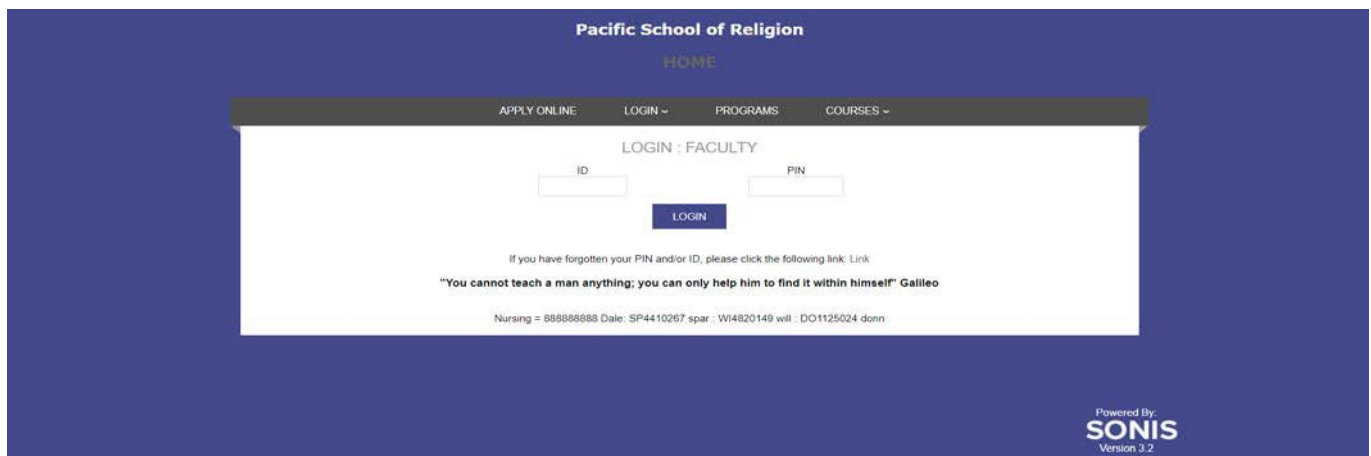


## LOGIN INSTRUCTIONS

1. Please go to <https://psrsonis.jenzabarcloud.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 shows a web interface for a faculty member's profile. At the top, there is a navigation bar with links like HOME, BIOGRAPHIC, HEALTH, JOBS, BULLETIN BOARD, EVENTS, UPDATE BIO, FILE UPLOAD, and SEARCH. The user is logged in as 'PSR Faculty'. The main content area is titled 'Biographic' and 'PSR Faculty', with a date of 'APRIL 18, 2018'. On the left is a sidebar menu with options: General, Course Management, Advising, and Logout. The profile includes a photo, contact information (Email: @psr.edu, Phone: 510.849.8285, Work Phone, Street Address: 1756 Scenic Ave, Berkeley, CA, Zipcode: 94708, Position), and enrollment information (Campus: Pacific School of Religion, Department: A Art and Religion, Division: TBD, Level: PSR TBD, Prog: PS2417559, ID: PS2417559, Profile: View). Below this is a 'TEACHING SCHEDULE' section with dropdowns for 'School Year' (2018/19) and 'Semester' (Summer), a 'PRINTABLE VERSION (PDF)' button, and a table of courses.

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: 2018/19 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

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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

