Introduction to mProfessor and Canvas

Roster Management, SLO and Flex Reporting in mProfessor

Sending Messages and Adding Files, Modules, Assignments, Grades in Canvas

Link to mProfessor



Logging in to mProfessor

Enter y	our Single Sign-On User Name and Password to sign in (Use your <mark>Network l</mark> ogin)
ser Name	
lastname	firstname
	Login

Enter your SMC User Name and Password and select Login

At the Start of the Semester: From Home Page Uploading Syllabi



At the Start of the Semester: From Home Page Submitting Office Hours





Office Hours	rs Detail culty Member: Department:	COLAVITO M C ((4907)					Back Submi	t	Submitting O	ffice Hou	Jrs
	Semester:	Fall 2017	-									
Remarks (if	if any):				Ir	nclude Office Loo	cation	1				
M	Session: Neet Location: ter ONLINE for	Whole semest	er 🗸	0				/				
electroni	nic office hours							_/				
Scheduled	* Day of Week:	Sunday	- [Select m	ore th	an one day if ho	urs are t	he same		l m		
		Monday Tuesday Wednesda	y	Otherwis	se, sel	ect one day for	each diffe	erent time	e interval.			
		☐ Thursday ☐ Friday ☐ Saturday	Ti	me forma	at mus	st have 4 digit ti	mes, am/	pm, hyph	en betwee	n		
*	* Office Hours: Hints >	06:30am-11:0	00pm	egin/end at least 5 minu	tes before/afte	r scheduled class times. The shortest per	iod of time you may ent	er is 15 minutes.	In	put More Hours i	f Needed	3
Summary will Dis	nlav	Office H	ours Lis	ting								
Summary win Dis	piay									Add Office Hours		
Choose Edit to make changes	4	Click the Please You ar	e "Add Off be adv e requi	fice Hours" button to vised that office ired to submit y	submit your hours are our office	office hours. You may enter more the part of a faculty member's -hour schedule if any.	an one office hour t	ime pattern if you wis gnment.	sh by repeating this proc	ess for each time pattern.		
or delete entry		Edit	Days	Time	Location	Total Time per week (min.)	Session	Remarks				
			T.H	11:00AM-12:30PM	SCI 285	180	Whole semester					
						180						



Set Screen Reader Mode On

Functions Available from Roster View

SMC Faculty & Staff X Staff X Staff X	+	
(1) A https://isiscc.smc.edu/pls/smcfcl/f?p=20160412:10:1435844002	392::NO::GBL_SCTNUM:1254&cs=3E96B0534DEFI C Search ☆ 自 ♥ ↓ 🏠	😕 🐠 - 📃
SMC mProfessor	👤 colavito_mary Logout	Feedback Print
Home Online Class Rosters		
View / Download Class Roster		
School Semester FALL 2016	Class Roster 1254 - BIOL 22 💙	
 Semester Information Today is MONDAY August 1, 2016 It is Day -28 Week -5 of FALL 2016 Fall 2016 Semester Starts - AUGUST 29, 2016 Fall 2016 Semester Ends - DECEMBER 20, 2016 View Fall 2016 - <u>Dates & Deadlines</u> The CURRENT School Semester is SUMMER 2016 Fall 2016 College Holidays September 5, 2016 November 11, 2016 November 24, 2016 November 25, 2016 	 Go to Teaching Assignments / Home View Class Active Students Photos View Class Waiting Lists View / Request Instructor's Authorization Codes View / Edit Drop Rosters View / Edit / Submit Grade Rosters View / Edit / Submit Placement Rosters Enter / Update / Submit Students Learning Outcomes 	
 Class Roster Dates and Deadlines Class Census Day: SEP 12, 2016 Class 60% Day: NOV 3, 2016 Last Day to Withdraw to Receive a Refund: SEP 11, 2016 Last Day to Withdraw to Avoid a "W": SEP 11, 2016 Last Day to Withdraw to Guarantee a "W": NOV 20, 2016 	Ownload Class Roster Outrize/Format and Download Class Roster Outrize/Format and Download Class Roster Outrize/Format Class Roster in EXCEL Format Outrize/Format Class Roster in EXCEL Format Outrize/Format and Download Class Roster Outrize/Format Outrize/Format and Download Class Roster Outrize/Format Outrize/Format Outrize/Format and Download Class Roster Outrize/Format Outrize/Format	<u></u>

