

# || FALCON ONLINE CHAIR ROLE

## OVERVIEW

The Chair role is cascading, meaning that if you are enrolled correctly you have view-level access to all courses in your department. The Chair role can also send email from the Classlist. Basically, this role allows for reviewing online course shells but no interaction other than email. So, you can't make any edits, take a quiz, assess a student, etc.

## TIPS

- The Chair role doesn't show in the Classlist.
- Since you are enrolled in your departmental courses in the Chair role, you cannot be enrolled in a course with a different role via the **Add Participant** function in the Classlist. If someone attempts to use this functionality the system will not find you. If you require a different type of access (instructor for example), an administrator must change your role in the course. Contact the Help Desk or FIC for assistance. However, if you require access to a course outside your department, the **Add Participant** function of the Classlist will work.
- Courses that you are enrolled in as Chair will not show in the My Courses widget unless you pin them. You can search for a specific course from the **Course Selector** in the mini-bar or the **View All Courses** link below the My Courses widget.

The screenshot shows the Falcon Online interface. At the top, there's a navigation bar with icons for envelope, message, notifications, and user profile. Below it is a mini-bar with a search bar labeled "Search for a course" and a magnifying glass icon. To the right of the search bar is a red box labeled "Course Selector" with a red arrow pointing to it. Further down, there's a section titled "To Access Courses" with a dropdown menu. A red arrow points to the "Advanced Search" button in the search bar area. On the left, under "My Courses", there's a message saying "You don't have any pinned courses. Pin one to find." A red box surrounds the "View All Courses" link, and a red arrow points to it. A list of courses follows:

Computer Spreadsheet_502Z_FA17_LEC - APA1711_502Z_FA17_ON	⋮
Office Accounting II_521Z_FA17_LEC - APA1121_521Z_FA17_ON	⋮
Office Accounting I_521Z_FA17_LEC - APA1111_521Z_FA17_ON	⋮
Architectural Drawing I and La_81FL_FA17_LAB - BCN1251C_81FL_FA17_WA	⋮
Interior Design Studio II_81FY_FA17_LEC - IND2210_81FY_FA17_WE	⋮
Business Writing_508Z_FA17_LEC - GEB3213_508Z_FA17_ON	⋮
Operational Decision Making_502B_SP17_LEC - MAN4504_502B_SP17_ON	⋮
Introduction to Management Inf_502B_SP17_LEC - ISM4011_502B_SP17_ON	⋮
Organizational Behavior_503Z_FA17_LEC - MAN3240_503Z_FA17_ON	⋮

If you choose **Advanced Search** from either the **Course Selector** or the **View All Courses** screen, you can view a list of courses filtered by any combination of Role, Term, Department, Status and Course Start and End Dates. These filters are sticky, meaning if you leave this screen and come back, the previous filters remain.

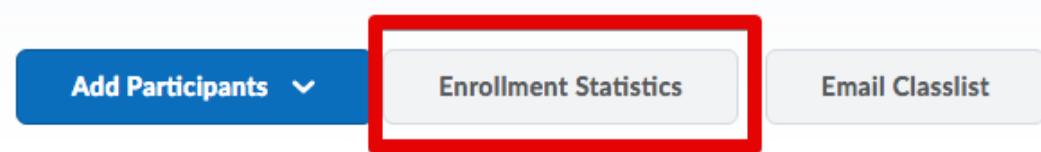
## Search My Courses

Role	Term	Department	Status	Course Start	Course End
Chair	FA17	Select Department	All	Filter From	Filter From
				Filter To	Filter To

- You can view grades for students that have withdrawn. Go to the Classlist and choose the **Enrollment Statistics** button at the top.

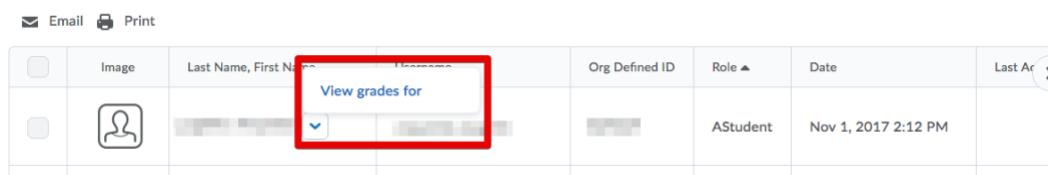
[Content](#) [Assignments](#) [Discussions](#) [Classlist](#) [Quizzes](#) [Grades](#)

# Classlist



At the bottom of the **Enrollment Statistics** screen you will see a list of withdrawals. Select the dropdown arrow next to a name and select **View grades for** from the context menu. Note that the last column shows the last access date. You can also email from this list.

## Withdrawals



# || ADJUNCTS

## OVERVIEW

The hiring process for adjuncts can be problematic for required training in Falcon Online. No account is created in Falcon Online until a user is assigned to a course in PeopleSoft. Without an account in Falcon Online, a user cannot be enrolled in D2L101.

## TIPS

1. Get EAF and other relevant paperwork to HR as soon as possible. HR will get the new adjunct in the system with an employee ID number and forward the information to IT for account creation, etc. in the directory.
2. Once you have been informed of the new adjunct's employee ID, go to <http://daytonastate.edu/it> and select **Submit a service request**. Login with full email address ([firstname\\_lastnamexxxx@daytonastate.edu](mailto:firstname_lastnamexxxx@daytonastate.edu)) and network password. Choose the Temporary Network User Request Form template. Complete the relevant information. **NOTE:** This site is not accessible off campus.

The screenshot shows the ServiceNow service catalog interface. A red arrow points from the text "Choose this template" to the "Template" dropdown menu, which is set to "Temporary Network User Request Form". Another red arrow points from the text "Provide the requested info" to the main form area, which is highlighted with a red border. The form fields include sections for employment details, supervisor information, and a status dropdown at the bottom.

Template: **Choose this template** → **Temporary Network User Request Form**

Category: Accounts or Passwords → Network

Title: Temporary Network User Request Form

Description: \* Status

Please include the following information and attach any supporting documentation below.

Is this a renewal of temporary login access: Yes / No

Which type of temporary employee are you requesting access for? (Please remove all options except the one that answers this question)

- Adjunct Faculty
- Adjunct Education Faculty
- Contract Employee
- Student Worker
- VA Student Worker
- Tri-State Worker
- Consultant

Please complete the information below for the temporary employee you are requesting access for.

Date Employment Ends: MM/DD/YYYY

First Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_  
Employee ID: \_\_\_\_\_  
Department: \_\_\_\_\_  
Title: \_\_\_\_\_  
Location: Daytona / DeLand / Flagler / New Smyrna / ATC / Deltona / News Journal Center  
Bldg/Rm: \_\_\_\_\_  
Phone Extension: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_  
Supervisor's E-mail Address: \_\_\_\_\_  
Director/Dean's E-mail Address: \_\_\_\_\_

Please complete the remainder of information on this form with your information as the preparer.  
You and the supervisor will be contacted when the request has been completed.

Please select a status: \_\_\_\_\_

3. Once the new adjunct has an account in PeopleSoft, assign them to a course. This ensures the account creation in Falcon Online, and the user can be enrolled in D2L101. This also ensures that new adjuncts can login and register for other training and professional development at <http://daytonastate.edu/fic/upcoming-events.html>.
4. New accounts have limited access until the user attends New User Training.
5. Accounts for current adjuncts teaching the following term will automatically be extended so no new paperwork is required. However, if an adjunct doesn't teach for a term another EAF and Temporary Network User Request Form must be completed.