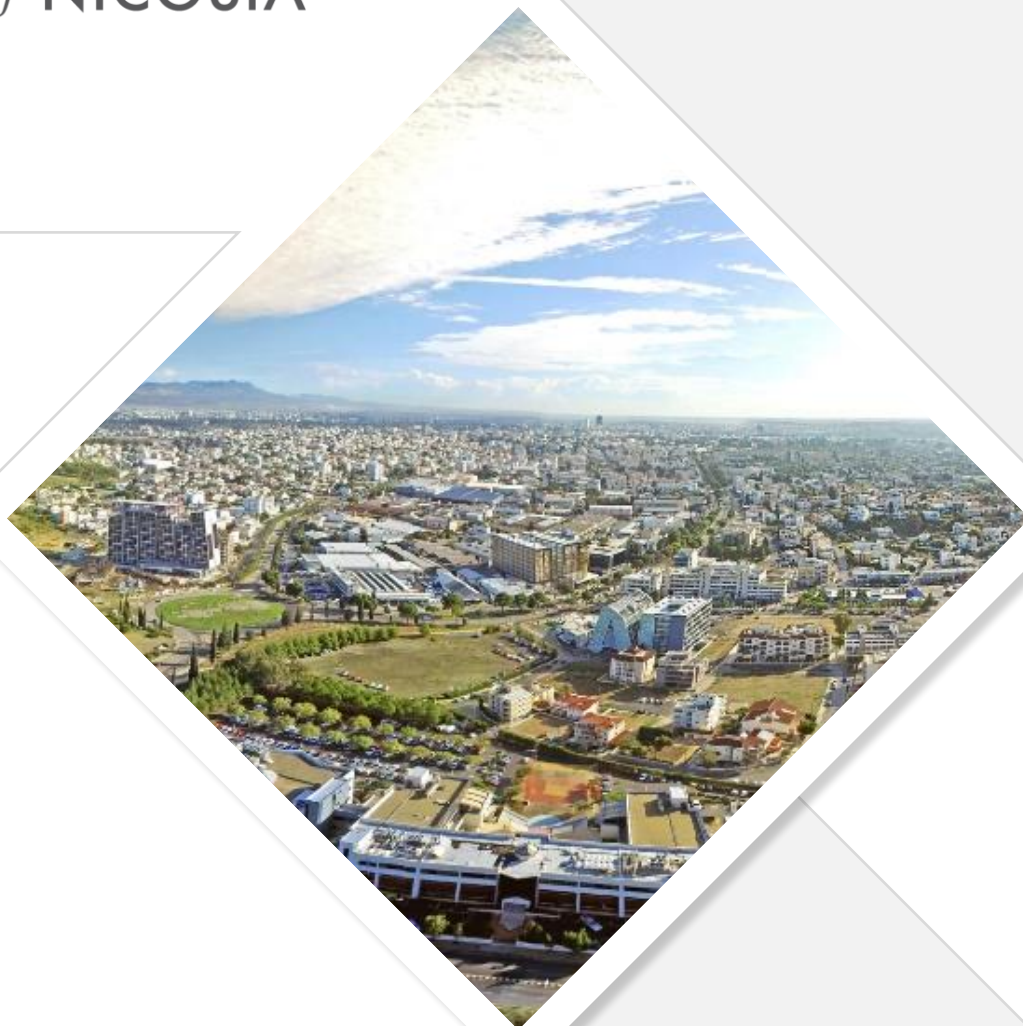




UNIVERSITY
of NICOSIA



UNIC Portal

Faculty Guide

Table of Contents

How to Login to Faculty Portal	1
Portal Courses Interface	6
How to Submit Grades on Portal	16
How to Contact Your Students in a Course via Portal.....	24
How to Take Attendance in Portal.....	27
Calendar / Agenda on Portal	30
How to Approve / Reject Grade Submissions	32

How to Login to Faculty Portal

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

i In order to access your faculty portal and successfully follow this guide you will need:

