J1 Web User Guide (new look)

This user guide will give you an overview of the Faculty hubs in J1 Web. A user guide for the Advising and Employee hubs will be sent to all faculty at a later date by Matt Young (Advising hub) and Cheryl Kendrick (Employee hub).

J1 Web replaced Express for all faculty and staff on October 23, 2019. Students will continue to use Express as they always have.

PLEASE NOTE: The upgrade that took place on October 23, 2019, includes a cosmetic change to J1 Web. All of the core functionality remains the same. This guide includes updated guidance on the latest version of J1 Web, although some of the screenshots may differ slightly than what you will find in J1 Web.

FAQs

How do I grant Course Authorization?
Click here to see the instructions on granting Course Authorization, which is called “Course Overrides” in J1 Web, for the courses you teach. Directions for Chairs and Deans to enter a Course Override for a course in their department can be found here.

How do I enter grades?
Click here to see instructions on entering grades in J1 Web.

Why are we switching to J1 Web?
This new and improved website will be easier to use, give you better tools to do your job, work better on Macs and mobile devices, and be more compliant with FERPA regulations.

What makes J1 Web better?
Navigation is significantly improved. You should be able to get to any task you need with just a few clicks. There are hyperlinks throughout J1 Web that can help you navigate, and there is a “Recent pages” section on the main navigation bar on top of the page. You can also use the back button! Additionally, the pages are organized in a clearer format that will give you lots of information with a quick glance.

Will there be a training video that shows me how to use J1 Web?
Yes! You can find it on the Registrar’s website under Faculty Resources.

Who do I contact if I have questions or if I see something that does not look right?
Please contact the Registrar’s Office (x3256, registrar@edgewood.edu) or Mike Vining (x2225, mvining@edgewood.edu).
TO GET STARTED

To use J1 Web, go to https://j1web.edgewood.edu/J1Web and login using the same username and password that you use for Express.

Click “Sign In.” This will take you to your home page.

Your home page will include blocks for Recent Messages, My Calendar, and Upcoming Tasks. You can also pin frequently used blocks for easy access every time you log in.

Additionally, the top banner will be visible regardless of where you are in J1 Web. You can use this to quickly navigate to one of the ten sections found in this banner, which are described below with the corresponding number in red.

1. Hubs. This is where you will find your “hubs”. A hub is a piece of functionality that you need based on what you do at the college (ie your “role”). When you click on the hub icon, you will see this menu, which has three categories (Student, Human Resources, and Core):
Everything pertaining to your courses and advising is in the “Student” category. “Human Resources” contains your personal HR information (“Employee” hub), and “Core” contains the “Facilities” hub.

Click on the link to go to the hub: Faculty, Academic Advising (for advisors), Academic Department (available only for Chairs and Deans).

2. Bookmarks. This is where you will find your bookmarks. Most of the pages you accessed in Express can be found through this area. You can add, delete, and reorganize your bookmarks as you wish. NOTE: many of the links can be found in “Faculty Resource Finder” or “Resource Finder,” which is already in your bookmarks.

3. Pinned pages. There are numerous blocks that you can “pin” to your homepage. Once you pin them, they will show up on your home page and can be found by clicking the pin icon or your home icon. For example, if you want the “Registration and Counts” block to show up on your home page, you can click on the push pin icon on the top right corner. NOTE: not every block can be pinned!

4. Recent pages. Here you will find your most recently visited sites.
5. Messages. Use the Message Center to access all your messages. You can view and reply to new, unread messages and message threads as well as previously received messages and message threads. NOTE: This is an internal messaging system, meaning messages written through this do not show in your Edgewood email. However, an email notification that lets you know you have new messages in J1 Web will be sent to your Edgewood email daily (how often you are notified of new messages can be updated to your personal preferences- see #9)

6. Tasks. Tasks are work items that can be assigned by you to yourself and other J1 Web colleagues, and assigned to you from other J1 Web colleagues and J1 Web. To complete tasks quickly, a link to the page from where the task was assigned is included and the user creating the task can include a phone number, email address, or additional details. Tasks can also be designated “Important” to prioritize them and enable a task notification to be forwarded to your designated email address immediately.

7. Calendar. Currently, this calendar only shows the courses you are teaching and assigned tasks. In a future upgrade, you will be able to sync your Outlook and personal calendars (ie Google) to this calendar so you can see all of your calendar items in one place. At this time, we do not know when this will be implemented.

8. Global search. You can search for anyone in J1 Web and access their email address. To view more detailed information, you must be granted the appropriate permissions in J1 Web System Administration.

9. My General Settings and Logout. You can update the frequency that you receive email notifications to your Edgewood email in this section. If you have completed your session, you can also logout. NOTE: After five minutes of inactivity, you will be logged out automatically.

