UNIVERSITY of NICOSIA

UNIC Portal
Faculty Guide

Table of Contents

How to Login to Faculty Portal

If you have difficulties **logging in to your faculty portal account** this guide will show you how

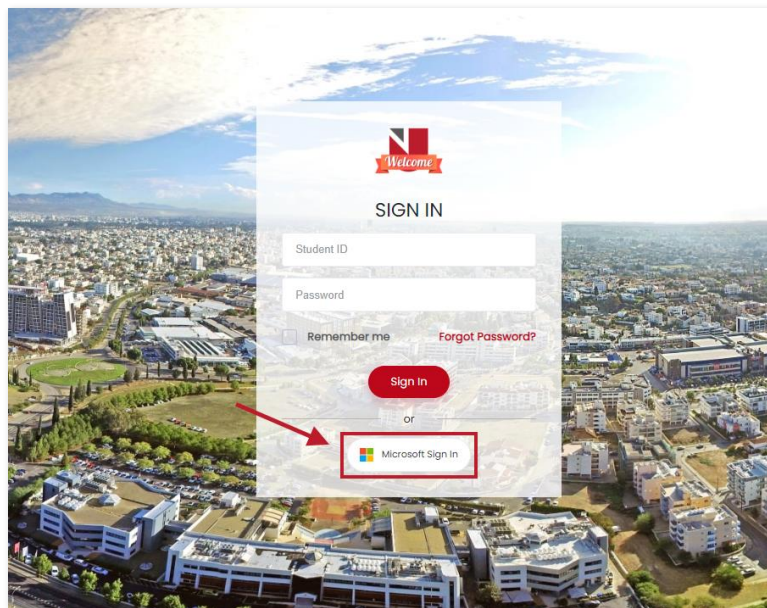> ℹ️ In order to access your faculty portal and successfully follow this guide you will need:
>
> - Your **Work UNIC email**
> - Your **Password**
>
> These credentials have been given to you via an email once you are an official employee.

Step 1

Click on the link which will lead you to the main sign in page of Portal: **HERE**
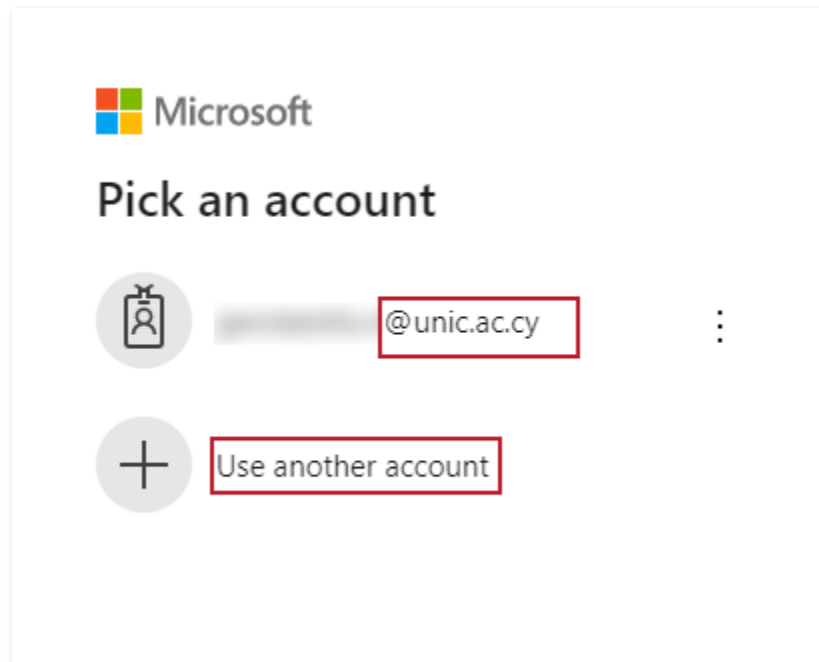
Step 2

Once you click on the link you will be redirected to this page.

Click on "Microsoft Sign in" button which is pointed out by an arrow in the above image.
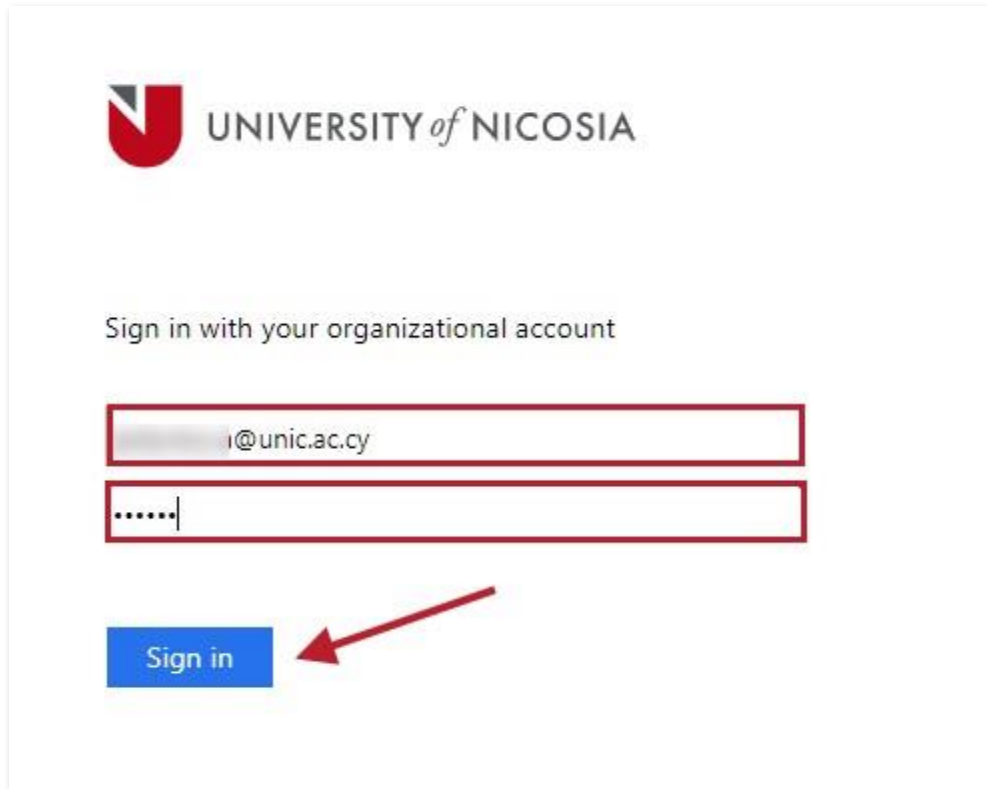
Step 3

You are now redirected into this page.

Click on your UNIC email which ends in @unic.ac.cy

> ℹ **IF** no such choice is found then **click on "Use another account"** as pointed out in the above image.

> ❌ **Please DO NOT** click on your personal email or **any other email** than your UNIC email (@unic.ac.cy).

Step 4

Once Step 3 is completed you will be on this page. On the right side of the screen put in your credentials.
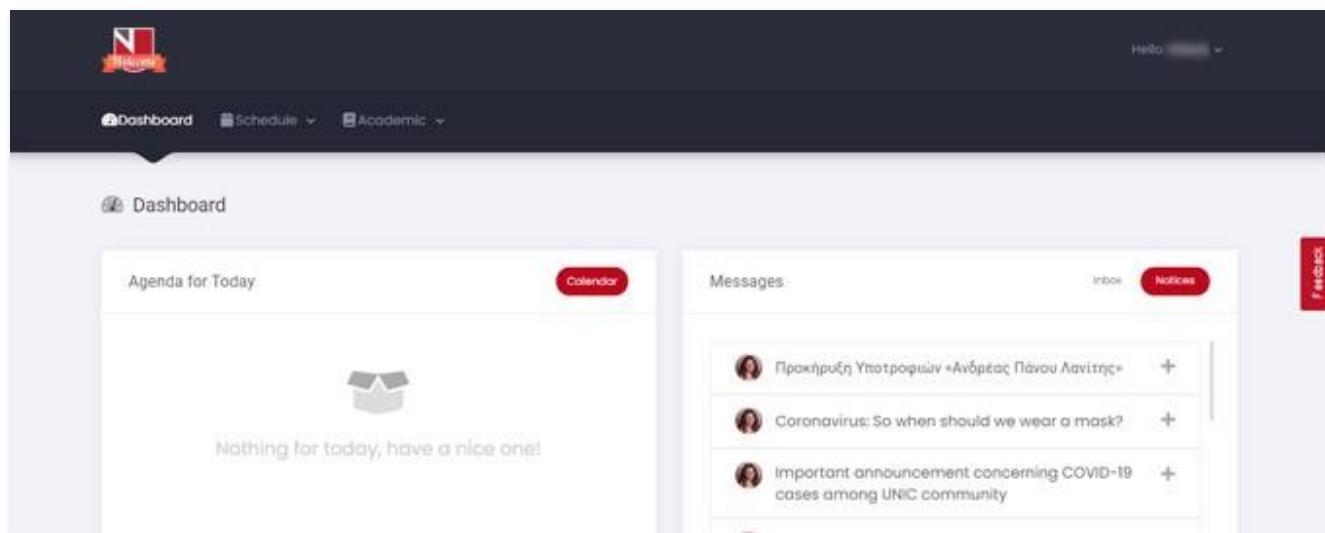
Insert your UNIC email first and then **insert your password in the bar below** as shown on the image above. When that is done **click on the circled "Sign in" button**.