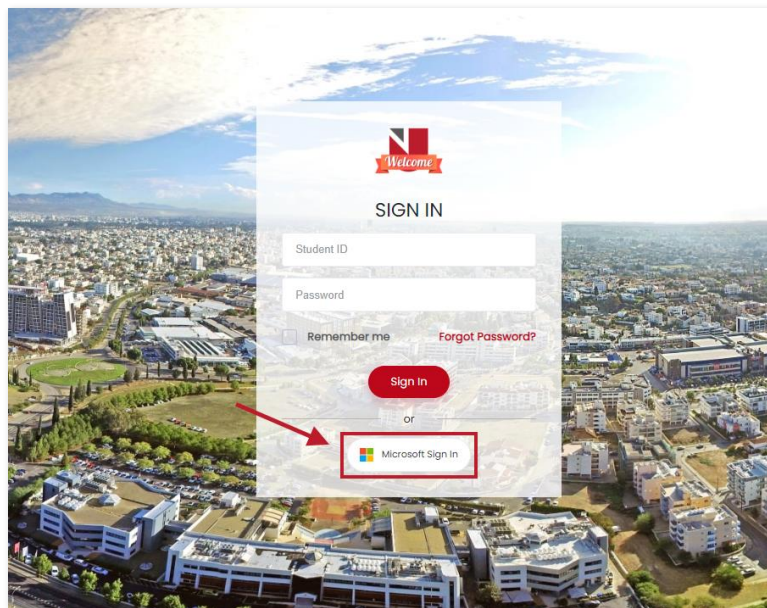
- Your **Work UNIC email**
- Your **Password**