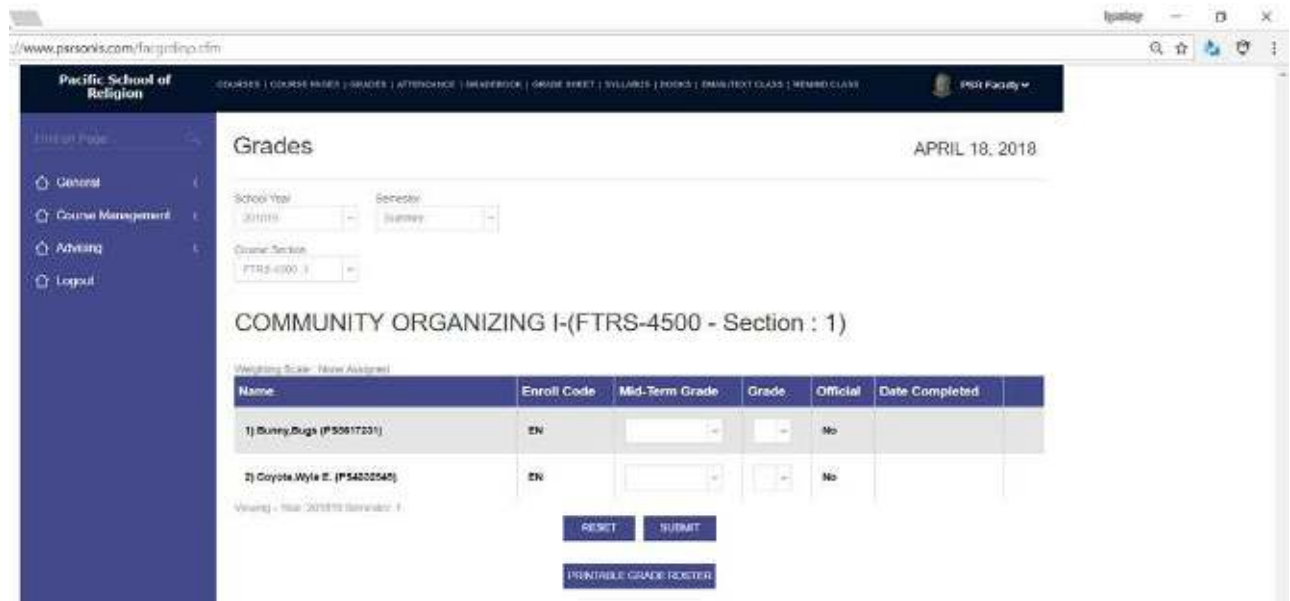
2 Students  
Viewing: Year: 201819 Semester: 1

### 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.

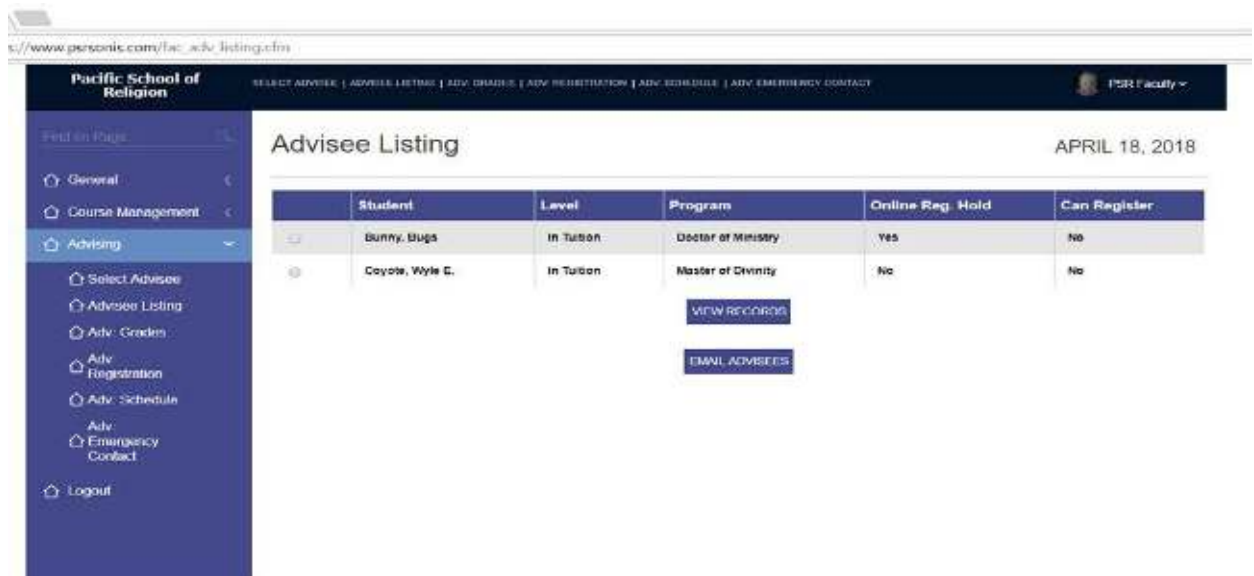
# SONIS TRAINING Faculty Manual



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.

