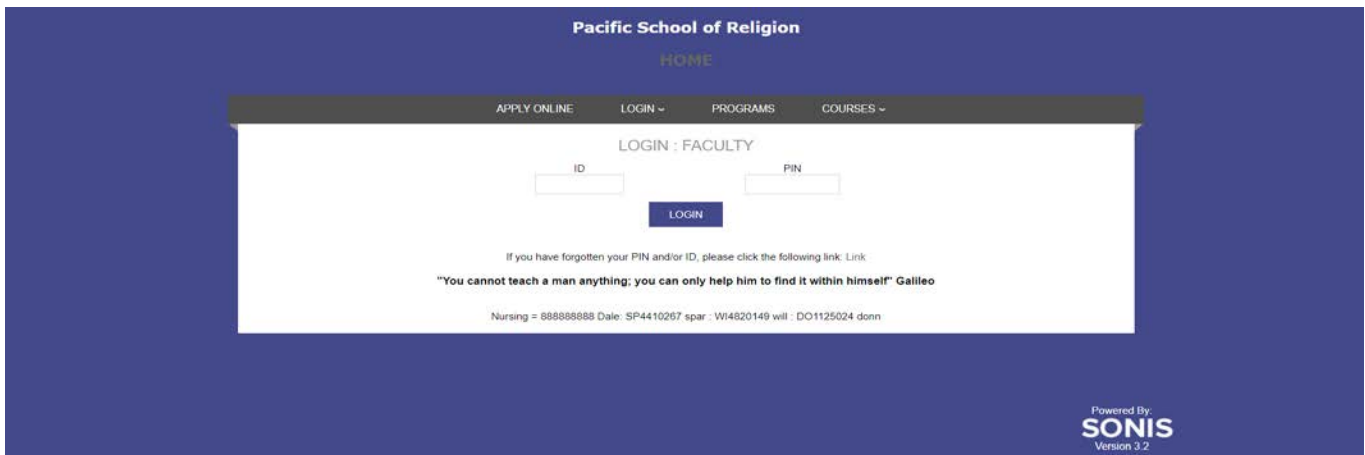


SONIS TRAINING Faculty Manual

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.



HOME PAGE

The screenshot displays the faculty home page for the Pacific School of Religion. The top navigation bar includes links for HOME, BIOGRAPHIC, HEALTH, JOBS, BULLETIN BOARD, EVENTS, UPDATE BIO, FILE UPLOAD, and SEARCH. A user profile dropdown shows "PSR Faculty". The main content area is titled "Biographic" and "PSR Faculty" with the date "APRIL 18, 2018". A sidebar on the left contains a search bar and navigation links for General, Course Management, Advising, and Logout. The main content is divided into three sections: "CONTACT INFORMATION" (with a photo of a baby and contact details for registrar@psr.edu), "ENROLLMENT INFORMATION" (listing campus, department, division, level, program, ID, and profile), and "TEACHING SCHEDULE" (with dropdowns for School Year: 201819 and Semester: Summer, and a "PRINTABLE VERSION (PDF)" button). Below these is a table showing course details.

Course	Description	Session	Section	Times
FTRS-4500	COMMUNITY ORGANIZING I	1	1	FRI 9:00 am - 1:00 pm, TUE 9:00 am - 1:00 pm, THU 9:00 am - 1:00 pm, WED 9:00 am - 1:00 pm

Viewing - Year : 201819 Semester: Summer

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.

SONIS TRAINING Faculty Manual

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.

https://www.psrsonis.com/facrstrs.cfm?changeyearsem=1

Pacific School of Religion COURSES | COURSE PAGES | GRADES | ATTENDANCE | GRADEBOOK | GRADE SHEET | SYLLABUS | BOOKS | EMAIL/TEXT CLASS | REMIND CLASS PSR Faculty

Find on Page

General <
Course Management <
Advising <
Logout

Courses

APRIL 18, 2018

COURSE SECTION ROSTER

School Year: 201819 Semester: Summer
Course Section: FTRS-4500-1

COMMUNITY ORGANIZING I-(FTRS-4500)

COURSE LINKS
BROWSE GRADES SECTION SETUP
FORUM ROSTER PDF
LINK TO COURSE PHOTOS
CREATE GRADE SCORE SHEET
IMPORT GRADE SCORE SHEET
FACULTY EVALUATION OF STUDENTS

COURSE DETAIL
Section: 1
Start Date: 06/04/2018
End Date: 06/08/2018

COURSE SCHEDULE
Monday: 9:00am - 1:00pm Room: PS6
Tuesday: 9:00am - 1:00pm Room: PS6
Wednesday: 9:00am - 1:00pm Room: PS6
Thursday: 9:00am - 1:00pm Room: PS6
Friday: 9:00am - 1:00pm Room: PS6

Name	ID	Phone	Cell Phone	Level	Curriculum	Advisor		
Bunny, Bugs (0556023)	P55617231		510-829-6814	In Tuition		PSR Faculty		
Coyote, Wyle E. (0067855)	P54332549		860-657-6245	In Tuition		PSR Faculty		

2 Students
Viewing - Year :201819 Semester: 1

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.