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**

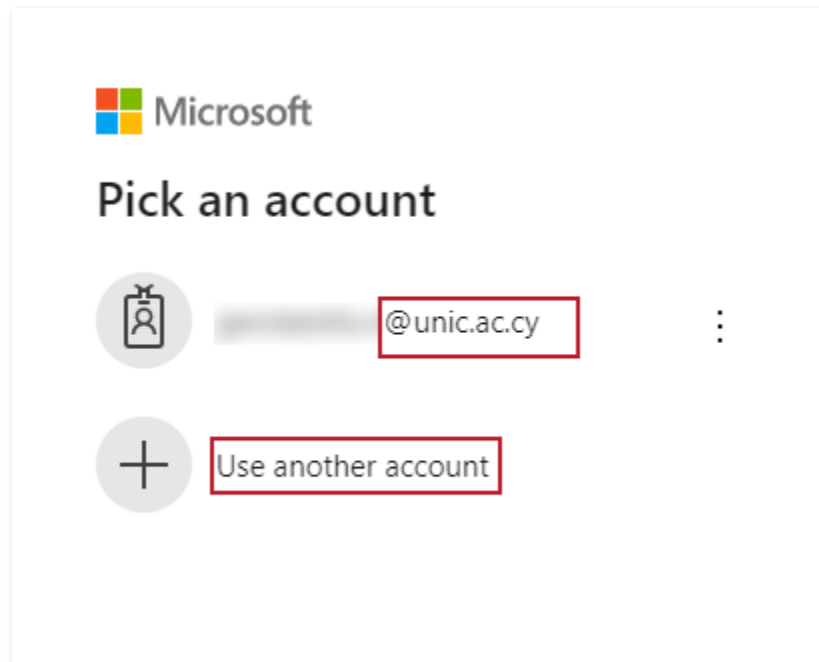
Step 2



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



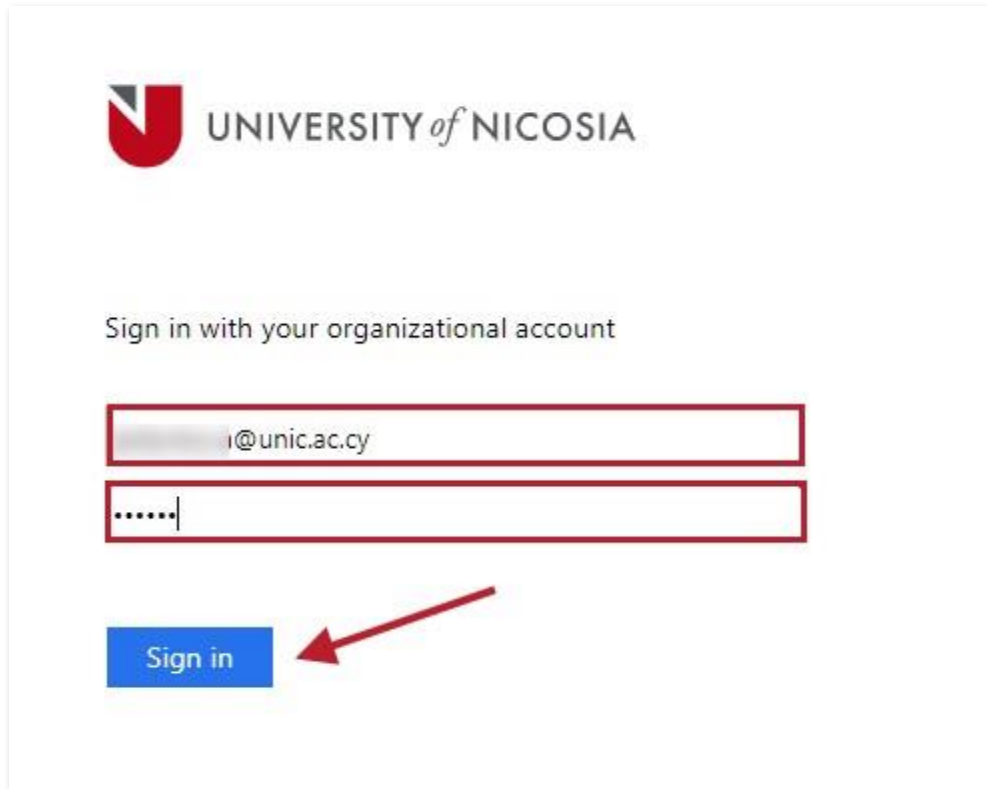
You are now redirected into this page.

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.

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

Step 4



The image shows the login page of the University of Nicosia. At the top left is the university's logo, a red stylized 'U' with a white triangle inside. To its right is the text 'UNIVERSITY of NICOSIA'. Below the logo and name is the text 'Sign in with your organizational account'. Underneath this text are two input fields. The first field contains the text 'i@unic.ac.cy'. The second field contains six dots, indicating a password. Below the input fields is a blue button with the text 'Sign in'. A red arrow points from the right towards the 'Sign in' button.

Once Step 3 is completed you will be on this page. On the right side of the screen put in your credentials.

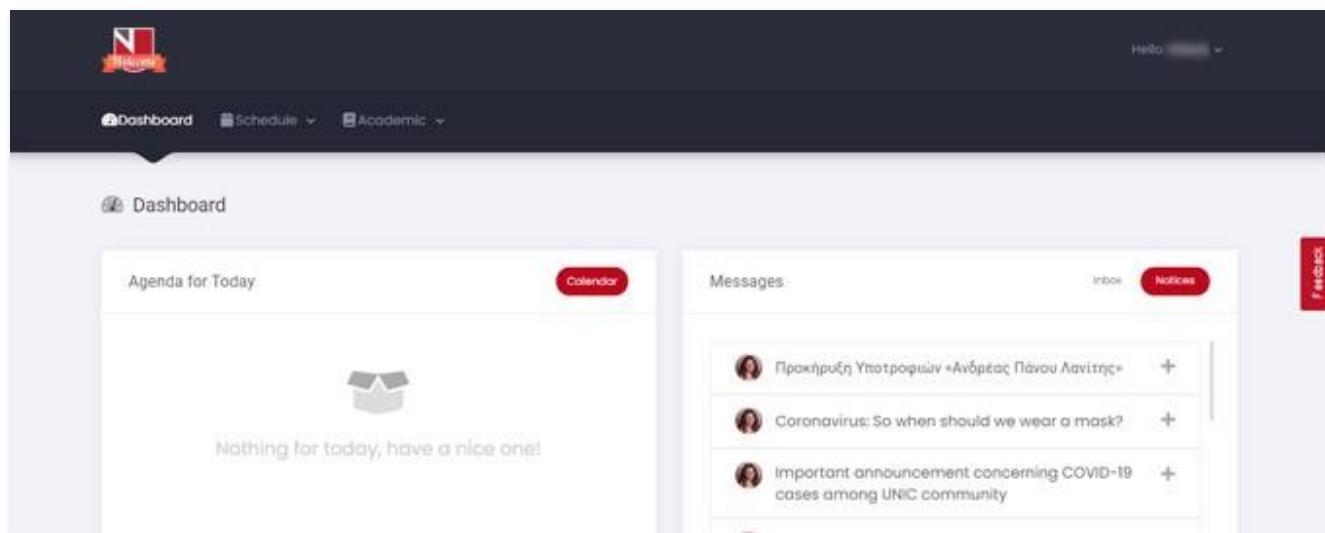
Insert your UNIC email first and then **insert your password in the bar below** as shown on the image above. When that is done **click on the circled “Sign in” button**.