⚠ Please note that **if this is your first time** Microsoft will send a verification code **on your phone as a message** which you will have **to enter** as shown below and then **click "Verify"**.
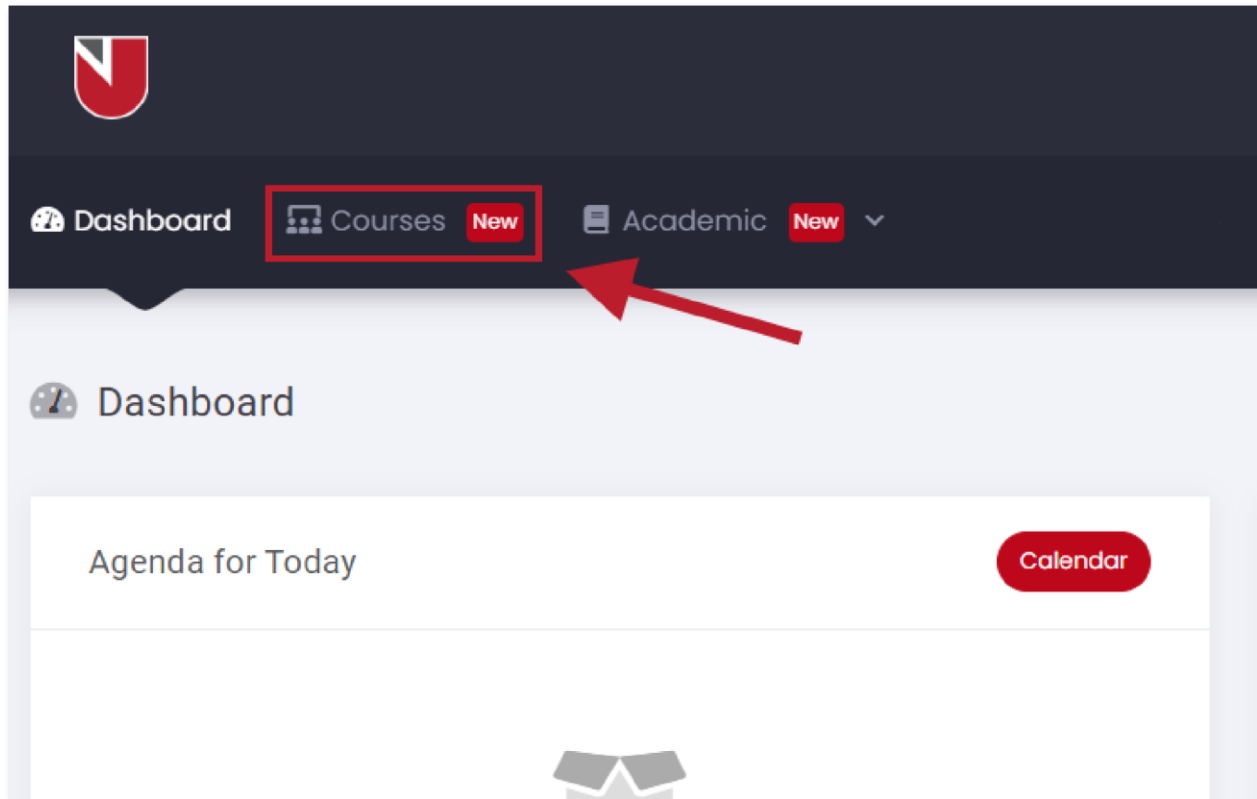

Step 5

- ✅ By clicking the "Sign in" button on the previous step you will be on the dashboard page of faculty portal which means…

  You have successfully logged in to your Faculty Portal account.
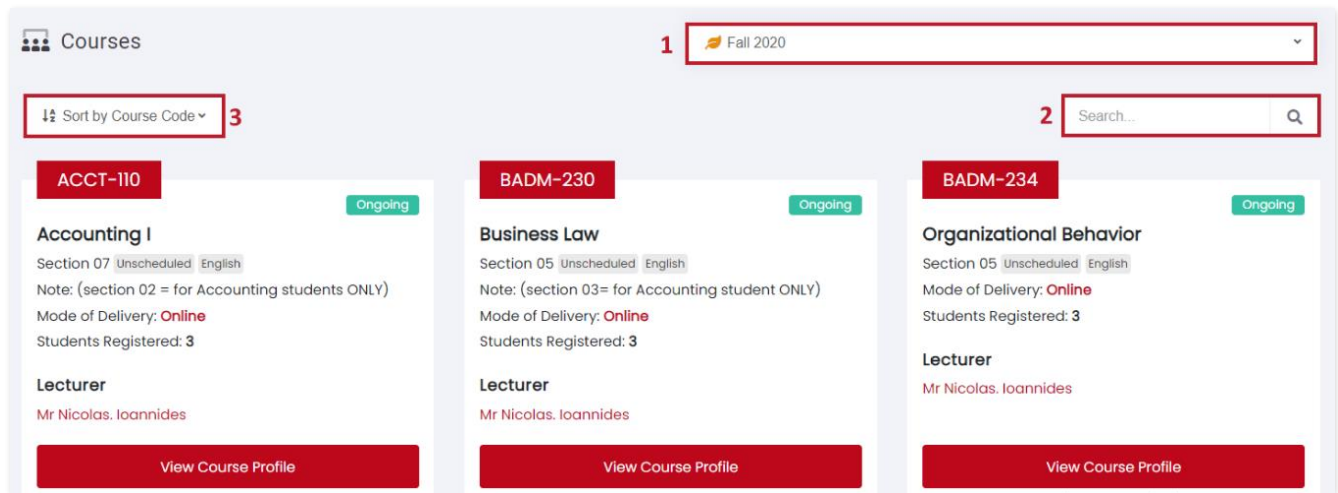
Portal Courses Interface

This article explains **how to access Portal courses and all the functionalities** that it offers on Faculty Portal.

Step 1

Once you log in you will land on the dashboard page. In order to access courses, please **click on "Courses"** as shown above.

Step 3

You will now be directed onto the main courses page which **shows the courses as course cards on the semester selected which in this case is Fall 2020**.

> As shown above on this page you have the ability to:
>
> 1. Select Semesters
> 2. Search Courses
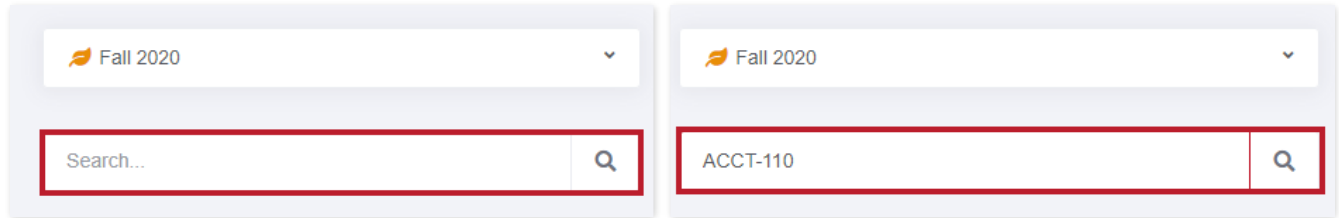> 3. Sort Courses
>
> If you have any difficulties following guides will show you how to perform each ability.