10. Home. Click on this to go to your home page.
FACULTY HUB

To go to a hub, click on the icon next to the butterfly image on the left side of the navigation bar. This will open the hub menu, which is organized into a few categories. Click on the “Student” category, then click on “Faculty.”

The Faculty hub is where you work with your courses. Here you can:

- Manage your courses
- View course rosters
- Enter grades
- Grant overrides for registration
- Contact students

When you click on Faculty in the hub dropdown, it will take you to your main faculty page, which has a “Hub options” dropdown menu and three blocks: Overview, My Course Center, and Faculty Calendar.
HUB OPTIONS

From the “Hub options” dropdown menu, you can access your course list (“Manage my course list”) and grant course authorization (“Manage course overrides”).

1. Manage my course list
   a. When you choose this option, you will be directed to the “My Course List” page. All of your courses will be displayed.

   b. You can filter your course list by clicking on the filter link in the top left part of the block (under “My Course List” header). For example, you may want to have only your current courses listed.

   c. You can select an action by clicking on the blue dropdown box to the far right of the course code. The options are “View roster” and “Manage grades” (details about these features can be found by clicking on the link).
2. Manage course overrides
   a. When you choose this option, you will be directed to the “Course Overrides” block.

   ![Course Overrides Block]

   b. All overrides that you have granted in the past will be listed. If you need to revoke an override for a current/future term, you can choose “Revoke” from the “Select action” dropdown on the row with the course code.

   c. To grant a new override, click on the green “Create override” box in the top right part of the block. Enter the required fields in the “Create Override” popup window:
      i. Term field. The current term is listed. If you need to change it, delete the term by clicking the “x”. Enter the correct term (you can click in the term box to see a list of terms and/or start typing the term). Click the correct term.

      ![Create Override Popup]

      ii. Course field. The courses you are teaching will be listed in the “Course” field (click in the field to see them). If you are a chair or dean, you will see all courses within your department.

      iii. Student field. Enter the student name or ID number. You can type first name, last name or last name, first name. Or you can enter the student’s ID number. When you see the correct person, click on the name to enter them into the field.

      ![Student Field]

      NOTE: In order to enter the correct student, use the student’s ID number. We have many students with the same name, so ID number is the most accurate way to enter the correct student.

      iv. Type field. Enter the reason(s). You may choose more than one reason by holding the Ctrl key and clicking on the reasons.

      ![Type Field]

      v. Reason field. Leave it populated with “Override Approved”.

      vi. Note field. Please include the reason you are granting the override. While J1 Web does not require it, departments would like a reason filled in so they can track them.
vii. Once all required fields are entered, click on the “Grant” button on the lower right of the popup.

After you grant an override, an email will be sent to the student’s Edgewood email address that says the override has been given. It will list the person who granted the override, as well as the reason, term, and course. It will also prompt the student to register for the course. This is what the email looks like:

FACULTY Test M. Test has granted an override.
Course requisite
Spring 2020
CS-178-001 JUMPSTART TO COMPUTING WITH PYTHON
Sign in to your campus portal to register for the course.

OVERVIEW, MY COURSE CENTER, AND FACULTY CALENDAR

The Overview block is currently not used, but will contain useful information in future upgrades.

The Faculty Calendar block shows the courses you are teaching. You can choose how you want to see your calendar by choosing the drop down in the top left corner of the block (the default is “week”). You can view it as an agenda, or by the day, week, or month. Future enhancements will allow you to do even more with this block.

The most important block is My Course Center, which will include a list of all courses you are teaching. You can choose to go straight to the course roster or to grading by choosing the option in the dropdown in the blue drop-down menu on the course row:
Or you can click on the course title, which will take you to the course Overview and Registration and Counts blocks. On this page, you will see information about this course and a dropdown menu in the top left corner.

When you click on “Section options,” you will be able to go to Manage Grades or View Roster (which are the same two options you had in “My Course Center” above).

**GRADING**

*Grading for Fall 2019, Session 1, and Fall 2019 midterms will be done in Express as they have always been done. Grading for Fall 2019, Session 2, and Fall 2019 final grades will be done in J1 Web.*

Once you are in your course (see above for how to get to this point if needed), click on “Manage grades” from the “Section options” dropdown. Choose the grading period from the dropdown located in the top left.

If the grading period is open, you will you will see the “Edit grades” button. Click on this to enter grades for students.
You can enter a grade for each student individually, or you can choose multiple students and click “Apply grade” in the drop-down labelled “Options”. When you choose Apply grade, you will be asked what grade you want applied. Once finished, click “Done editing” to save them.

If the grading period is closed, you will see the dates that grading will be open. You can only enter grades when the grading period is open.