⚠ 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”**.



The image shows a Microsoft verification screen. At the top is the Microsoft logo. Below it is the email address 'j.karamidas@unic.ac.cy'. The main heading is 'Enter code'. A message box says: 'We texted your phone +XXX XXXXXX54. Please enter the code to sign in.' Below this is a text input field labeled 'Code'. There are two links: 'Having trouble? Sign in another way' and 'More information'. A red arrow points from the 'More information' link to a blue 'Verify' button at the bottom right.

Step 5



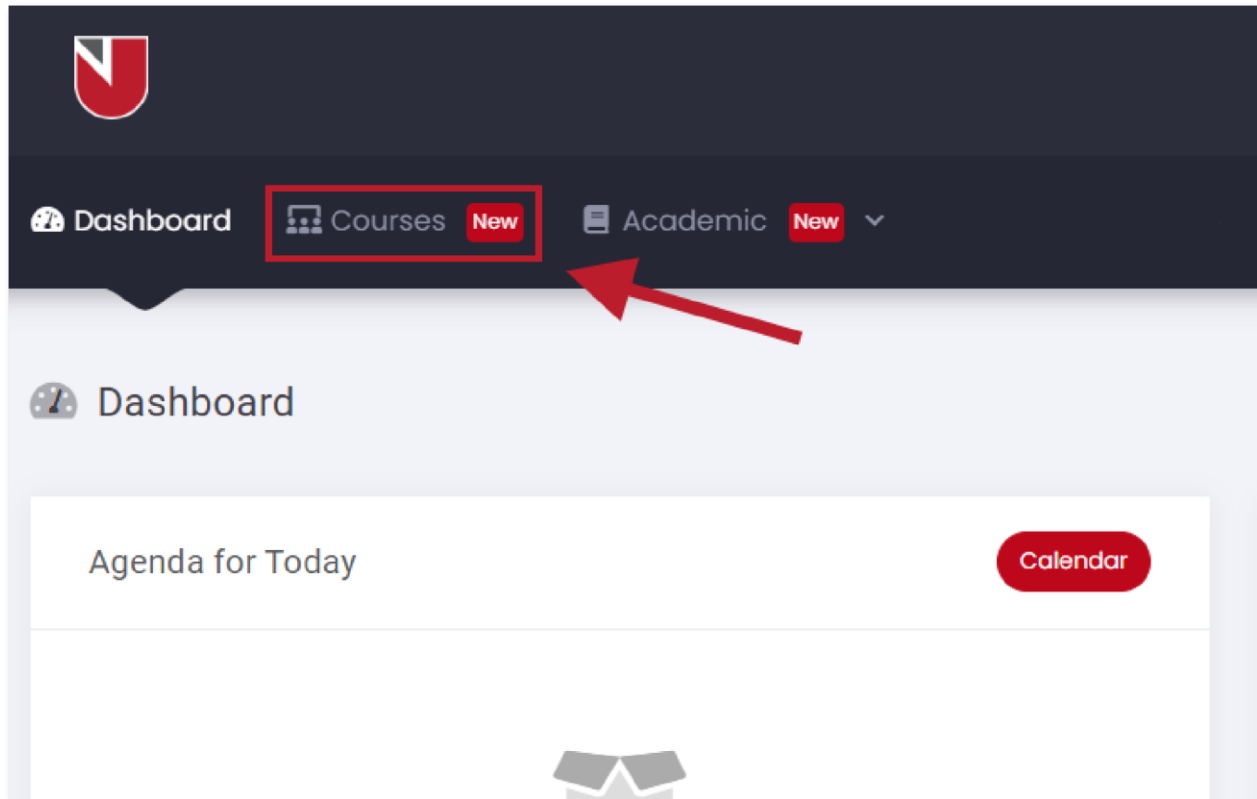
- ✓ By clicking the "Sign in" button on the previous step you will be on the dashboard page of faculty portal which means...