How to change Semesters
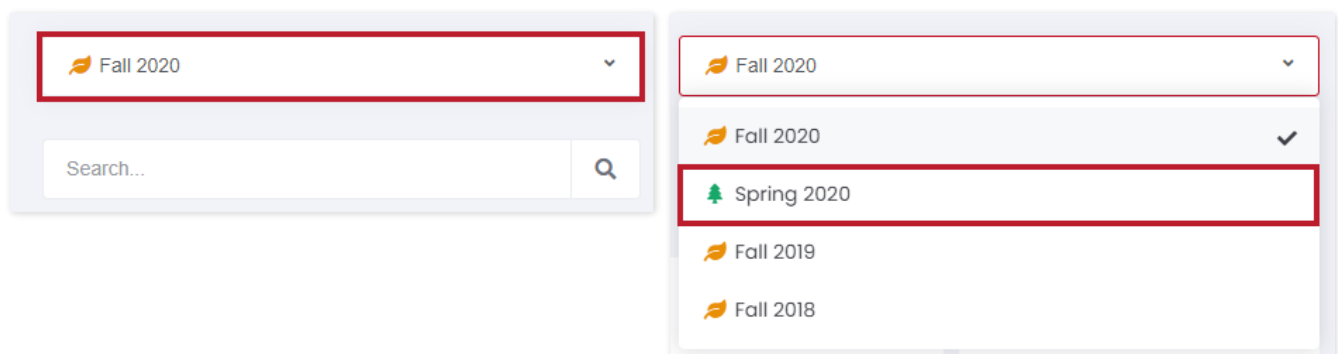
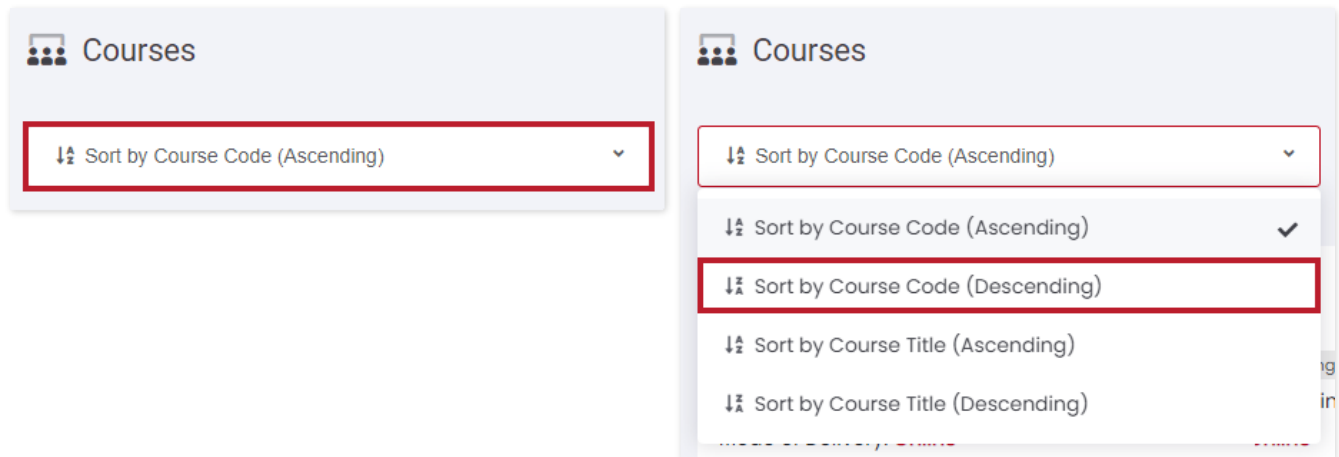**Click on semester selector** in top right corner to choose the desired semester.

How to Search Courses

You can search through your courses by **entering their code or title** in the **search box** indicated above.

How to Sort Courses

In order to **sort your courses by code or title**, you can use the option indicated above.

ℹ️ Courses are presented as course cards and you will find more about the cards below.

Course details

The course details refer to the **name, section, type, and language, mode of delivery, and, and students registered in each course.**

Lecturers
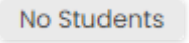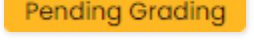

The lecturer or lecturers on the course are shown under "**Lecturer(s)**", more information can be shown for each lecturer if you click on their name.

Course Status

No Students	There are no registered students in the Course
Ongoing	Course is active
Pending Grading	Course is completed but there are pending grades
Done	Course is completed and all grades are submitted

Class Schedule (if applicable)

Class Schedule

Day	Time	Location
Wednesday	09:00 – 12:00	EU205 ℹ

When the course is not a project or independent the schedule will appear under **"Class Schedule" and will entail the day, time and location.**

Exam (If applicable)

Exam Schedule

Day	Time	Location
Thu, 28th May	08:00 – 11:00	TBA

Any examination information will be presented here when available.

View Course Profile Button

This button is located on the bottom of each course card and **once clicked it directs you to the Course Profile.**

Step 3

By clicking on "View Course Profile", you will be redirected to the **Course Profile** which includes **General Information Panel, Content Panel and Action Buttons.**

General Information Panel

The image above represents the general information panel which is located on the left side of the screen and contains **the same details as the course card**.

Content Panel
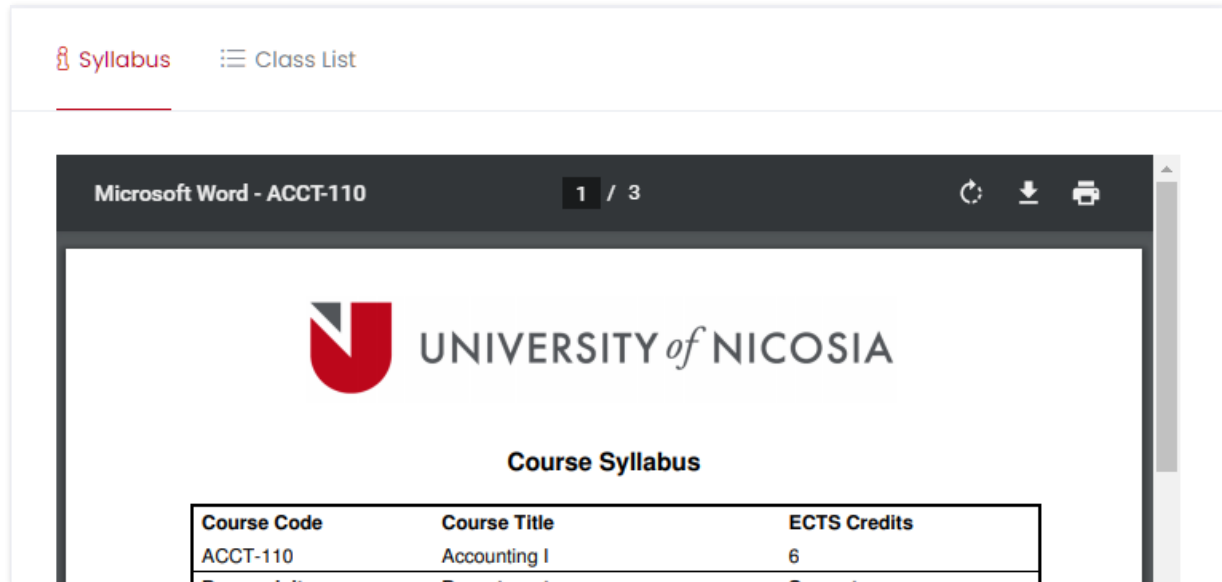
The content panel is located on the right side of the screen and contains **two tabs**. The first tab is the **"Syllabus"** which presents the corresponding PDF file (if available).
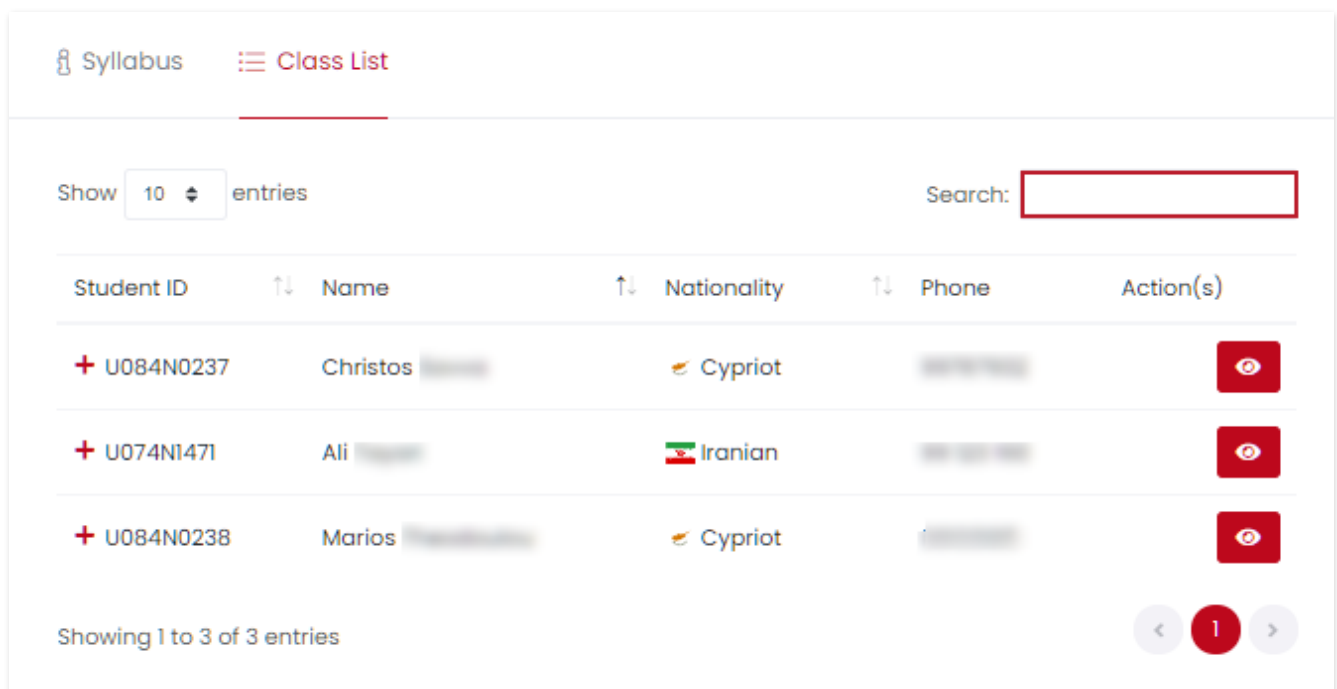
The second tab presents the **"Class List"** which **lists all students** along with their student ID, name, nationality and phone. In case you would like **to find a specific student, you may use the search bar as shown above.**

