

# || 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 left is the Falcon Online logo. To its right is the 'Course Selector' label with a red arrow pointing to a grid icon in the mini-bar. Below the logo is a 'Help' dropdown. The 'To Access Courses' section contains instructions on how to pin courses. The 'My Courses' section shows a message: 'You don't have any pinned courses. Pin your courses to find.' Below this is a 'View All Courses' link, which is highlighted with a red box and a red arrow. To the right of the 'View All Courses' link is a search bar with the text 'search for a course' and a magnifying glass icon. A red arrow points from the search bar to an 'Advanced Search' button, which is also highlighted with a red box. Below the search bar is a list of courses, each with a pin icon to its right. The courses listed are: 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

Search for cou

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

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Course Name ▲	Course Code	Term	Department	Course Start	C
<a href="#">3D Computer Animation (3D Stud_86FL_FA17_LAB)</a>	ETD2377C_86FL_FA17_WA	FA17	SBAT - School of Building and Architectural	Aug 28, 2017	D

- You can view grades for students that have withdrawn.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

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## 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

<input type="checkbox"/>	Image	Last Name, First Name	Org Defined ID	Role ▲	Date	Last Ar >
<input type="checkbox"/>		<a href="#">View grades for</a>		AStudent	Nov 1, 2017 2:12 PM	

# || 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 image shows a screenshot of a web form titled "Temporary Network User Request Form". On the left side, there are labels for "Template", "Category", "Title", and "Description". A red arrow points from the text "Choose this template" to the "Template" dropdown menu, which is currently set to "Temporary Network User Request Form". Another red arrow points from the text "Provide the requested info" to the main content area of the form, which is enclosed in a red rectangular box. This content area includes instructions and a list of employee types to select from. At the bottom of the form, there is a "Status" dropdown menu.

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

Category: Accounts or Passwords | Network

Title: Temporary Network User Request Form

**Provide the requested info** →

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
- Adult 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's/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.

\* Status: 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.