



Faculty Quick Reference Guide

Set up my Atlas account

- Go to atlas.valenciac.edu
- Click **Set up your Account** link located under secure access login box.
- Click **Sign up Today**
- Click **Accept**
- Click **Continue**
- Enter information in the appropriate boxes

Do not use dates to answer your secret question

The pin must be 6 characters, alpha-numeric (dashes, periods, or spaces). Once you have entered all information, click **Submit**. The computer will then generate your individual Username and e-mail address.

Note: We encourage you to write the information down in a secure location.

After Logging In

Register for Professional Development Courses

- Click **Student Services** tab
- Click on the **Registration, Records & Financial Aid** link
- Click **Registration**
- Click on **Select Term**
- Choose the Professional Development Term
- Click on **Register for Classes**
- Click on the **Class Search** button
- Using the scroll bar next to subject, scroll to the bottom of the list and select the professional development subjects*
- Click on the **Class Search** button
- Review the search results
- Select a course(s)
- Click on the **Register** button

**Note: Professional Development subjects are alphabetized to appear at the bottom of the list (i.e. ZT: Learning Centered Teaching, ZX: Inclusion & Diversity, ZV: Core Competencies). Hold down the CTRL key to select more than one subject.*

Print Your Professional Development Transcripts

- Click **Student Services** tab
- Click **Registration, Records, & Financial Aid** link
- Click **Student Records** link
- Click **Academic Transcript** link
- Select **Professional Development** for the **Transcript Level**
- Select **Unofficial Transcript** for the **Transcript Type**
- Click on the **Submit** button
- Go to **File** then to **Print**

View Your Valencia Identification Number

- Right under **My Atlas** tab, click **Show VID**
- Once you have seen the VID, click OK

Print Your Class Roll

- Click **College Services** tab
- Click **Class Rolls** link under Faculty Tools
- **Select Course** from the drop-down list
- **Select Output Type**
- Click **Get Roster** Button

Faculty Detail Schedule

- Click **College Services** tab
- Click **Faculty and Advisor Services** link
- Click **Faculty Detail Schedule** link
- Click **Submit Term**
- Go to **File** then to **Print**

Enter Office Hours

- Click **College Services** tab
- Click **Faculty and Advisor Services** link
- Click **Office Hours** link
- Select **CRN** from the drop-down list
- Click on the **Submit** button
- Enter office hour information (i.e. time, days of the week, contact number, location)
- Check the **Display** box (*This will allow students to see the hours in Atlas*)
- Click on the **Submit** button

Email Your Class

- Click **My Courses** tab
- Click the **Click Here to** link under My Courses
- Choose the term from the **Course Schedule for:** drop-down list
- Select the course you wish to email
- From the Course Tools menu, click on **E-mail**
- Select the student(s) you want to email or select all
- Click on the **Send E-mail** button
- The **Compose E-mail** screen will appear. Enter the subject and message
- Check the **Request Read Receipt** box
- Click on the **Send** button

Note: Student(s) will receive the message as a blind copy (Bcc).



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View a Student's Academic Transcripts

- Click **College Services** tab
- Click **Faculty and Advisor Services** link
- Click **Advisor Menu**
- Click **Student Academic Transcript** link
- Select a **Term**, and then click the **Submit** button
- Enter the student's **VID**, and then click the **Submit** button
- Verify the student's name
- Click on the **Submit** button
- Select "Credit" for **Transcript Level**
- Select "Unofficial Transcript" for **Transcript Type**
- Click on the **Display Transcript** button

Process No Show Students

Faculty will be notified each term of a date range in which these procedures should be completed.

- Click **College Services** tab
- Click **Faculty and Advisor Services** link
- Click **Mid Term Grades** link
- Select the **Term** from the drop-down list and then click the **Submit** button
- Select the **CRN** from the drop-down list and then click the **Submit** button
- Once the class list appears, use the scroll bar to find the student(s)
- Select the "W" from the **Grade** drop-down list
- Click on the **Submit Grades** button

Once the "W" is entered in mid-term grades an automatic process will withdraw the student and assign a "W" for the final grade.

Send an Interim Notification

- Click **My Courses** tab
- Click the **Click Here to** link under My Courses
- Choose the term from the **Course Schedule for:** drop-down list
- Select the course you wish to send notifications
- From the Course Tools menu click on **E-mail**
- Select the student(s) you want to email or select all
- Click on the **Send E-mail** button
- The **Compose E-mail** screen will appear. Enter the subject and message
- Click the **Progress** button. A pop-up box will appear with a selection of pre-composed messages.
- Click the **Insert** button.
- Personalize the message and/or add appropriate dates
- Click on the **Send** button

Withdraw a Student

- Click **College Services** tab
- Click **Faculty and Advisor Services** link
- Click **Mid Term Grades** link
- Select the **Term** from the drop-down list and then click the **Submit** button
- Select the **CRN** from the drop-down list and then click the **Submit** button
- Once the class list appears use the scroll bar to find the student(s)
- Select the "W" from the **Grade** drop-down list
- Click on the **Submit Grades** button

If you withdraw a student before the Withdrawal deadline, the system will automatically enter the "W" grade in the Final Grade list. If you withdraw a student after the Withdrawal deadline, the system will give you the option of assigning a "WP" or "WF" in the Final Grade list.

Input Final Grades

Before you begin, make sure to follow the appropriate withdrawal procedures if you wish to assign a "WP" or "WF" for a final grade.

- Click **College Services** tab
- Click **Faculty and Advisor Services** link
- Click **Final Grades** link
- Select the **Term** from the drop-down list and then click the **Submit** button
- Select the **CRN** from the drop-down list and then click the **Submit** button
- Once the class list appears, use the drop-down grade list next to the student to assign a grade *
- Click on the **Submit Grades** button

*The last date of attendance must be entered for students receiving a W, WP, WF or F.

Note: Only 24 students show per class roster page. Please continue to next page (i.e. 25-29) if you have more than 24 students.

For More Information

Detailed Instructions:

- Go to the **College Services** tab
- Click on **Atlas Faculty Training**

Visit a Faculty Support Lab:

(valenciacc.edu/helpnow/flabs.asp)

Call the OIT Help Desk: 407-582-5555