settings
3 – Preference Settings
4 – Transfer Settings
0 - Help
* Exit and return to the mailbox options menu

To record your main mailbox greeting press "1", and speak after the tone. When you are finished, press the "#" button, your greeting will be saved.

Change Greeting Menu:

1 – Record Current Greeting
2 – Turn on Alternative Greeting
3 – Edit other Greetings
4 – Listen to all Greetings
0 – Help
* - Exit

Class Greetings for Your Mailbox

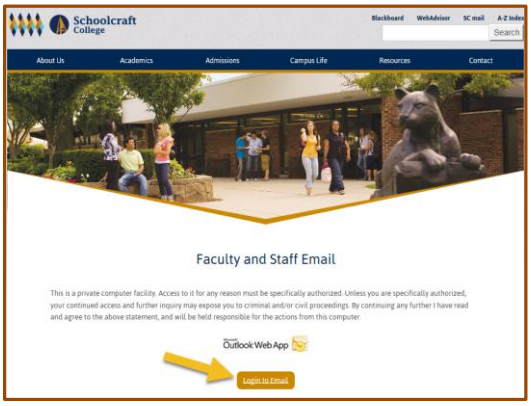
You will have only "one" greeting for all students.

Changing Your Voicemail Mailbox Pin/Password

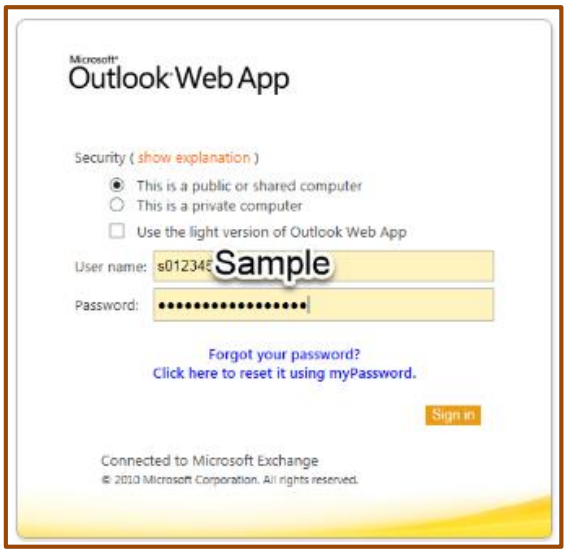
After accessing your mailbox, press "3" to change your preferences. Select "1" to change Pin/ (Password), your Pin/ (Password) should have at least 4 numbers. You will be asked for a new Pin/ (Password) and then asked to enter it again to confirm you entered it correctly. If they match, the new Pin/ (Password) will be saved. You will receive a message that the Pin/ (Password) was changed successfully.

For your security, you should change the Pin/ (Password) ASAP! LOST OR FORGOTTEN PIN/ (PASSWORD) CANNOT BE RETRIEVED BY INFORMATION SERVICES, contact Help Support for assistance 734-462-4615.

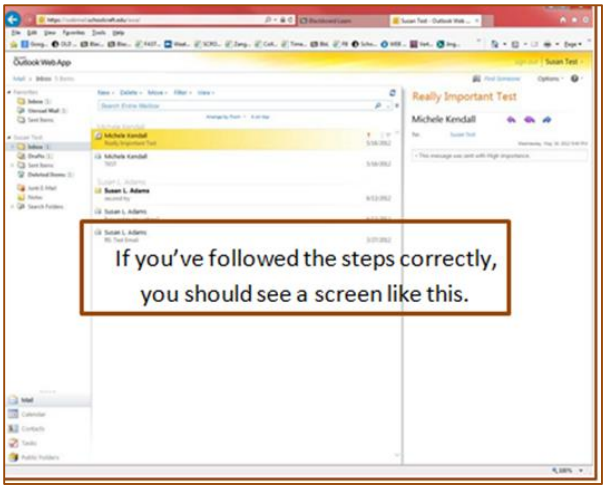
Access your Email from the Internet-Exchange



(fig. #1)



(fig. #2)



(fig. #3)

Accessing Your Email

To access your e-mail through the internet, open your browser and enter the below URL in the address bar, your screen should look like fig. #1.

http://www.schoolcraft.edu/exchange

Logging in:

Click the "Login to Email" button to bring up the login page, see fig. #2.