You have successfully logged in to your Faculty Portal account.

Portal Courses Interface

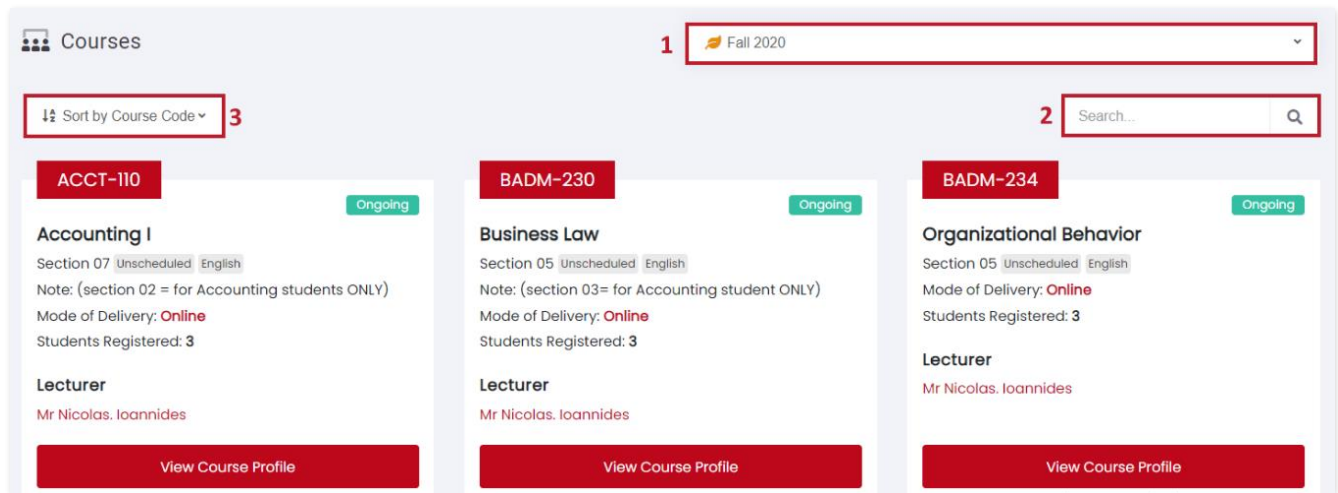
This article explains **how to access Portal courses and all the functionalities** that it offers on Faculty Portal.

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



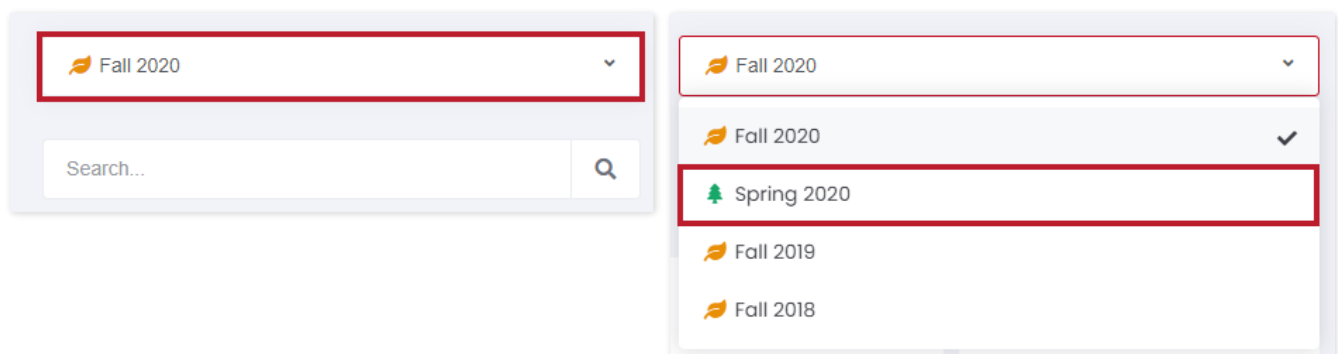
You will now be directed onto the main courses page which **shows the courses as course cards on the semester selected which in this case is Fall 2020.**