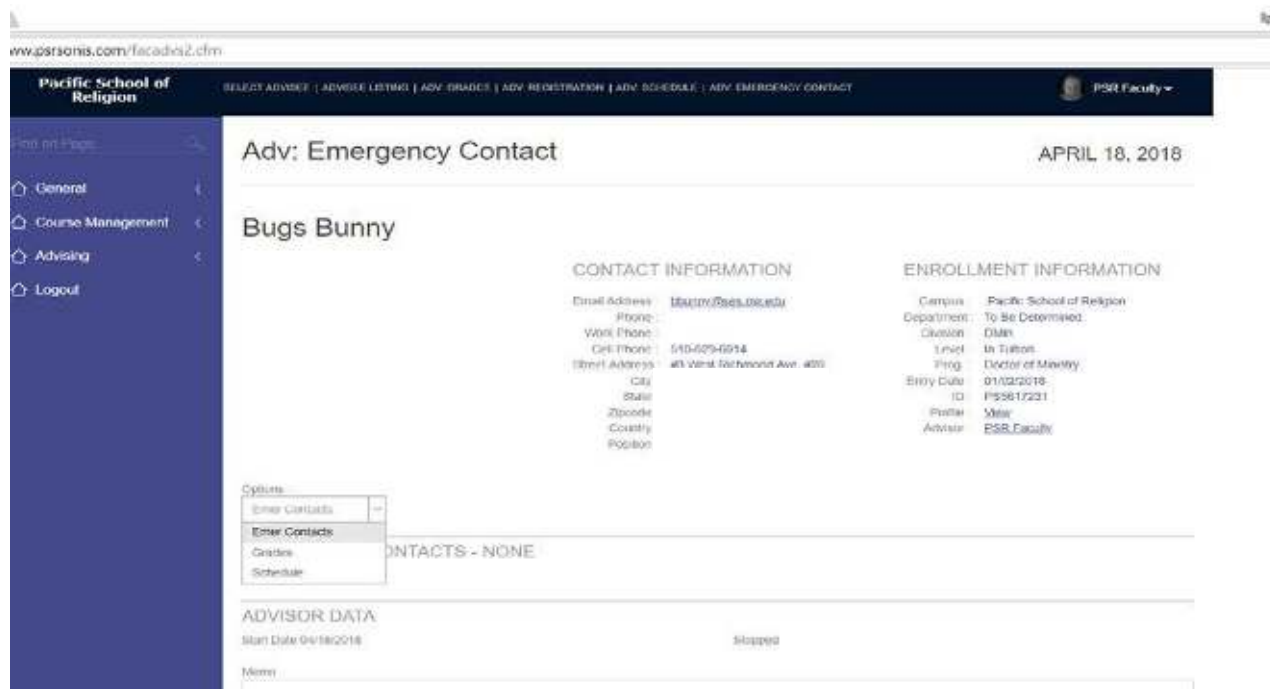
**REMINDER: GRADES ARE DUE 3 WEEKS FROM THE LAST DAY OF CLASS.**

## ADVISING



## 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 a web browser window with the URL [www.psrsonis.com/facadvcs2.cfm](http://www.psrsonis.com/facadvcs2.cfm). The page title is "Adv: Emergency Contact" and the date is "APRIL 18, 2018". The student's name is "Bugs Bunny".

The page is divided into two main sections: "CONTACT INFORMATION" and "ENROLLMENT INFORMATION".

CONTACT INFORMATION		ENROLLMENT INFORMATION	
Email Address:	bbunny@psr.edu	Campus:	Pacific School of Religion
Phone:		Department:	To Be Determined
Work Phone:		Division:	DMA
Cell Phone:	510-629-6914	Level:	In Titian
Street Address:	4th West, 18th Street, Awn. 400	Prog:	Doctor of Ministry
City:		Entry Date:	01/02/2018
State:		ID:	PSR17231
Zipcode:		Profile:	Male
Country:		Advisor:	ESR, Faculty
Position:			

Below the contact information, there is a "Options" menu with a dropdown arrow. The menu items are: "Emer Contacts", "Grades", and "Schedule". The "Emer Contacts" option is currently selected, and the text "CONTACTS - NONE" is displayed below it.

