

## The SONIS Faculty Portal

First log into your faculty portal at <https://gctssonis.jenzabarcloud.com/facsect.cfm>.

See current login instructions in the [Introducing SONIS FAQ](#).

### Update Your Biographical Information

Your current contact information will show when you first login to the portal. To make changes, click on Update Bio in the lefthand menu. (The numbered points here refer to the numbers in the screenshot at right.)

1. Update your contact information as needed.
2. In the Profile section, you can add any notes about yourself that you would like to be available in a directory search. This is entirely optional.
3. Add or update your profile picture by clicking "Choose File" to browse to the image you want to update, then clicking "Upload Photo." Note that your image must be a jpg file 100kb or less in size, and it should be a picture of just you with little to no background imagery. A square image will display best.
4. The third section allows you to determine what information will display if other users (students or other faculty) search for you in the SONIS portal.
5. When you have made your changes, click "Submit."

#### Recommended Search Display Options (check these):

- ✓ Publish Name
- ✓ Publish Work Phone Number
- ✓ Publish Photo
- ✓ Publish E-mail Address

If you include Profile information (#2 above) be sure to check "Publish Profile."

The screenshot shows the 'Update Bio' page for a user named 'Straight A Student'. The page includes a sidebar menu with options like Home, Biographic, Bulletin Board, Update Bio (selected), Search, Reminders, Course Management, Advising, and Wiki Help. The main form has the following sections:

- Contact Information:** Fields for Street Address (130 Essex, Office 329), Street Address 2, City (South Hamilton), State (Massachusetts), Zipcode (01982), and Country.
- Phone Information:** Fields for Phone (617-777-7777), Work Phone (978-646-0000), Cell Phone (978-123-4567), and Cell Provider.
- Profile:** A large text area (2) for adding notes.
- Photo:** A section with a 'Choose File' button and an 'UPLOAD PHOTO' button (3). A note states: 'The photo must be a JPG image 100kB or less in size. View Current Photo'.
- Search Display Options:** A section with checkboxes for Publish Name, Publish Work Phone Number, Publish Photo, Publish Address, Publish E-Mail Address, Publish Work Phone Number, Publish Profile, and Publish Photo (4).
- Buttons:** 'RESET' and 'SUBMIT' buttons (5).

## Search for People

To search for people in SONIS, click on Search in the lefthand menu. Results will display according to whether the individual you are searching for has allowed his/her information to be displayed in the search. In the screenshot below, Jackson Florida has allowed his name, phone number, photo and email address to be displayed in the directory search.

The screenshot shows the SONIS Search interface. On the left, a navigation menu has 'Search' highlighted with a green arrow. The main search area has a 'Search for:' dropdown set to 'Student'. Below this are input fields for 'Last:' (florida), 'First:' (jackson), 'State:', and 'Graduation Year:'. A blue 'SEARCH' button is positioned below the form. The search results are displayed in a table with the following data:

Name	Address	City	State	Zipcode	Work Phone	Phone	Photo	Email Address	Advisor
Florida, Jackson						904-354-4800	Photo	jaxregistration@gordonconwell.edu	

## Checking Course Roster

1. In the SONIS faculty portal, click on Course Management and then Courses in the lefthand menu.
2. Select the school year (2022/23), semester (Fall, January, etc.), and "Course Section" (course number) in the dropdown menus on the right side of the page.
3. Click on LINK TO COURSE PHOTOS to see a roster with student photos.
4. NOTE: Level refers to a student's completed credit hours. These are listed as Pre-Entry (new student, no courses taken), 0-15 hours, 16-30, etc.

## Entering Grades

5. In the SONIS faculty portal, click on Course Management and then Grades in the lefthand menu.
6. Select the school year, semester, and "Course Section" (course number) in the dropdown menus on the right side of the page.
7. In the student list that populates below, select your final grades in the "Grade" column (note that we will not use the Mid-Term Grade category).
8. Click Submit.
9. You will be able to change grades until they have been made official by returning to this page. Once grades are official, contact the Registration team with any changes you need to make ([registration@gordonconwell.edu](mailto:registration@gordonconwell.edu)).

General <

Course Management ▾

Courses

Grades ←

Email/Text Class

Remind Class

Wiki Help <

## Grades

JULY 26, 2022

School Year

202122 ▾

Semester

Summer 3 ▾

Course Section

PR 744 :HA ▾

### Preaching Difficult Topics and Texts-(PR 744 - Section : HA)

Weighting Scale : None Assigned

Name	Enroll Code	Mid-Term Grade	Grade	Official	Date Completed	Replace Course
	EN	▾	▾		No	08/19/2022
	EN	▾	A A- A+ AU B B- B+ C C-		No	08/19/2022
	EN	▾		No		

Viewing - Year :202122 Semester: 3c

RESET

SUBMIT

- Extensions: Students who received an extension will have a grade of EX listed in the grade field. You will need to email [registration@gcts.edu](mailto:registration@gcts.edu) in order to record final grades.
- Official Auditors will be noted on a course roster with an Enroll Code of AU. Their final grade should be listed as AU.
- Students taking the course Pass/Fail will only have a P or F option given when assigning final grades.

### Running Extension and Missing Grade Reports

- In the SONIS faculty portal, click on **Reports** and then **QB Reports** in the lefthand menu.
- The Extensions Report allows you to see which students have extensions and what their due dates are.
- Click on the report name and insert your faculty ID in the Lead Instructor field. The faculty ID can be found on the main Biographic page (e.g. PH1238962). Click on View report.
- Same steps as above for Missing grades report. Include faculty ID in the proper field and click View Report.