SONIS TRAINING

Faculty Manual

Grades APRIL 18, 2018

School Year: 201819 Semester: Summer

Course Section: FTRS-4500.1

COMMUNITY ORGANIZING I-(FTRS-4500 - Section : 1)

Weighting Scale: None Assigned

Name	Enroll Code	Mid-Term Grade	Grade	Official	Date Completed
1) Bunny,Bugs (P55617231)	EN			No	
2) Coyote,Wyle E. (P54332549)	EN			No	

Viewing - Year: 201819 Semester: 1

RESET SUBMIT

PRINTABLE GRADE ROSTER

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.

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

ADVISING

Advisee Listing APRIL 18, 2018

Student	Level	Program	Online Reg. Hold	Can Register
Bunny, Bugs	In Tuition	Doctor of Ministry	Yes	No
Coyote, Wyle E.	In Tuition	Master of Divinity	No	No

VIEW RECORDS

EMAIL ADVISEES

SONIS TRAINING

Faculty Manual

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.

www.psrsonis.com/facadv2.cfm

Pacific School of Religion | SELECT ADVISEE | ADVISEE LISTING | ADV. GRADES | ADV. REGISTRATION | ADV. SCHEDULE | ADV. EMERGENCY CONTACT | PSR Faculty

Find on Page

General | Course Management | Advising | Logout

Adv: Emergency Contact

APRIL 18, 2018

Bugs Bunny

CONTACT INFORMATION

Email Address: bbunny@psr.edu
 Phone :
 Work Phone :
 Cell Phone : 510-829-6814
 Street Address : #3 West Richmond Ave. #28
 City :
 State :
 Zipcode :
 Country :
 Position :

ENROLLMENT INFORMATION

Campus : Pacific School of Religion
 Department : To Be Determined
 Division : DMin
 Level : In Tuition
 Prog : Doctor of Ministry
 Entry Date : 01/02/2018
 ID : PSS617231
 Profile : [View](#)
 Advisor : [PSR Faculty](#)

Options :
 Emer Contacts
Emer Contacts
 Grades
 Schedule

CONTACTS - NONE

ADVISOR DATA

Start Date 04/18/2018 | Stopped

Memo

5. **SCHEDULE:** This will tell you what courses your advisee is currently in and when it’s scheduled to meet.

www.psrsonis.com/facadv2.cfm

Schedule

School Year: 201819 | Semester: Summer

Course: | Day/Times:

PRINTABLE VERSION (PDF)

Course	Section	Session	Description	Times	Start Date	End Date	Location	Credits	Mid-Term Grade
BS-1002	1		BASIC GREEK I	N/A	09/04/2018	12/14/2018		3.00	
Memo : VR headset required GT7035556 CDA TUE 7:05am - 9:00am VR headset required GT7035556 CDA TUE 7:05am - 9:00am									
FTR9-4500	1	1	COMMUNITY ORGANIZING I	MON 9:00-1:00pm TUE 9:00-1:00pm WED 9:00-1:00pm THU 9:00-1:00pm FRI 9:00-1:00pm	06/04/2018	06/08/2018	PS6	1.50	

Waitlisted Courses

Course	Section	Session	Description	Times	Start Date	End Date	Location	Credits	Mid-Term Grade	Final Grade
Viewing - Year: 201819 Semester: Summer * GRADES IN RED ARE UNOFFICIAL Total Credits Attempted : 4.50										

ADVISOR DATA

Start Date 04/18/2018 | Stopped

SONIS TRAINING Faculty Manual

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.

Options :
 ~

TRANSCRIPT

TRANSFER COURSES ACCEPTED FOR CREDIT - NONE

Course	Institution	Replaces	Cred.	Grade

COMPLETED COURSES

Year/Sem.	Course	Description	Session	Section	Mid-Term Grade	Cred.	Grade	Note
200708/1	HSST-2017	UCC HISTORY & THEOLOGY		1		3.00	B+	
200708/1	OTNT-1708	THE BIBLE IN THE NEAR EAST		1		4.50	B	
200708/1	RA-1700	CHORALE		1		1.50	A	
200708/1	RA-1827	ART & RELIGION: MODERN AMERICA		1		3.00	B+	
200708/1	SPFT-1080	SPRTL DISCIPLINES FOR LEADRSHP		1		1.50	A-	
200708/1	SPFT-1081	SPRTL DSCPLNS PROTSTNT COMMNTS		1		1.50	B+	
200708/2	RSHR-2920	GLOBAL JUSTICE: A MUSLIM PERSP		1		1.50	B	
200708/2	STCE-4343	BONHOEFFER: FOLLOWING JESUS		1		1.50	B-	
200708/3	HS-2058	ETHOS, POLITY, MINISTRY OF UCC		1		3.00	B+	
200708/3	LS-1201	CHRISTIAN WORSHIP		1	C	3.00	B	
200708/3	NTOT-1709	INTERPRETING SACRED TEXTS		1		4.50	B-	
200708/3	R5SP-4568	DR. HOWARD THURMAN		1		3.00	A	

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.