


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.

The screenshot shows the login interface for the Pacific School of Religion. At the top, it says "Pacific School of Religion" and "HOME". Below that is a navigation bar with "APPLY ONLINE", "LOGIN ~", "PROGRAMS", and "COURSES ~". The main content area is titled "LOGIN : FACULTY" and contains two input fields labeled "ID" and "PIN", with a "LOGIN" button below them. A link is provided for users who have forgotten their PIN or ID. A quote by Galileo is displayed: "You cannot teach a man anything; you can only help him to find it within himself". At the bottom, there is a footer with the text "Powered By: SONIS Version 3.2" and a small line of technical information: "Nursing = 88888888 Dale : SP4410267 spar : WI4820149 will : DO1125024 donn".

HOME PAGE

Pacific School of Religion | HOME | BIOGRAPHIC | HEALTH | JOBS | BULLETIN BOARD | EVENTS | UPDATE BIO | FILE UPLOAD | SEARCH |  PSR Faculty


Find on Page...

- General
- Course Management
- Advising
- Logout

Biographic

APRIL 18, 2018

PSR Faculty



CONTACT INFORMATION

Email Address: registrar@psr.edu
 Phone: 510-849-8285
 Work Phone:
 Street Address: 1798 Scenic Ave
 City: Berkeley
 State: CA
 Zipcode: 94709
 Position:

ENROLLMENT INFORMATION

Campus: Pacific School of Religion
 Department: A. Art and Religion
 Division: TBD
 Level: PSR TBD
 Prog.:
 ID: PS2417559
 Profile: [View](#)

TEACHING SCHEDULE

School Year: Semester:

[PRINTABLE VERSION \(PDF\)](#)

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.**

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](#)
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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

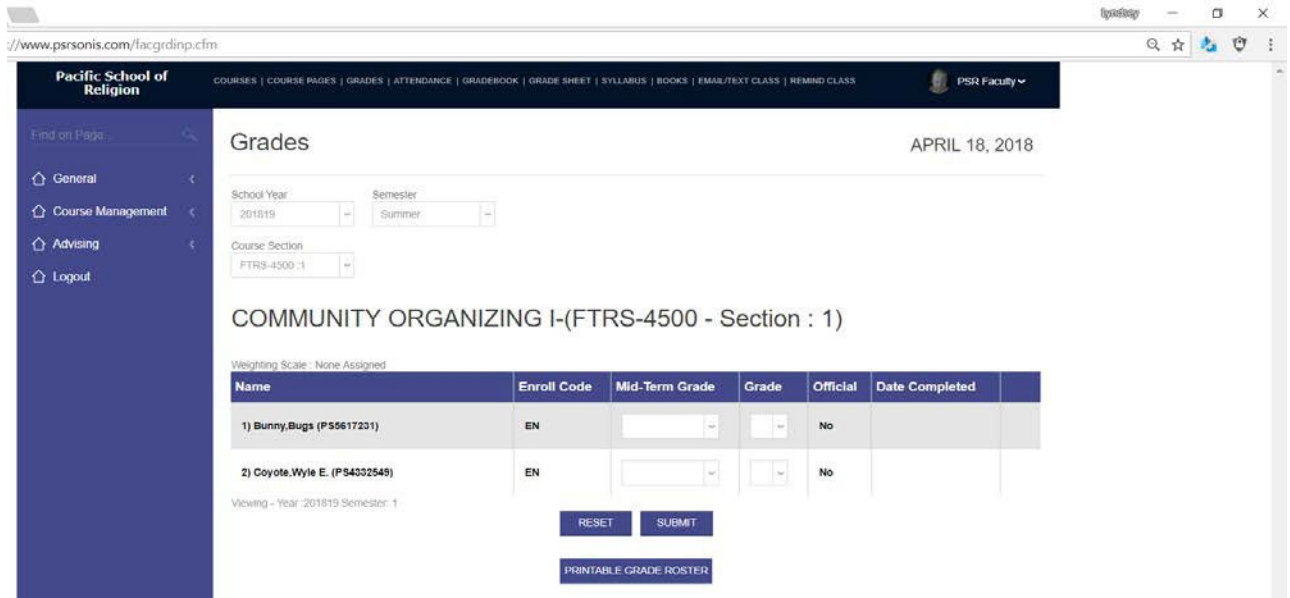
Name	ID	Phone	Cell Phone	Level	Curriculum	Advisor
Bunny, Bugs (0556023)	P55617231		510-829-6814	In Tuition		PSR Faculty
Coyote, Wyle E. (0067855)	P54332549		860-657-6245	In Tuition		PSR Faculty

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.