If you click on the + next to a student's name you will get additional information such as their **Email and Programme of Study.**

Additionally, **if you wish to see a student's profile,** which contains their grades and academic path**, click on the button with the eye icon.**

Actions
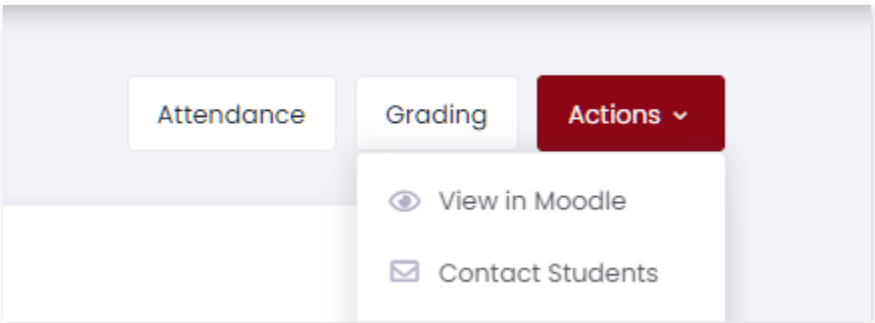
Available actions for each course are located on top right corner. By clicking Actions button, additional options such as "**View in Moodle**" and "**Contact Students**" will be available.

More options will be added as the system is updated over time.

The table below lists each action with corresponding guide for more information.

Action	Description	Guide
Attendance	Allows you to take attendance.	**How to Take Attendance in Portal**
Grading	Allows you to submit grades.	**How to Submit Grades on Portal**
View in Moodle	Takes you directly to the Moodle Page of your Course.	-
Contact Students	Allows you to contact the students of your Class.	**How to Contact Your Students in a Course via Portal**

How to Submit Grades on Portal

This section explains the process of submitting grades on portal.

Step 1
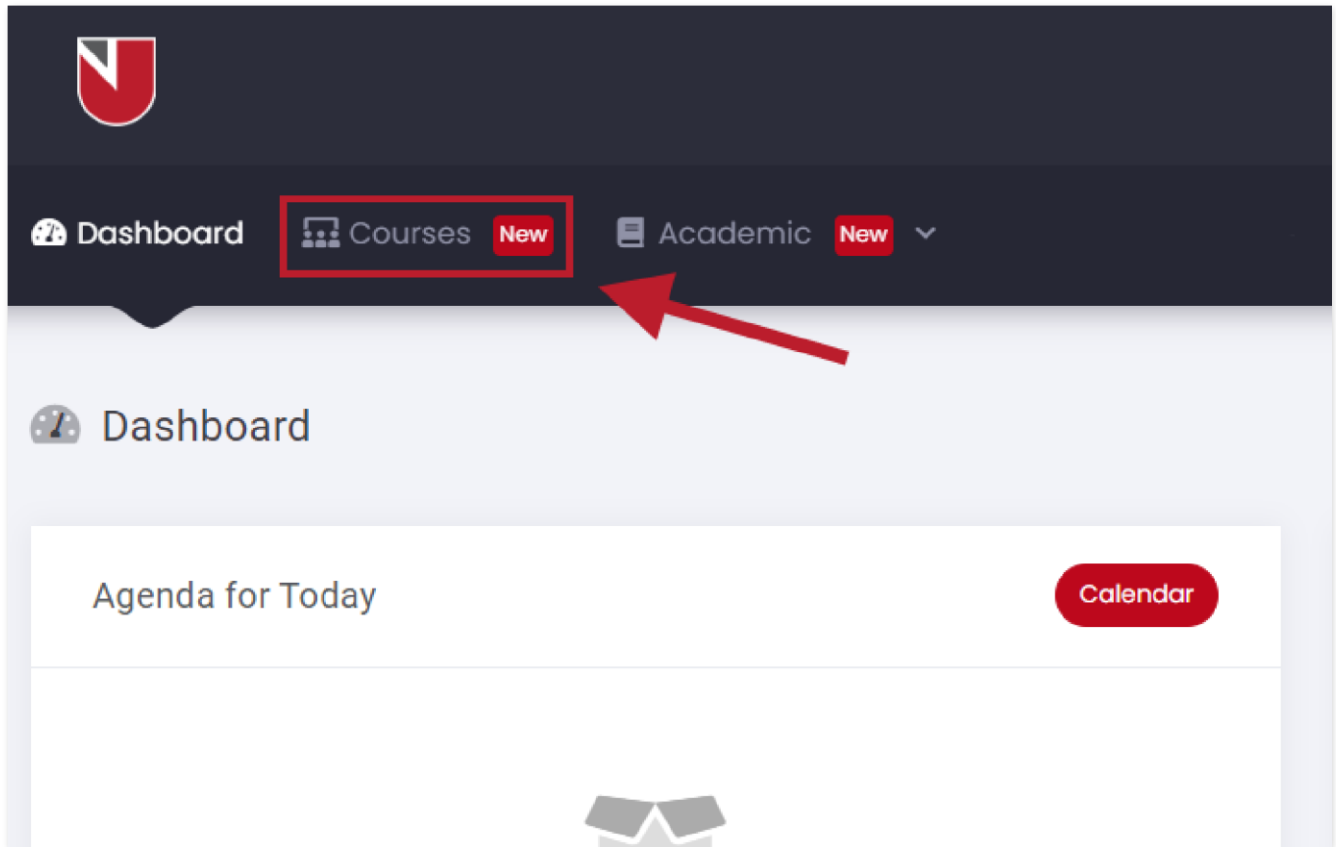
Once you log in you will be on this page. **Click on "Courses"** which is located on the main menu bar as presented above.
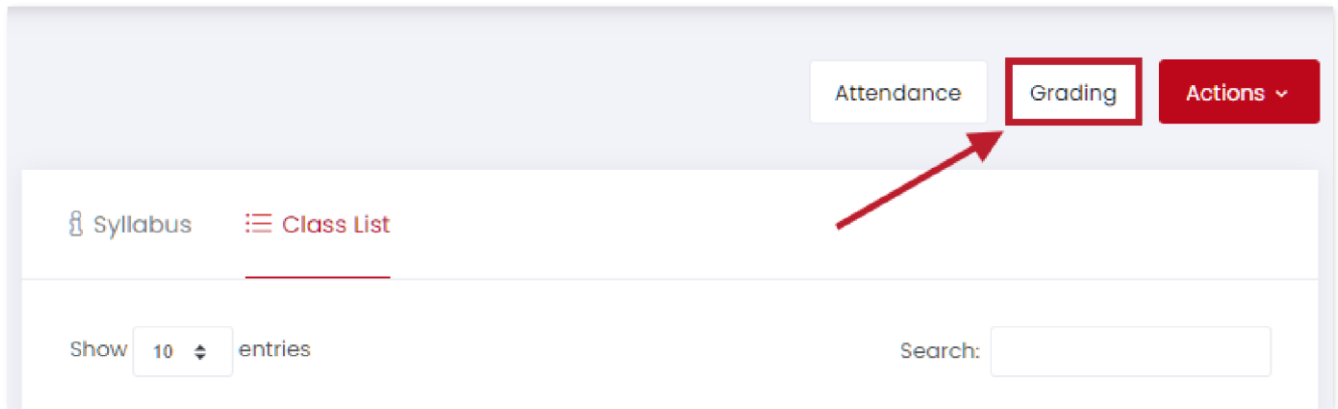
Step 2

Select your desired course for grading and click on "View Course Profile" button.

> ℹ Courses that are completed but haven't been graded have the **"Pending Grading"** status. If you are not familiar with the status or the interface please refer to the **Portal Courses Interface** guide.

Step 3

You are now in the Course Profile page, **click on "Grading"** button indicated above.

Step 4

First step is to select a grading profile, **by clicking on the selected profile and choose one of the available choices** as shown above.

Step 5

Next you will have to define your Assessment Formula. You can do so by adding each assessment via **"Add Row" button** and **entering the details for each entry**.

> ⚠ The Sum of all percentages must be 100% before proceeding to next step.

> ℹ • If you need **to delete an assessment, simply click on the X button** on the right of the entry.
>
> • Please also note that each field **is automatically saved** as soon as you click outside the text box, in any empty screen on the page.
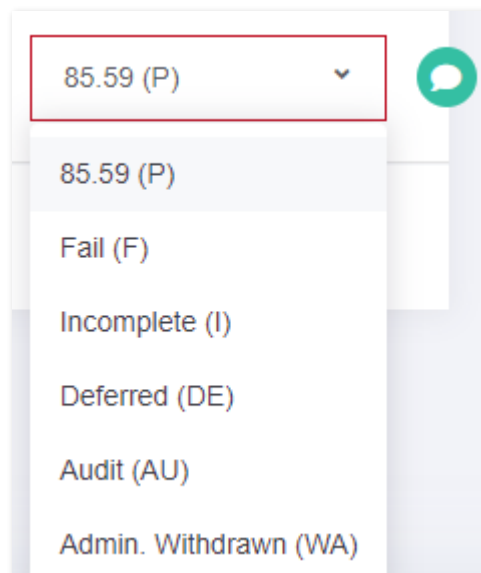
Step 6

After you have successfully defined the assessments, the "Student Grades" panel will become available. You can then insert the assessment grades for each student.