At the Start of the Semester: From Roster Page



Drop Rosters for Avoiding Ws and Guaranteeing Ws



Faculty Tasks	
Go to Teaching Assignments / Home	
View Class Active Students Photos	
View Class Waiting Lists	
View / Request Instructor's Authorization Codes	
View / Edit Drop Rosters	
View / Edit / Submit Grade Rosters	
View / Edit / Submit Placement Rosters	
Enter / Update / Submit Students Learning Outcomes	



Flex Hours Proposals and Approvals

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SMC mProfessor	👤 colavito_many Logout Feedback Print Close
Home	
School Semester FALL 2016	
Semester Information	S Faculty Tasks
Today is MONDAY August 1, 2016 It is Day -28 Week -5 of FALL 2016 Fall 2016 Semester Starts - AUGUST 29, 2016 Fall 2016 Semester Ends - DECEMBER 20, 2016 View Fall 2016 - <u>Open Classes</u> View Fall 2016 - <u>Dates & Deadlines</u> The CURRENT School Semester is SUMMER 2016	 Go to eCollege/eCompanion Go to eCollege Student View Go to Upload / View Course Syllabus Go to Course Syllabus Report View Non-Teaching Assignments View Students Learning Outcome Summary Reports View Students Lab/Tutor Usage Reports
S Fall 2016 College Holidays	 View Students Faculty Evaluation Reports View Teaching / Banked Hours Reports
Online Class Roster Tasks	Continue/Reinstate Direct Deposit Go to FLEX Hours Tracking Connect to SMC Faculty/Staff E-mail System

More information can be found at:

http://www.smc.edu/HumanResources/HumanResourcesDepartment/Pages/Flex-Contracts-for-Faculty.aspx



Creating Flex Proposals

Note: Adjunct Instructors who participate in Institutional or Departmental Flex Activities need to create Flex Proposals to document those hours

CONTRACT Year FLEX Hours Planner



EDIT	ID	FLEX Activity	Start Date	End Date	FLEX Hours	STATUS	TO DO / ACTION
	30777	Attending Fall Institutional Flex Day Activities			6	Need to Complete	Complete
	30779	Attending Departmental Flex Activities			18	Need to Complete	Check Status
	30778	Attending Spring Institutional Flex Day Activities			6	Need to Complete	Complete
							1-3

Create FLEX Proposal

Use this link to create proposals for individual flex time

SMC Faculty Professional Development (FLEX) Reporting	Creating Flex Proposals
Current User: COLAVITO M C Logout Close Help FLEX Planner	
FLEX Reporter	
SMC refers to time spent on professional development as Flex Time / Flex Hours. <u>Flex hours occur outside of assigned instructional time</u> . SMC faculty members are required to participate in professional development activities or "flex activities" during each academic year. Full-time faculty may complete their individual flex days any time starting from the first day of Summer intersession until the end of the following Spring semester.	Fill out form 1
Faculty Name: COLAVITO M C	
Assignment: Full Time Faculty	Flex Activity Categories
FLEX Activity/Category (select one)	in Drop Down Menu
Description: (Type in a description of your FLEX activity)	(select one) Advising Student Club/Activity Attending a Conference/Seminar
Outcome (optional): (Type in the expected outcome or benefit of your FLEX activity)	Attending a Professional Workshop Completing Community Service Completing Extra Office Hours Completing Grant Activities
Start Date:	Others Participating in Community College Advocacy Participating in Department Support Activities
Total Number of Hours: (NOTE: No more than 10 hours can be credited for a single day)	Participating in a Professional Organization Running/Teaching a Workshop
I am proposing the above activity to fulfill my Professional Development/FLEX obligation with Santa Monica College District in accordance with the Flexible Calendar approved by the Board of Trustees, Faculty Agreement and Titile V, California Code of Regulations. By clicking on the Electronic Signature checkbox I declare that this activity will be	Sick Leave Supplemental Student Advising Writing for publication
UNDERSTAND THAT FAILURE TO PERFORM CONTRACTUALLY REQUIRED FLEX TIME ACTIVITIES WILL RESULT IN A REDUCTION IN PAY EQUAL TO THE UNFILLED FLEX HOURS.	For Adjuncts: Participate in Institutional or Departmental Flex Day
r 1	Proposal goes to Chair for Approval
Cancel/Back 3 Create/Save FLEX Proposal	When approved and hours are completed
	return to site to verify completion

Verifying Institutional Flex Participation



Full Time Instructors will see this option in the Flex Summary. Adjunct Instructors need to create Flex Proposals to document participation in Institutional Flex Day.