At the bottom of the page, there is an "ADVISOR DATA" section with the following information:

ADVISOR DATA
Start Date: 9/18/2018
Stopped
Memo:

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.personis.com/faculty2.cfm

Options  
 Section: [dropdown]

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School Year: 2019-20  
 Semester: Summer  
 Course #: [dropdown] Day/Time: [dropdown]

**AVAILABLE VERSION (MAX)**

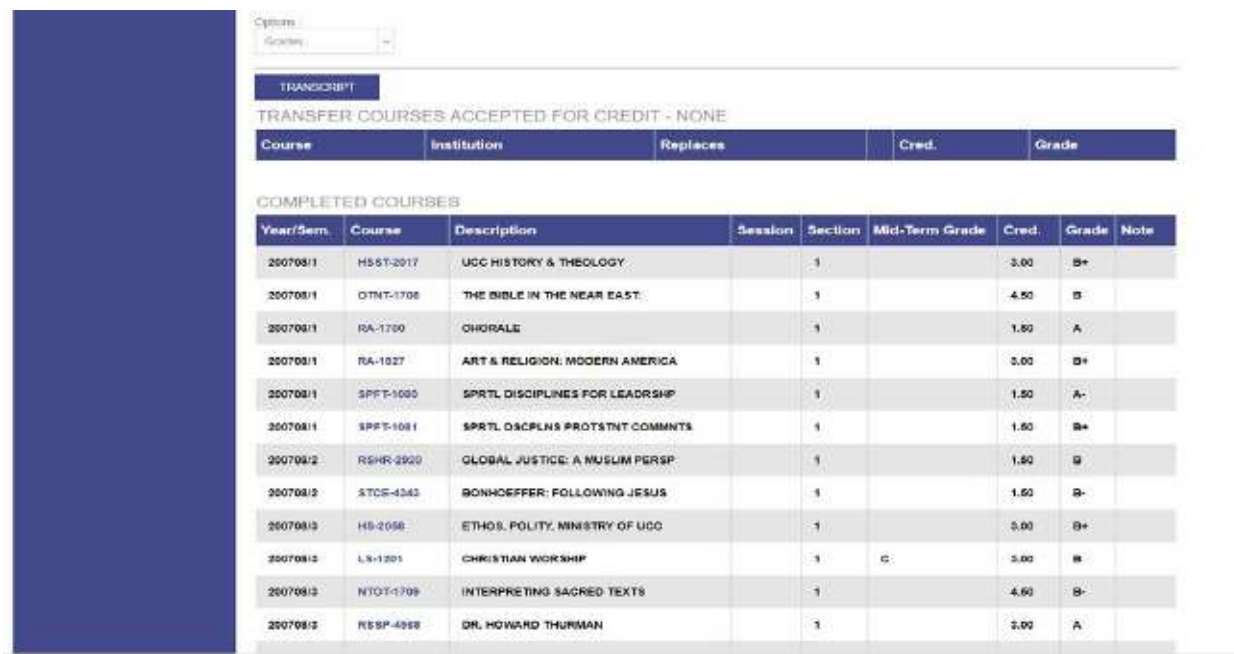
Course	Section	Session	Description	Times	Start Date	End Date	Location	Credits	Mid Term Grade
BS-1002	1		BASIC GREEK I	NA	06/04/2019	12/14/2019		3.00	
<b>Notes: 1# notes require CTR0000-ORA TUE 7:00am - 9:00am 0# notes require CTR0000 (OR TUE 7:00am - 9:00am)</b>									
FTR3-1000	1	1	COMMUNITY ORGANIZING I	MON 9:00-1:00pm	06/04/2018	06/06/2018	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

Unfilled Courses

Course	Section	Session	Description	Times	Start Date	End Date	Location	Credits	Mid Term Grade	Final Grade
<b>Notes: 1# notes require CTR0000-ORA TUE 7:00am - 9:00am 0# notes require CTR0000 (OR TUE 7:00am - 9:00am)</b>										
<b>GRADES IN RED ARE UNOFFICIAL</b>										
Total Credits Attempted : 4.50										

ADVISOR DATA  
 Student: SA192516

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.



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	DTNT-1706	THE BIBLE IN THE NEAR EAST		1		4.50	B-	
200708/1	RA-1700	CHORALE		1		1.50	A	
200708/1	RA-1027	ART & RELIGION: MODERN AMERICA		1		3.00	B+	
200708/1	SPFT-1000	SPRTL DISCIPLINES FOR LEADRSHP		1		1.50	A-	
200708/1	SPFT-1081	SPRTL DSCPLNS PROTSTNT COMMNTS		1		1.50	B+	
200708/2	RSHR-2020	GLOBAL JUSTICE: A MUSLIM PERSP		1		1.50	B	
200708/2	STCS-4343	BONHOEFFER: FOLLOWING JESUS		1		1.50	B-	
200708/3	HS-2056	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	RESP-4988	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.