> ℹ If you would like to add a note for a student click on the bubble icon to the right side of the intended student.
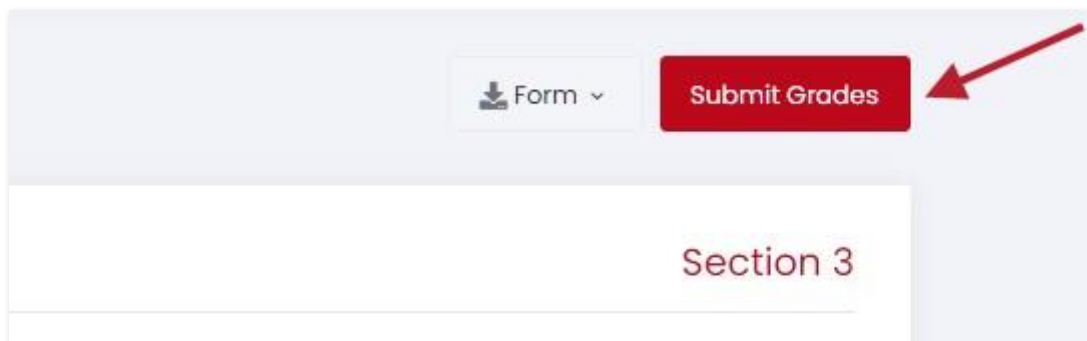>
> Please note that if a student has a comment, the bubble will be colored green.

Step 7

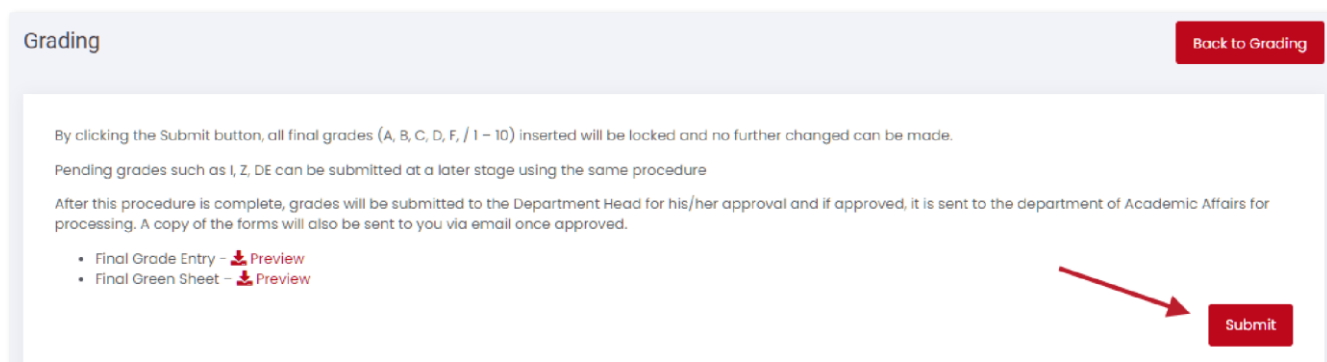If you wish to manually adjust the final grade of a student, please use the grade dropdown as shown above.

Step 8

Once you've reviewed your grades, please **Scroll up** to the beginning of the page and **click on "Submit Grades"**.

Step 9

Once you are on this page and you are sure of your grade submission **click on the "Submit" button.**

> 🗐 If a submission **is rejected** by the head, the faculty will be notified via email and affected grades will be unlocked and editable for resubmission.

> ✅ **IMPORTANT:** Unlike old faculty intranet, grades can be partially submitted. Not finalized grades (e.g. Incomplete (I), Deferred (DE), etc.) can be updated and submitted at a later stage by following the same steps as grading.

Please note that you also **have the ability to download** the provisional attendance sheet, green sheet and the grade entry **if you click on "Form"** as shown above. You can see sample forms presented below.

Green Sheet

Course: ACCT-110 (03) Accounting I

Faculty Name: Mr Nicolas. Ioannides

Semester: Spring 2020

Issued At: Tuesday 27 October 2020 at 15:02

#	Student ID	Student Name	Παρουσίες στην Τάξη a out of 100 10 %	Project 1_ out of 100 30 %	Final Exam a out of 100 60 %	Final Numeric Grade	Final Letter Grade	Remarks
1	U084N0237	Savva Christos, Panayiotis	34.00	100.00	86.98	85.59	P	Skavi

Grade Entry

Course: ACCT-110 (03) Accounting I

Faculty Name: Mr Nicolas. Ioannides

Semester: Spring 2020

Issued At: Tuesday 27 October 2020 at 15:02

#	Student ID	Student Name	Continuous Assessments 40 %	Final Exam 60 %	Final Numeric Grade	Final Letter Grade	Remarks
1	U084N0237	Savva Christos, Panayiotis	83.50	86.98	85.59	P	Skavi

How to Contact Your Students in a Course via Portal

This guide will show you how you can contact your student in your courses.
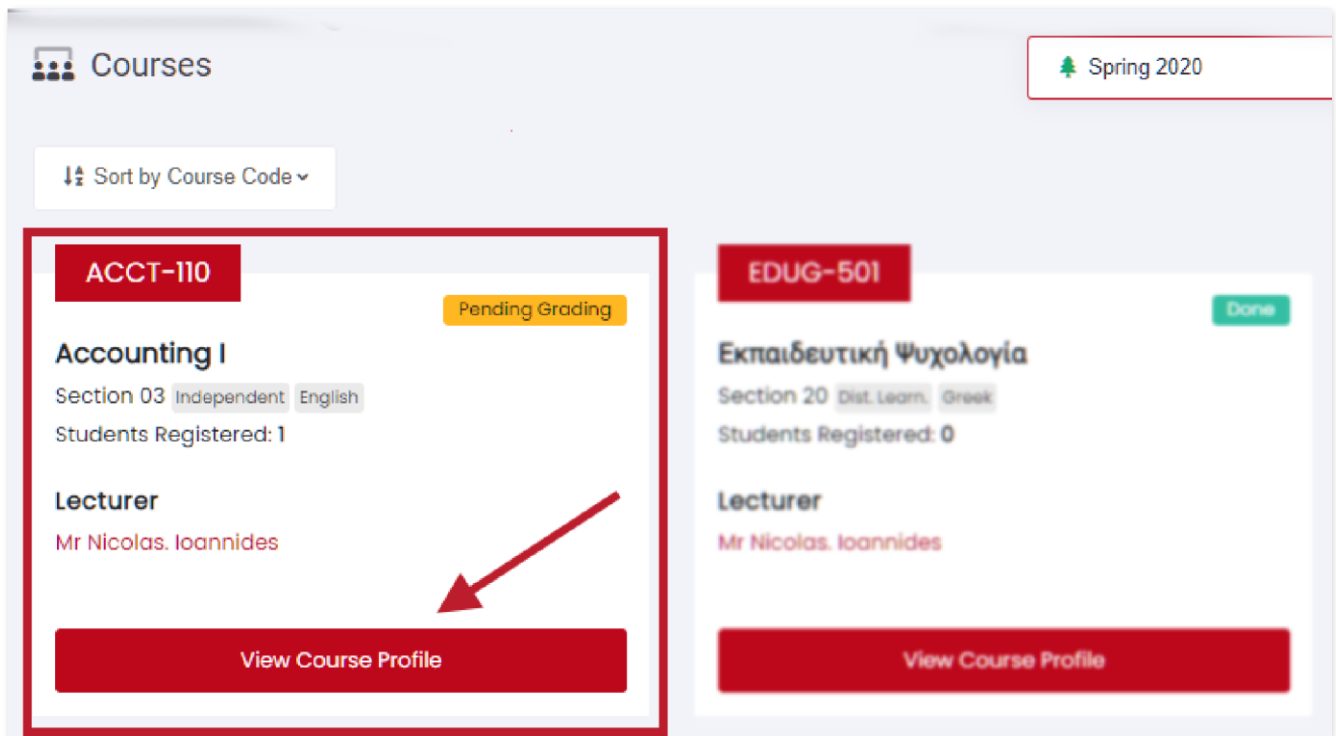
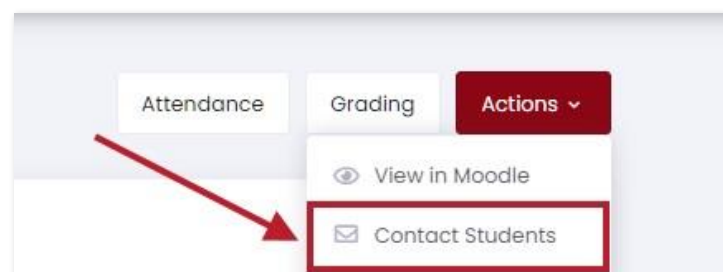> 📋 Please note that portal will send **emails and system messages** to selected students.