Accessing Canvas https://online.smc.edu/login/ldap







Enter your SMC User Name and Password and select Log In

Faculty Support on Canvas

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SANTA	Help	∲ ‰ Bookn X	nark 🔹 📓 Highlight 🔹	L Capture • 🤐 Send• 🕤 Kead Later	Unread 🛄 Recent 💭 Add a filter	Options	Go premium!
	Ask Your Instructor a Question Questions are submitted to your instructor Search the Canvas Guides		tral			.Il View Course Strea	n
Dashboard	Find answers to common questions Report a Problem If Canvas misbehaves, tell us about it		r Comments?			Coming Up	View Calendar
Courses	Canvas Support Hotline (844) 303-0352 Canvas Central (Formerly Fac 101) Academic Counseling		ored boxes for mo	content 👩 🛛 (available until June 🤇	30th)	Canvas Central Jan 20 at 10am Recent Feedback	
Inbox C+	(Student Service) Alternate View Request TA/Observer Access Library		 Started	SMC Resources Best Practices		Nothing for now	[3
Commons 1 Help & Academic Resources	SMC Bookstore Student Service & Event Calendar On Campus Calendar		answers for yours 7 Canvas Support <u>Training</u> ! <u>Canvas for On-gro pdates</u> , which con	<u>self</u> . Hotline: (844) 303-0352 . Dund Classes. tains detailed information about to	opics and eve O	you do not y SMC log in to pport is also a ://guides.inst r Google your	et have an Canvas, available at: cructure.com/ question!
			<u>icements</u> . Invas Central Inde	<u>x</u> .			

Navigating to your Course Shell



Posting Your Syllabus

2017 Spr - BIOL 21 (1245) - Cell Biology and Evolution > Syllabus



Organizing Your Course Into Modules

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Santa Monic Collegi	A	21 (1245) - Cell Biology and Evolution > Modules				[2]			
Account	Spring 2017 Home			View Progr	reis + Module				
Dashboard	Announcements Assignments	ii ▼ Week 1		(l + Q ▼				
Courses	Discussions Grades	ii O Lecture: Introduction			o o .				
Calendar	People Pages Syllabus	II ▼ Week 2			ه Add N	1odule			×
Commons	Modules Parthinking Online Tutoring	≣ ▼ Week 3			8				
Academic Resources	Files Outcomes Conferences Collaborations	≣ ▼ Week 4			Module 1	vame til			
	Settings	≣ ▼ Week 7			Prerequisit	es	3	Enter Module Name	
		I ▼ Week 5			a Add pr	erequisite			



Adding Items to a Module



Using Files to Post Materials for Students



Update

Setting up the Gradebook Note: Gradebook Items Must be Scheduled under Assignments



Setting up the Assignment



Do not count this assignment towards the final grade

Setting up the Assignment (continued)

ANTA ONICA		Do not count this assignment towards the final grade			
	Submission Type	On Paper 🗸	1	Select Submission Type	
Account Dashboard	Group Assignment	☐ This is a Group Assignment			
Courses	Peer Reviews	Require Peer Reviews			
Calendar	Moderated Grading	Allow a moderator to review multiple independent grades for selected submissions			
Commons	Assign	Assign to Everyone ×			
Help & Academic Resources		Feb 27 at 8am Image: Control of the second sec	2	Enter Dates	
		Available from Until Feb 13 at 12:01ar Image: Compare the second secon			
		+ Add			
←	□ Notify users that this c	ontent has changed Cancel Save & Pu	ablish save	Publish enters assignment into calendar and gradebook][

3





Adding other Gradebook Groups: Exams



4

Adding other Gradebook Groups: Exams

2017 Spr - BIOL 21 (1245) - Cell Biology and Evolution > Assignments

Spring 2017	Search for Assignment		+	Group + Assignment	
Home					
Announcements	Assignments			+ 🌣 🔹	
Assignments		No assignments in this	group		
Grades		 			
People	Exams	Select + for	Assignment Grou		
Pages					
Svllabus		No assignments in this	group		
Synabas			Add Assignment to Ex	ams	×
			Туре:	Assignment	· · · · ·
					2
			Name:	Exam 1	
			_		Enter Details
			Due:	Mar 6, 2017	
				Mon Mar 6, 2017	
			Points:	80	
					()
			More Options	Cancel Save & Publish	Save 3

Adding other Gradebook Groups: Exams Resulting Gradebook Column

2017 Spr - BIOL 21 (1245) - Cell Biology and Evolution > Grades

										🖆 Indiv	idual View
	Filter by student name or secondary ID										
•	Student Name	Secondary ID	Macromolecular Structure Out of 20	Exam 1 Out of 80	Assignments	Exams	Total				
9	Test Student	559fdb915c4f28cf	-	-	-	-	-				

