SONIS TRAINING
Faculty Manual

LOGIN INSTRUCTIONS

1. Please go to www.psrsonis.com
2. Under LOGIN select Faculty
3. Enter your Sonis Faculty ID Number (PS########) and assigned PIN
4. When you first LOGIN, you will be prompted that your PIN has expired. Please select a new PIN that is between 6-10 numbers long.

From the Home Page, you can access your current course details, process grades, and see your advisee information. *Always make sure the School Year and Semester are on the current term.
COURSE MANAGEMENT & GRADES

1. Select Course Management and then Courses to view course details.
2. Make sure the School Year and Term are on the current term.
3. A list of your courses will appear as well as any PSR students registered for the courses.

REMINDER: MOODLE IS ROSTER OF RECORD
Sonis will NOT have any students who are not PSR students.

4. GRADES: You will only enter grades in Sonis for courses that are specific to PSR students and in agreement with the registrar. Examples would be Special Reading Courses, DMIN Under Supervision, DMIN in Thesis, MTS Synthesis Essay, etc.
5. To enter grades, select “Grades” under “Course Management”
6. A list of all your courses and registered students will appear. Enter the Grade under the column “Grade”. (Leave Mid-Term Grade blank).
7. Press Submit.
8. Official – It is the Registrar’s role to flag the grades official. This will be done, in bulk, when all the grades are submitted.

**REMEMBER: GRADES ARE DUE 3 WEEKS FROM THE LAST DAY OF CLASS.**

**ADVISING**
1. To see a full list of your Advisees, click on “Advising” and the “Advisee Listing”.
   From here, you can choose to look at each student individually or in bulk.
2. Select the advisee you want, and select “View Records”.
3. This will give you their enrollment information, contact information, emergency contact information and any notes that you entered regarding the student in the Memo Field.
4. To view their schedule or grades, click in the option box and select what you’d like to view.

5. SCHEDULE: This will tell you what courses your advisee is currently in and when it’s scheduled to meet.
6. **GRADES:** This will give you a complete history of their courses and the grade they received. From this screen, you can also pull up their official transcript so you will have access to their GPA and progress.

   ![Course Registration Table](image-url)

**ADVISING STUDENTS FOR PROGRAM COMPLETION**

Degree audit will be built in Sonis over the summer. In the interim, please use the Program Audit Materials provided by the Registrar. If you did not receive any, please email the registrar and they will be provided.