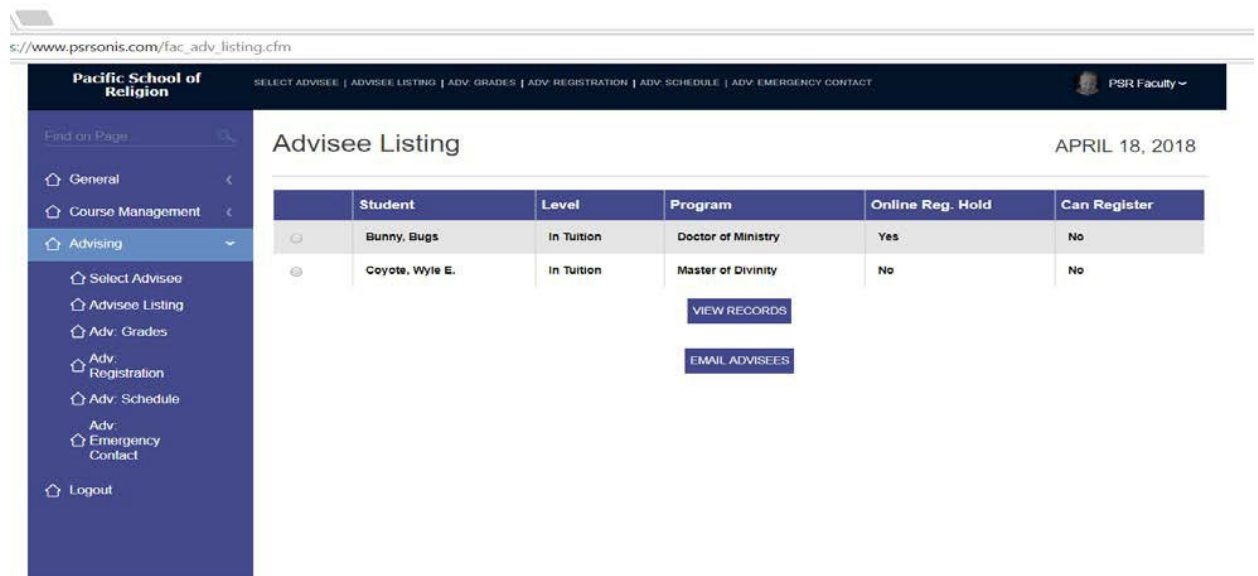


The screenshot shows the 'Grades' page in the Pacific School of Religion's system. The page title is 'Grades' and the date is 'APRIL 18, 2018'. The page includes a navigation menu on the left with options like 'General', 'Course Management', 'Advising', and 'Logout'. The main content area shows filters for 'School Year' (201819) and 'Semester' (Summer). The course section is 'COMMUNITY ORGANIZING I-(FTRS-4500 - Section : 1)'. Below this, there is a table with columns: Name, Enroll Code, Mid-Term Grade, Grade, Official, and Date Completed. Two students are listed: '1) Bunny,Bugs (P55617231)' and '2) Coyote,Wyle E. (P54332549)'. Both have an 'EN' enroll code and their 'Official' status is 'No'. There are buttons for 'RESET', 'SUBMIT', and '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.