Step 1
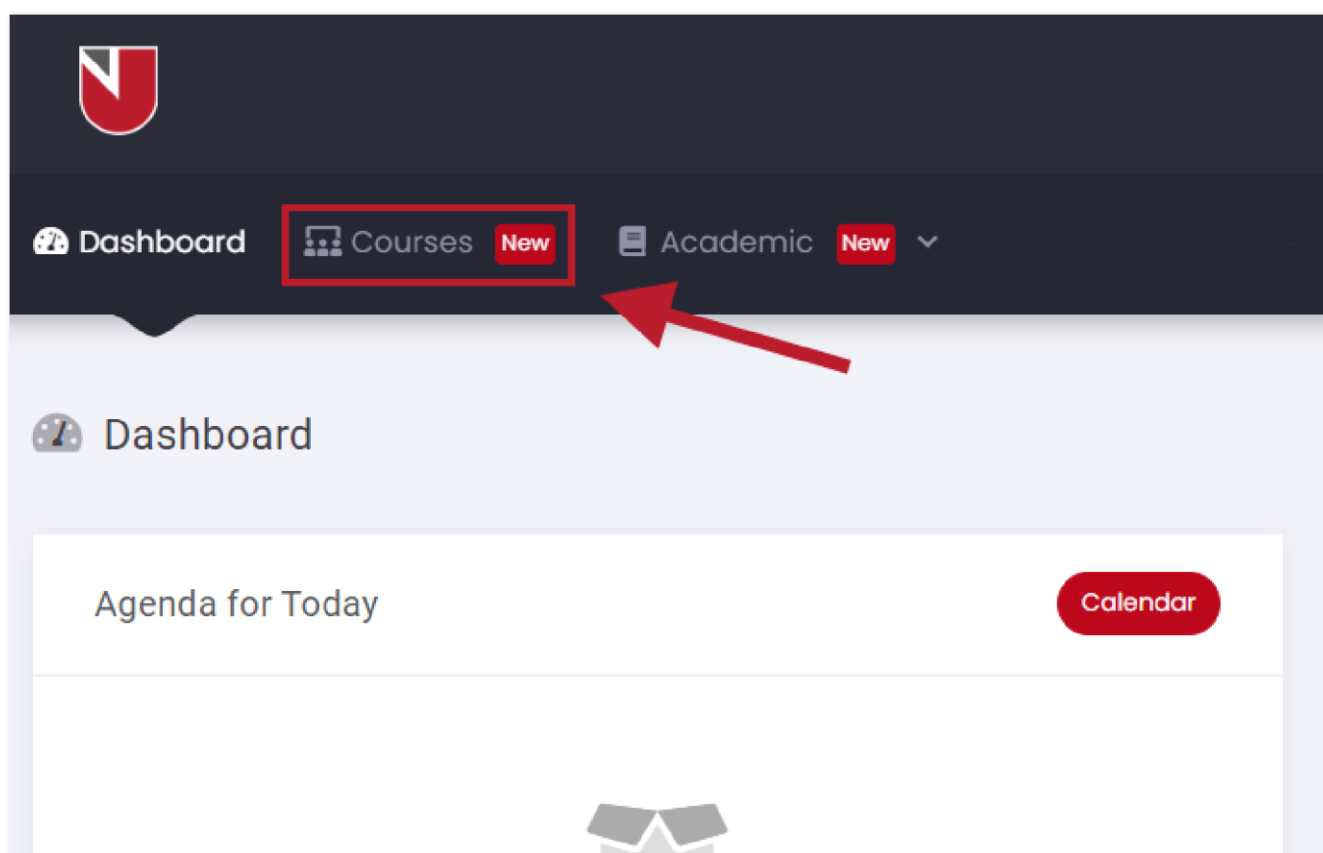
Once you log in you will be on this page. **Click on "Courses"** which is located on the main menu bar as indicated above.

Step 2

Select your desired course and click on "View Course Profile" as shown above.

Step 3

To contact **all students** in your course, **click on "Actions"** and then **select "Contact Students"**.

Step 4

ℹ️ If you would like to send the message to **specific students**, you can adjust targeted students by adding/removing students under **Recipients** as indicated above.

✅ Now, please e**nter the title and description of your message. When you're done click on "Send"** to contact the selected recipients.
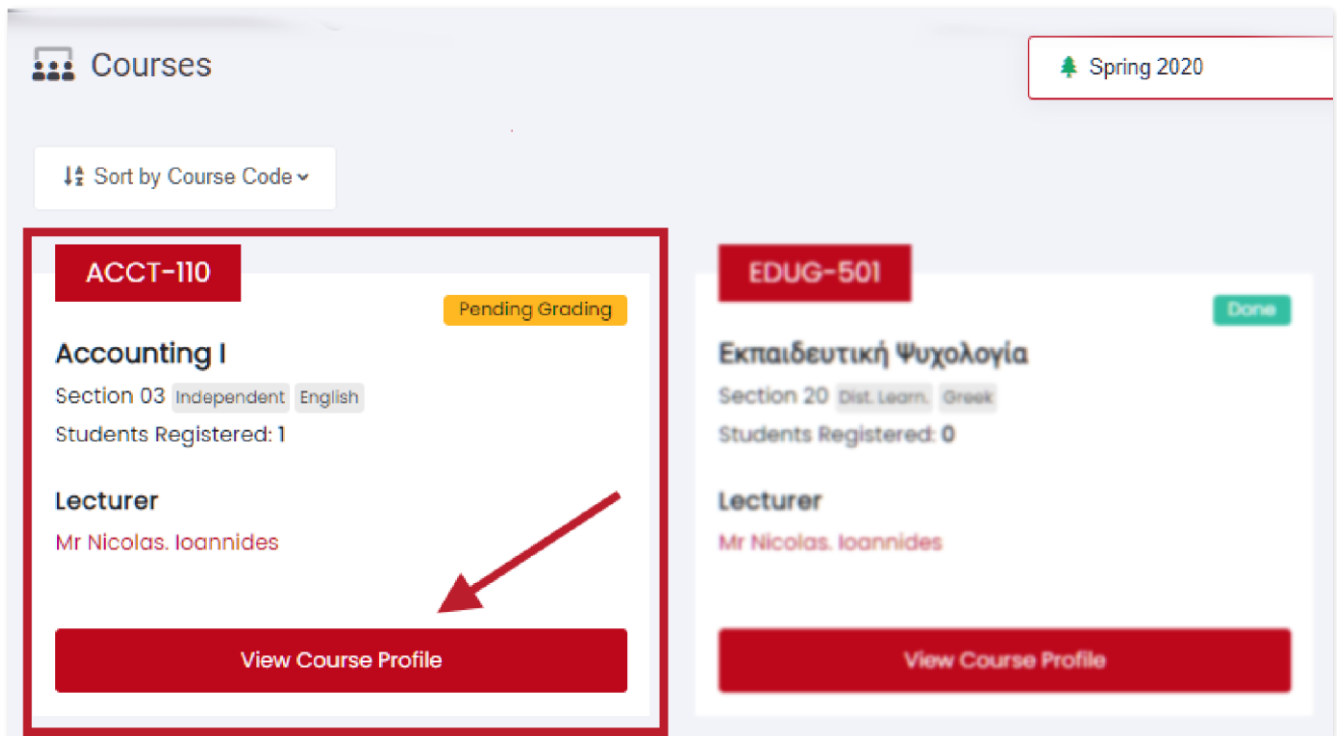
How to Take Attendance in Portal

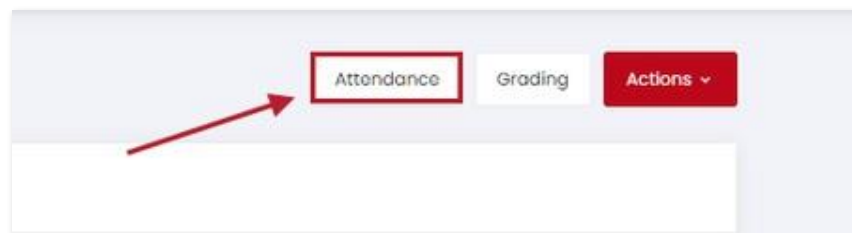This guide shows how you can take attendance on portal.