Enter your User ID

User ID= the lowercase **first initial of your first name** followed by your **7-digit Schoolcraft ID** number including all leading zeroes.

Enter your Password

Enter your password and then press **ENTER** or click on the "**Sign in**" button.

Note: Your initial email password is mailed to your home.

Password Expires every 180 Days!

- *Your email/computer password will expire every 180 days, click on the "**Forgot your password**?" link to **change** your password.*

(See "Schoolcraft College Self-Service Password Management")

Logging Out:

When you are finished reading your email, ***remember*** to sign out by clicking on the "***Sign Out***" link at the top.

After you sign out, you must close the browser to prevent others from accessing your email!

Help with Attachments:

- To attach files in email, use **Internet Explorer**.
- Or "**use the light version**" in other browsers, by clicking on the box on the of Outlook Web App login page!

For additional help there is a "**help**", click link on the upper right area of the page or contact Help & Blackboard Support ext. 4615

Reading Your Email

When a message is selected it will appear in the preview pane, double-Click on the subject of the message to open in new window.

Reply to an Email

1. Open the email you want to reply to.
2. Click the Reply Icon.
3. Type the reply to the message.
4. Click Send.

Reply to Everyone That a Message Has Been Sent To

(the message will be sent to everyone in the TO and CC fields)

1. Open the email you want to reply to.
2. Click on the Reply TO All Icon.
3. Type the reply to the message.
4. Click on Send.

Forward A Message to a Third Party

1. Open the email you want to forward.
2. Click the Forward Icon
3. Type the email address in the TO… field or select from a name from the address book.
3. Type the message.
4. Click on Send.

Sending Email

1. Click on New

2a Type the recipient's name (if Schoolcraft employee) then click the Check Name Button

2b Type the recipient's complete email address (i.e. sadams@yahoo.com)

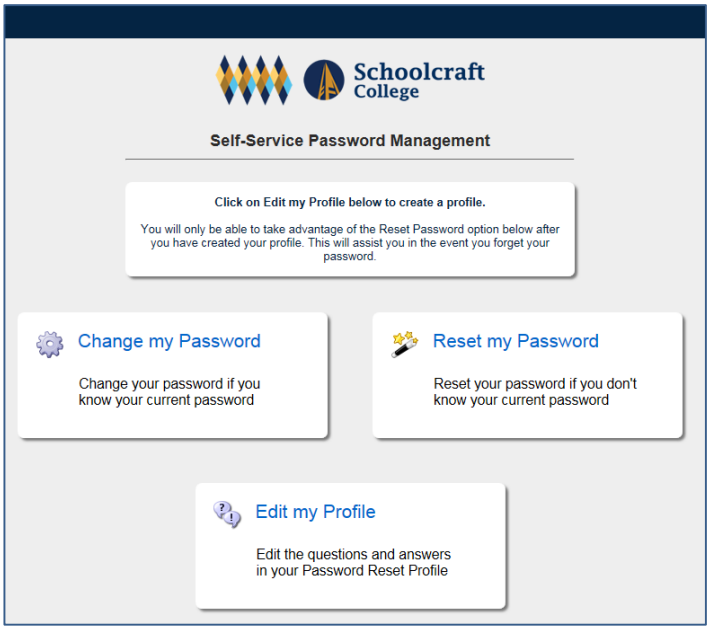
3. Type the subject of the message in the Subject field.
4. Type the body of the message.
5. Click on the Send Button to send the email

Note: If the recipient's name that you typed in the TO: field matches more than one name in the Schoolcraft College Global Address List, Outlook will show you a list of all the names that match what you have typed and ask you select an individual from the list.

Schoolcraft College

Schoolcraft College Self-Service Password Management

To access the "***Schoolcraft College*** **Self-Service Password Management**" website, click on the "**Forgot my password**" link on the Outlook Web App login page, or enter the URL https://mypassword.schoolcraft.edu/myPassword.aspx.