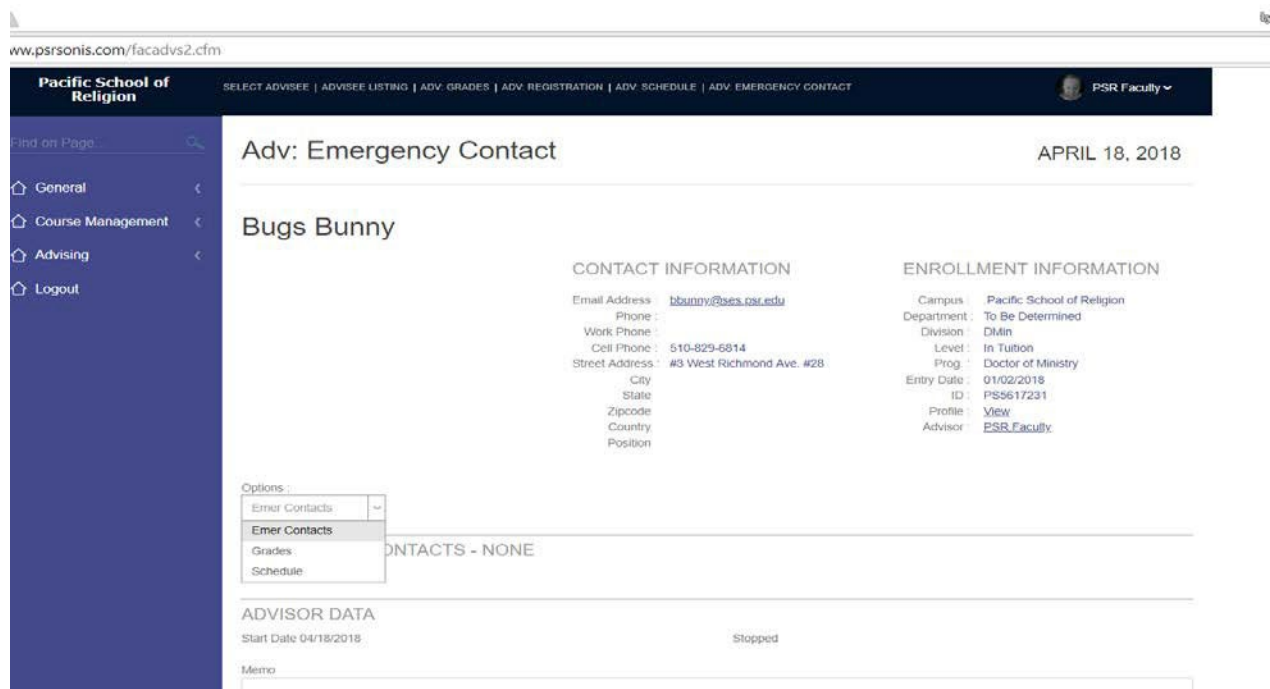
ADVISING



The screenshot shows the 'Advisee Listing' page in the Pacific School of Religion's system. The page title is 'Advisee Listing' and the date is 'APRIL 18, 2018'. The page includes a navigation menu on the left with options like 'General', 'Course Management', 'Advising', and 'Logout'. The main content area shows a table with columns: Student, Level, Program, Online Reg. Hold, and Can Register. Two students are listed: 'Bunny, Bugs' and 'Coyote, Wyle E.'. Both are 'In Tuition' and their 'Can Register' status is 'No'. There are buttons for 'VIEW RECORDS' and '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.



The screenshot shows the 'Adv: Emergency Contact' page for a student named 'Bugs Bunny' on the Pacific School of Religion's Sonis Training system. The page is dated APRIL 18, 2018. The interface includes a navigation menu on the left with options like General, Course Management, Advising, and Logout. The main content area is divided into two columns: CONTACT INFORMATION and ENROLLMENT INFORMATION. The CONTACT INFORMATION section lists details such as Email Address (bbunny@psr.edu), Work Phone, Cell Phone (510-829-6814), and Street Address (#3 West Richmond Ave. #28). The ENROLLMENT INFORMATION section lists details such as Campus (Pacific School of Religion), Department (To Be Determined), Division (DMin), Level (In Tuition), Prog. (Doctor of Ministry), Entry Date (01/02/2018), ID (PS5617231), Profile (View), and Advisor (PSR Faculty). Below the contact information, there is an 'Options' dropdown menu with a list of options: Emer Contacts, Emer Contacts (highlighted), Grades, and Schedule. The 'Grades' option is currently selected, and the text 'CONTACTS - NONE' is displayed. Below the options, there is an 'ADVISOR DATA' section showing 'Start Date 04/18/2018' and 'Stopped'. At the bottom, there is a '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.

SONIS TRAINING

Faculty Manual

www.psrsonis.com/facadvs2.cfm

Options: 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	
<small>Memo : VR headset required GT7035556 CDA TUE 7:00am - 9:00am VR headset required GT7035556 CDA TUE 7:00am - 9:00am</small>									
FTRS-4500	1	1	COMMUNITY ORGANIZING I	MON 9:00-1:00pm	06/04/2018	06/08/2018	P56	1.50	
				TUE 9:00-1:00pm			P56		
				WED 9:00-1:00pm			P56		
				THU 9:00-1:00pm			P56		
				FRI 9:00-1:00pm			P56		

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: 6/18/2018 Stopped

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 :

Grades

TRANSCRIPT

TRANSFER COURSES ACCEPTED FOR CREDIT - NONE

Course	Institution	Replaces	Cred.	Grade
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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 LEADRSH		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	RSSP-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.