Step 1
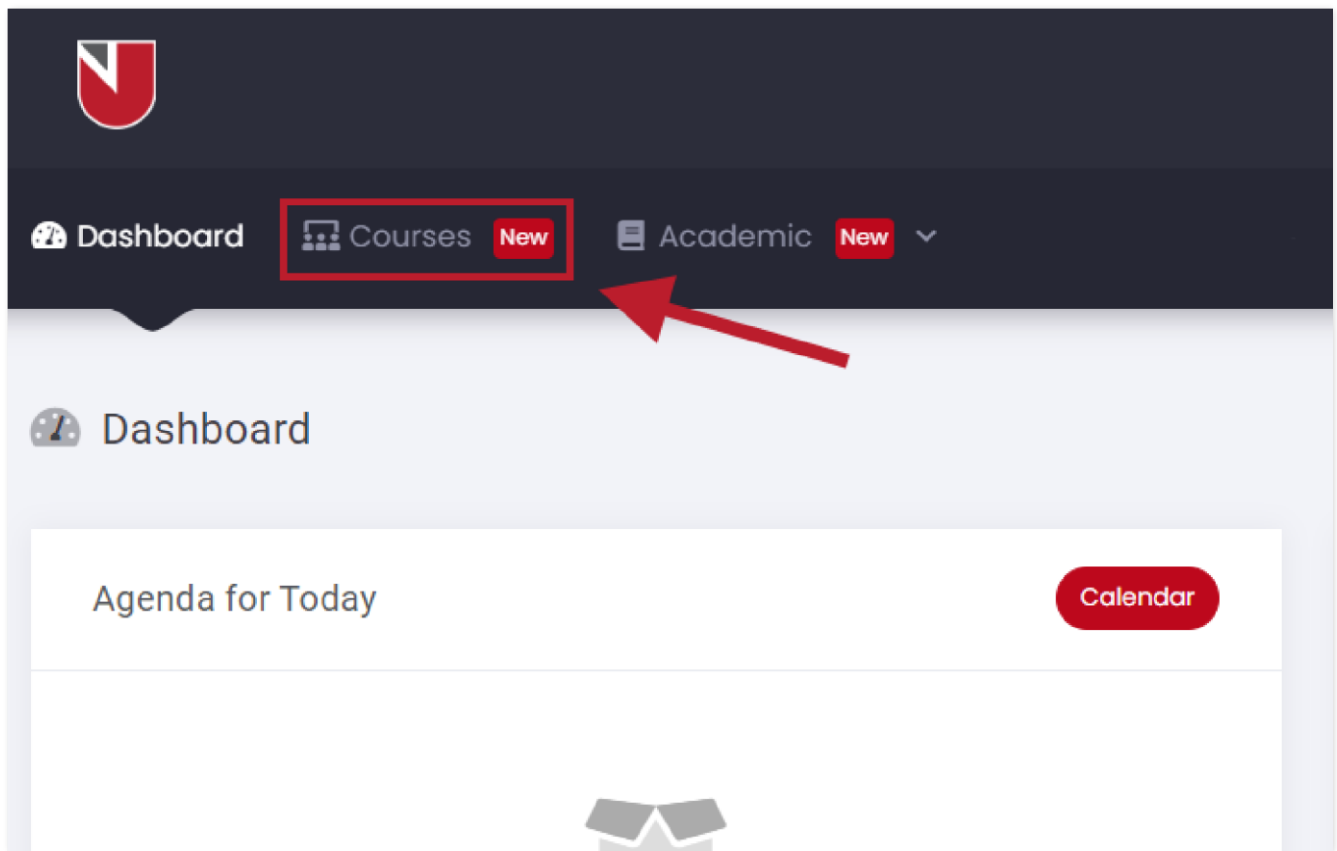
Once you log in you will be on this page. **Click on "Courses"** which is located on the main menu bar as indicated above.

Step 2

Select your desired course to take attendance for and click on "View Course Profile" as shown above.

Step 3

You are now in the Course Profile page, **click on "Attendance"** which is located in the upper right corner as indicated above.

Step 4

To take attendance, please **check the students that were present on the course** on the date that is shown on each column.

> ℹ️
> - To **print attendance**, click on (1) "Print Attendance"
>
> - To **add a column,** click on (2) "Add Column" (column corresponds to the date of a class)
>
> - To **delete a column,** click on (3) the x button
>
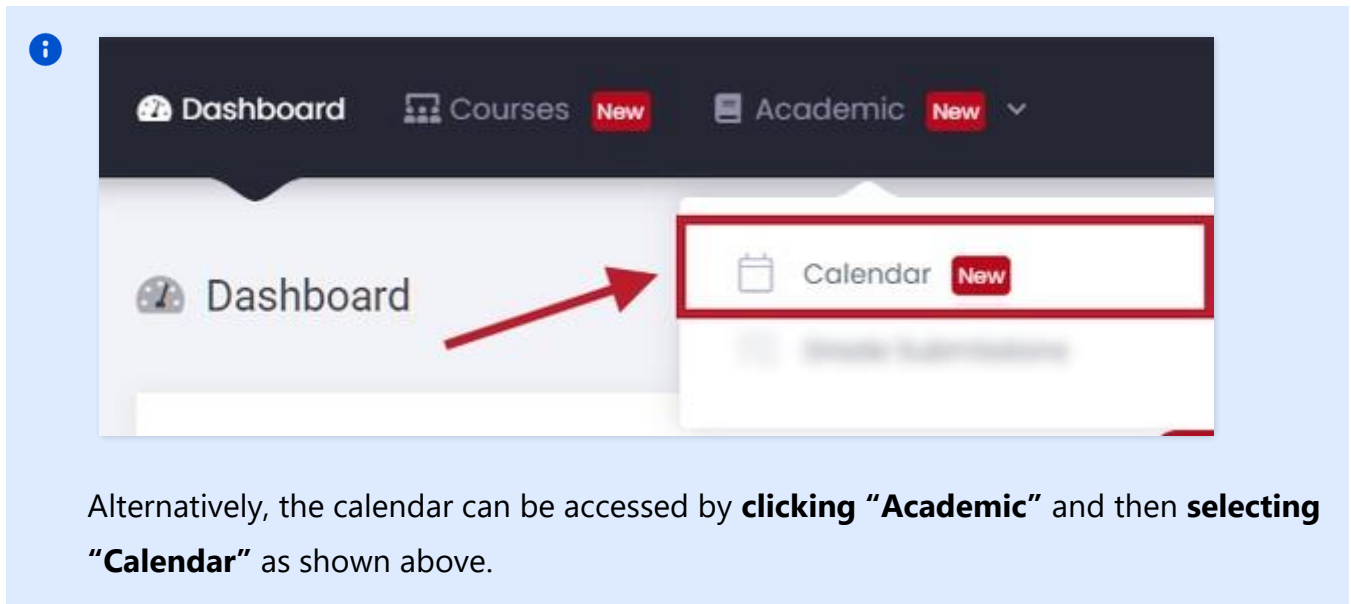> - To **edit a column,** click on (3) date of the class