However, you will be able to “Email selected students” from the dropdown. Notice that the dates grading is open is listed regardless of whether it is open or closed. So you can easily see when the grading period is open whenever you would like (even before the class starts).

**COURSE ROSTER**

To view your class roster, click on view roster (remember, you can do this in “My Course Center” or in the “Course Overview”).
Your roster defaults to showing a list of students. There are some sorting features in the top, right corner that give you different views of your roster.
You can also see the class roster in a quick reference format by clicking on the icon circled in red (if you want to go back to the list view, you can click on the icon to the left of this one):

<table>
<thead>
<tr>
<th>Name</th>
<th>Grade</th>
<th>Credits</th>
<th>Status</th>
<th>Advisors</th>
<th>Classification</th>
<th>Division</th>
<th>Postbac College Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ntia2, Ninny S.</td>
<td>Graded</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GLI, GLI1, GLI1</td>
<td>Graded</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GLI1, GLI1</td>
<td>Graded</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This will show you some key stats about the student. Notice the symbol on the top, right of their pictures. If you click on this, you can see even more about the student. To go back to the view with the photo, click the symbol on the top, right corner.
ACADEMIC DEPARTMENT HUB

The Academic Department hub is for department administrators to manage sections and overrides. The Faculty hub houses similar information, but only for individual instructors rather than for all instructors.

To get to this hub, choose Academic Department from the hub dropdown:

This will take you to your Department page, which has a “Hub options” dropdown menu and two blocks: “Overview” and “Course Center for”.

Currently, the “Overview” block does not have any content. In the future, you will be able to use this block for a bird’s eye view of the functions available on the Academic Department hub.

If you would like to see the courses for a particular faculty member, enter the faculty member’s name in the “Course Center for” block and hit enter. A list of the faculty member’s courses will display.

You can view the roster of any of their courses by clicking “Select action” and then “View Roster.”

MANAGE SECTIONS

To see all courses in your department, you can choose “Manage sections” in the hub options dropdown or click on the “View details on all courses” link on the bottom right of the block (see image above). The default view
(“Course List for All”) shows all courses in the catalog. You can choose one of three views from the dropdown: Academic, Enrollment, and Schedule.

For courses that are not in your department, you will only be able to see public information about those courses. The “Select action” button is not available for these courses.

The easiest way to see a list of just the courses in your department is to select the “Filtered down to …. ” Link in the top left corner. This will give you the “Course Filter” tool:

Click the box next to “Department” and look for your department by typing your department name. When you see it on the list, click on the department. If you want to choose more than one department, hold the “Ctrl” button as you click on the departments. If you want to save this filter, click “Save as” and enter the filter name. Click “Done editing” when finished.

To apply your filter, click on “Apply”. Now all of the courses in the department(s) you chose will show in the list. You can choose one of three views: Academic, Enrollment, and Schedule (see screen shot above). To view the roster, click on “Select action” and choose “View roster” in the dropdown.
COURSE OVERRIDES

From the Hub options dropdown, select “Manage course overrides”.

A list of all overrides that have been granted for courses in your department will be displayed.

You can filter which messages show by using the “Filtered down to ...” link. To see information about the override (course, who granted it, the reason for granting it, etc), click on the “+” symbol next to the course. If you want to revoke the override, choose “Revoke” from the “Select action” dropdown.

To grant a new override for any course in your department, click on the green “Create override” box in the top right part of the block. Enter the required fields in the “Create Override” popup window:

1. Term field. The current term is listed. If you need to change it, delete the term by clicking the “x”. Enter the correct term (you can click in the term box to see a list of terms and/or start typing the term). Click the correct term.

2. Course field. The courses you are teaching will be listed in the “Course” field (click in the field to see them). If you are a chair or dean, you will see all courses within your department.

3. Student field. Enter the student name or ID number. You can type first name, last name or last name, first name. Or you can enter the student’s ID number. When you see the correct person, click on the name to enter them into the field.
NOTE: In order to enter the correct student, use the student’s ID number. We have many students with the same name, so ID number is the most accurate way to enter the correct student.

4. Type field. Enter the reason(s). You may choose more than one reason by holding the Ctrl key and clicking on the reasons.

5. Reason field. Leave it populated with “Override Approved”.

6. Note field. Please include the reason you are granting the override. While J1 Web does not require it, departments would like a reason filled in so they can track them.

7. Once all required fields are entered, click on the “Grant” button on the lower right of the popup.

After you grant an override, an email will be sent to the student that says the override has been given. It will list the person who granted the override, as well as the reason, term, and course. It will also prompt the student to register for the course. This is what the email looks like:

FACULTY Test M. Test has granted an override.
Course requisite
Spring 2020
CS-178--001 JUMPSTART TO COMPUTING WITH PYTHON
Sign in to your campus portal to register for the course.