Change my Password:

-If you know your current password or your password has expired-

- Enter the Captcha Verification (this is not case sensitive) and click "Verify"
- Enter your ***current*** "User Name" and "Password", click "Logon"
  (If this if your first time here you will be asked to setup your profile questions)
- In the "Password" field, enter the new password (See Password Criteria)
- In the "Confirm" field, re-enter the same password Click on the "Change Password" to continue

Reset my Password:

-If you don't know your password, you will need to answer your security questions-

- Enter the Captcha Verification (this is not case sensitive) and click "Verify"
- Enter your "User Name", click "Logon'
- Enter your responses to the Security Questions "Continue" to proceed
- In the "Password" field, enter the new password (See Password Criteria)
- In the "Confirm" field, re-enter the same password
- Click on the "Reset Password", your Network password has been changed

Edit My Profile: (To setup/change your security questions)

- Enter the Captcha Verification (this is not case sensitive) and click "Verify"
- Enter your "User Name" and "Password", click "Logon"
- The first two questions you will select from the list then provide your answer The third question you will type your own question and answer. Click on "Update"

Network Password Criteria

- **"Must"** be "**at least 16"** characters
- **"Must"** contain 3 of the 4 items below:
  - Uppercase characters (A-Z)
  - Lowercase characters (a-z)
  - Number (0-9)
  - Non-alphabetic characters (for example! $,#,?)
- Note: This password is for your campus computer, WIFI and Outlook Web App.
- This password is "***not***" the same as your WebAdvisor password

Schoolcraft classrooms are equiped with projectors, sound, doc-u-cameras and more.

For Classroom media see the "***Podium Info Card***" located on the Podium in front of the room.

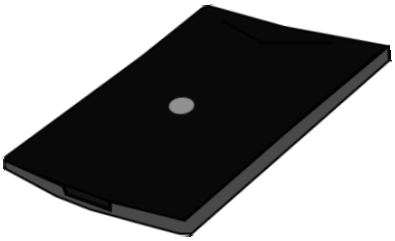
This will help with turning on the equipment in the classroom.

Media Services:

For additional help with Audio visual media in classrooms such as, Projector & remotes, room sound, external DVD/VCR, doc camera, etc., contact Media Services.

Contact: media@schoolcraft.edu
Livonia: 734-462-5330
Radcliff: 734-462-4745

Location: Livonia: Room L160 Bradner Library
Radcliff: RC 145



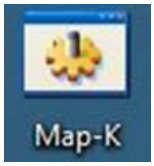
Web link: http://www.schoolcraft.edu/department- areas/media-services

Podium Computers - Booting the Podium

Turn on the computer and **wait through the boot screens**

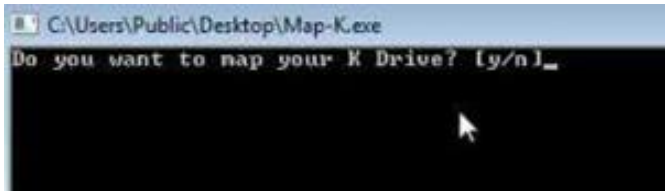
Click on Login
If the user before you has logged off the machine, you will see a computer monitor icon on the desktop.

Double Click on the computer icon
(note: the room number on the icon should match the room number you are in.



Access your "K" drive
Double Click on the icon titled "Map-K" located on the desktop.

After double clicking on the "Map-K" icon a window will open. You will be asked if you want to map to your K Drive, type y. You will now have to enter your Network Login credentials (same as your email login) in order to access your drive.



Save work often
Save to an external USB Device. Advise your students to do the same.