Calendar / Agenda on Portal

This guide explains everything that you need to know about the **agenda and calendar on Portal**.
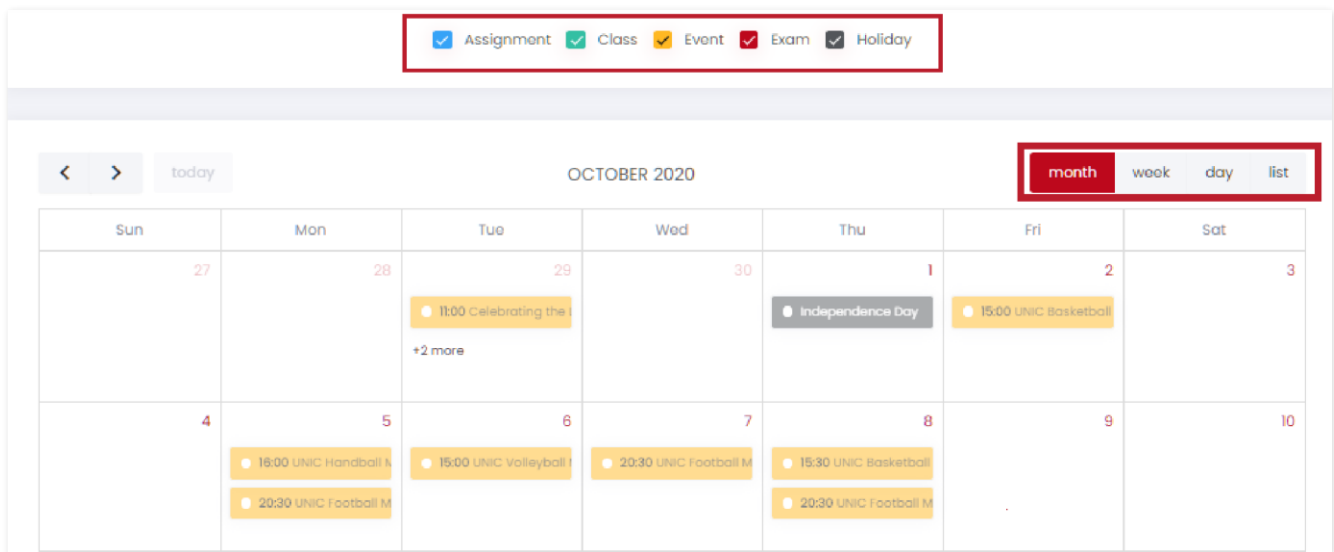
Step 1
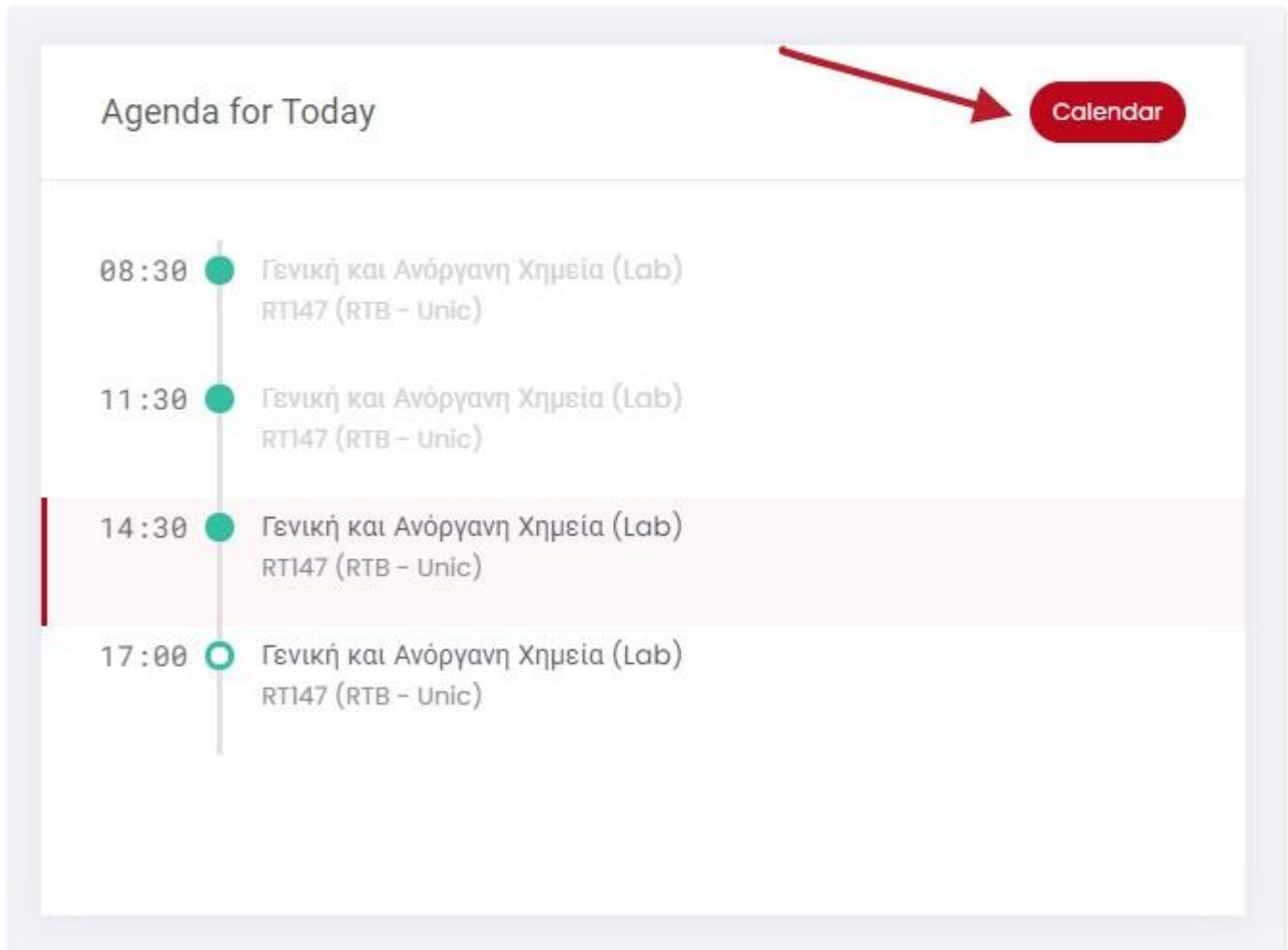
Once you are logged in **your agenda** will be shown and contain **everything listed for the day.** You can access your calendar **by clicking on "Calendar"** which is located in the upper right corner of your agenda card.

Alternatively, the calendar can be accessed by **clicking "Academic"** and then **selecting "Calendar"** as shown above.
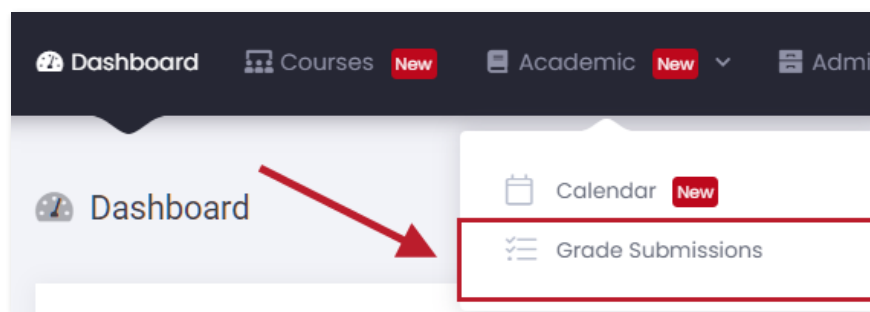
Step 2

Your calendar **contains the assignments, classes, events, exams and holidays** which is color categorized. The relevant categorization is **shown always on the top of your calendar. Also,** you can alter your calendar **to view by month, week, day or list** as shown above.

How to Approve / Reject Grade Submissions

This article explains how to access grade submission and all the functionalities that it offers on Faculty Portal.

> 🔳 Please note that this article is **only applicable to Department Heads** who will be approving submitted grades.

Step 1

Once you log in you will be on this page. **Click on "Academic"** which is located on the main menu bar and then **select "Grade Submissions"** presented above.
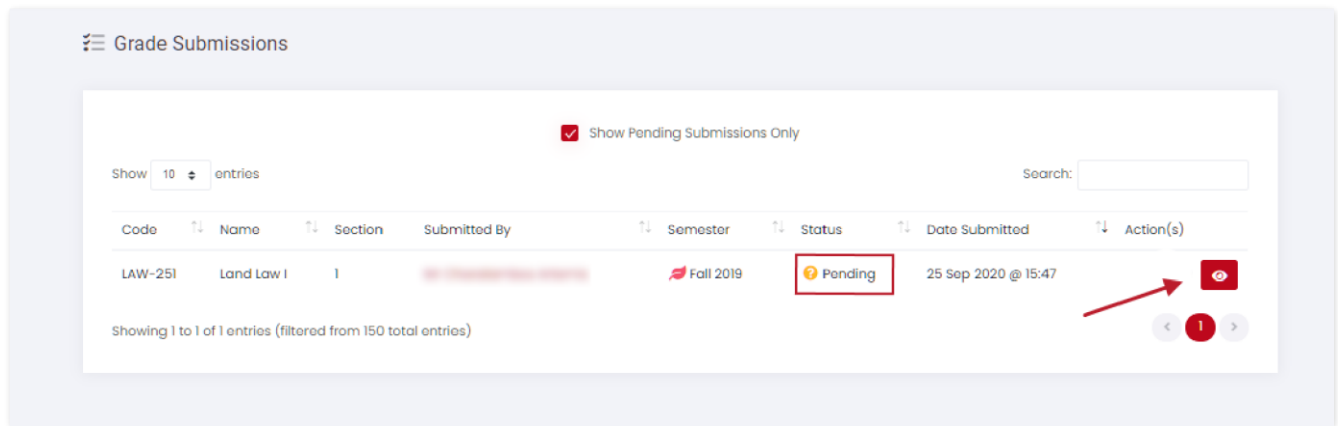
Step 2

On the **Grade Submissions** page, you will find the list of submissions along with key details as illustrated above.

ℹ️
- You can view only the **pending submissions** by **checking (1) "Show Pending Submissions Only"**.
- You can use **the search bar (2)** in order to find a specific course.
- You can change the **number of entries shown on a page** by **clicking on (3) the number of "Show (number) entries"**.
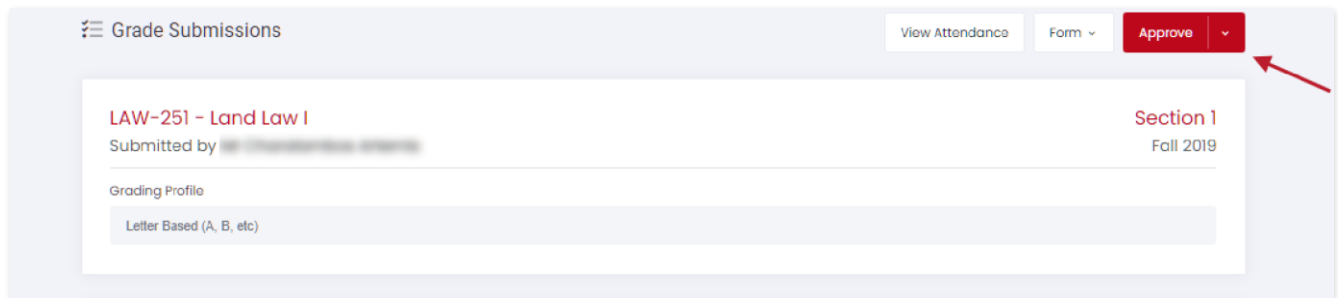
Step 3

To review a submission, please **click on the eye icon** as shown above.

Step 4

✅ Once you have reviewed the grades, you can approve by **clicking on "Approve"** as indicated above, or you can reject by **clicking on the arrow and then selecting "Reject"**.