Basic Tutorial for Faculty

• Step 1:

Open your web browser and navigate to:  http://my.jtsa.edu/ics
***Don’t forget the /ics***
Or from www.jtsa.edu go to academics and then course listings on the right hand side.

• Step 2:

Enter your username and password to logon.

User Name:  
Password:  
Login  I forgot my password

You are here:  Courses > Default Page

• Your username is the same as the one you use for your JTS email address (minus the ‘@jtsa.edu’).

• For returning faculty: Your password is your first and last initials followed by the last 4 digits of your JTS ID (which can be found on your pay stub).  
  *e.g. if your name is John Doe and your ID is 12345678, your username would be jodoe, and your password would be jd5678

• For new faculty: Your password is your first name followed by the last 4 digits of your JTS ID (which can be found on your pay stub).  
  *e.g. if your name is John Doe and your ID is 12345678, your username would be jodoe, and your password would be john5678

• Step 3:

Click “Login”

Once you have logged on, you should see the following screen:
Click the “Faculty” Tab.

Notes:
- You will only see the advising tab if you are also an academic advisor.
- Please do not use the “Back” button on your browser. Instead, click on the blue, underlined links, known as breadcrumbs.
On the faculty tab there are severable options, accessible via links on the left or portals in the middle of the screen:

“Course Search” is available to all who are interested. There is a separate tutorial for that available online at [http://www.jtsa.edu/x548.xml](http://www.jtsa.edu/x548.xml)

The “**Faculty Course Control**” allows you to view your teaching schedule for the selected term, or to select a number of options from a drop down menu (i.e. Course Details, Class List, Grade Entry).

- To view your teaching schedule, select desired semester then click **view my faculty schedule**.
- To view the other options, choose them from the drop-down menu.
“Course Detail” gives basic information about the course:

**THE MOSES TRADITIONS (BIB 5502)**

**Instructor(s):**

2007-2008 Spring Semester, Graduate School
3 Credit(s)
Dept: BIB
Status: 0 (0 out of 30 seats)

Note: No note is available for this course.

**Course Schedules**

Day & Time: T 1:20 PM-3:10 PM
Date(s): 1/22/2008 - 5/15/2008
Location:

**Course Description**

A fresh look at traditions about Moses focusing primarily on the biblical evidence. Was Moses perceived as divine? How might such a possibility further our understanding of the development of a religious community?

All courses in the BIB Department

**Cross-listed Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Type</th>
<th>Title</th>
<th>Capacity</th>
<th>Enrollment</th>
<th>Waitlisted</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIB 5502</td>
<td>Patent</td>
<td>MOSES TRAD</td>
<td>30</td>
<td>21</td>
<td>0</td>
</tr>
</tbody>
</table>

Totals: 30 21 0

“Class List” provides a list of all registered students.

- To export this list to Microsoft Excel click the Export to Excel link
- To Send e-mails to all students click Email All Students link
- To e-mail individual students click on their name.

Clicking on the blue “i” will show you public information about an individual student (at the student’s discretion).
“Grade Entry” can be accessed via the drop down list for course options mentioned above. In addition, the “Grade Entry” portlet can be accessed directly at the bottom of the main Faculty page by clicking “View Course List” as indicated below:

Lastly, “Grade Entry” is available as a link on the left-hand side of every Faculty page and then clicking “View Course List”:
All options should lead you to the following screen, where it is important to select the correct term from the drop-down list and clicking “Search”:

Clicking on the link to a course will bring you to a screen similar to the one below to actually enter grades:

When the date range for grades to be entered is open, you will see a drop down list for “Final Grade”. Click “Save” (not shown) to retain the grades entered. Grades can be entered or updated only during the specified window for that term. After grade entry for a term is closed, any changes must be sent to the Registrar. Grades entered via MyJTS are considered real time updates.