To power off the computer or reboot
Press and hold the power button on the physical computer until computer shuts off. (Approximately 30 seconds)

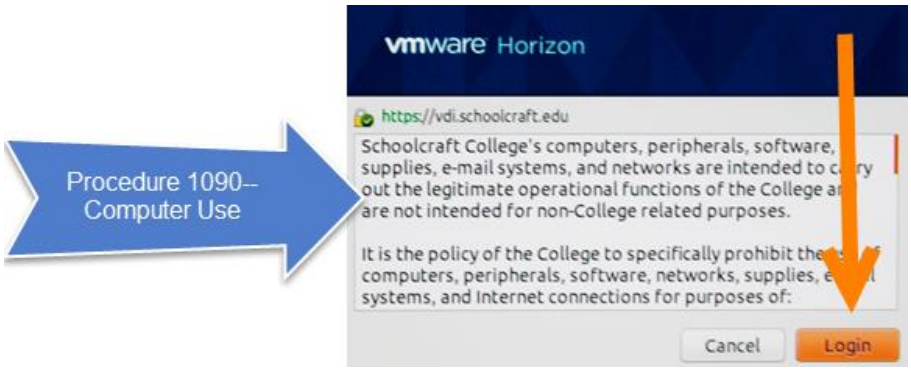
If you are experiencing any computer issues, power off the computer, **WAIT** 30 seconds before restarting the computer.

If ***rebooting does not*** solve the issue, contact:

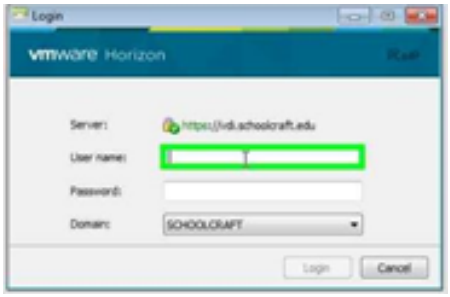
Information Technology **734-462-4510 or 4510 from any campus computer**

When you turn on the computer, you will see the following 4 boot screens

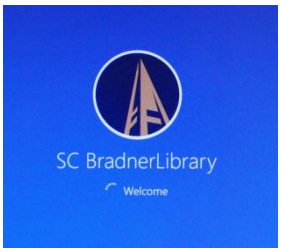
When the boot screens have loaded next is the computer use policy and the login screen.



Enter in your Network Login (same as you use to access your email from home).



Once you have entered in your login information you will see a splash screen with your information



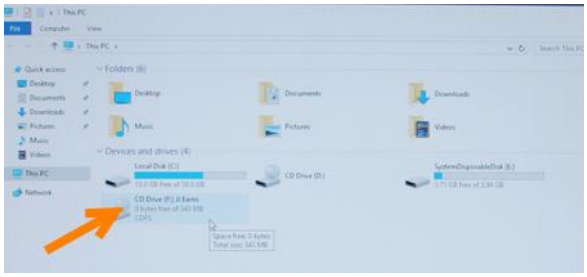
When you log off the machine, you will see a computer monitor icon on the desktop.

Double Click on the computer icon to log back in.

Using a CD/DVD* on a Virtual Desktop

1) Insert Disk
2) Wait for it to load
3) Open "Windows Explorer" by Clicking on Icon located on the Taskbar

4) Once Windows Explorer opens you will see your disk in the list of "Devices and Drives".
5) **Double Click** to access the CD or DVD you have inserted.



To power off the computer or reboot, **press and hold** the power button on the physical computer until computer shuts off. (Approximately 30 seconds)

CD/DVDs will operate on Virtual Desktop Podiums and Instructor Offices.

Who-to-Contact

From on-campus phone enter last four numbers:

Information Technology - 734-462-4510
Computers: For "***ALL"*** computer related issues From any phone on campus dial 4510 or Email a request to: itrequest@schoolcraft.edu
Media Services - 734-462 -5330 *(Livonia),* ***734-462-4745*** *(Radcliff)*
Audio visual**:** Projector & remotes, room sound, external DVD/VCR, doc camera, etc.
Help & Blackboard Support - 734-462-4615
Help Using: Web Advisor, Email Blackboard or Phones Faulty Password Reset: Web Advisor, Email, Blackboard, or Phones
Facilities -734-462-4425
Building related issues
Schoolcraft Campus Police Department: 734-462-4424

Technology Alert Newsletter

For Additional Schoolcraft Technology updates, watch your email for the "***Technology Alert Newsletter***" or check the New Technology 2017-2018 link in Web Advisor.

Schoolcraft College

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