As shown above on this page you have the ability to:

1. Select Semesters
2. Search Courses
3. Sort Courses

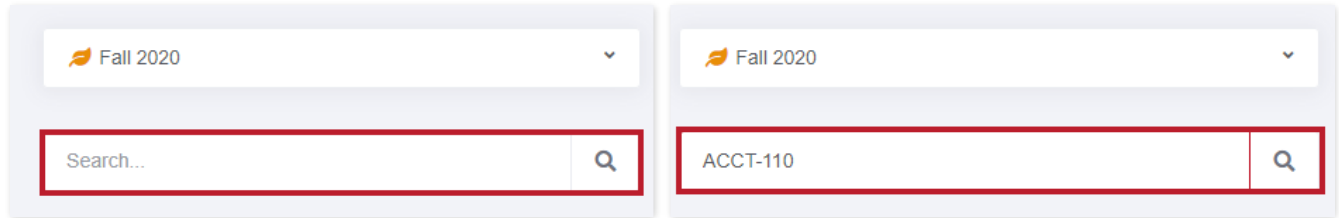
If you have any difficulties following guides will show you how to perform each ability.

How to change Semesters



Click on semester selector in top right corner to choose the desired semester.

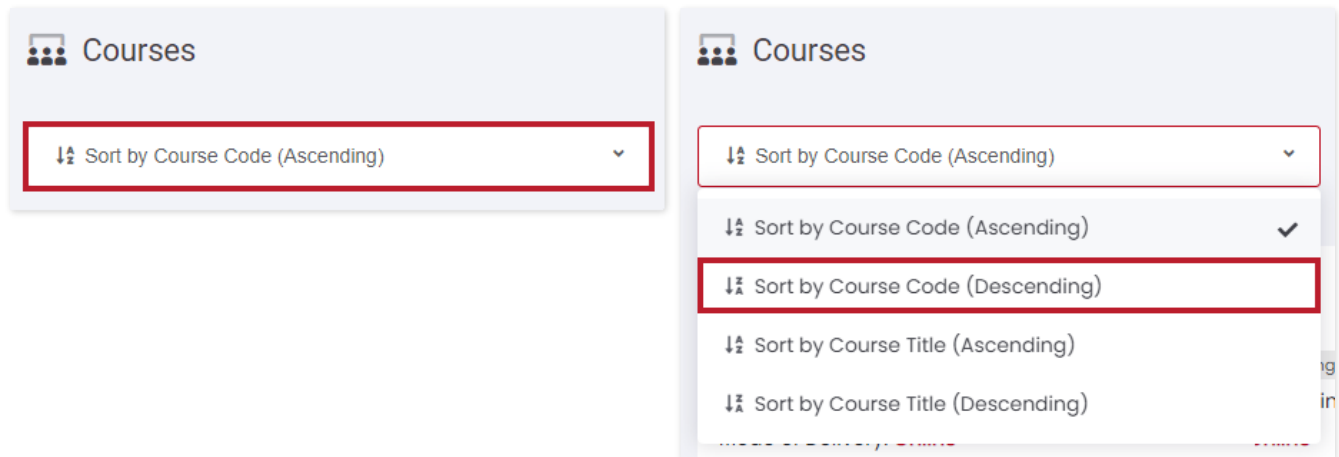
How to Search Courses



Two screenshots of the search interface. The left screenshot shows a search box with the placeholder text "Search..." and a magnifying glass icon. The right screenshot shows the same search box with the text "ACCT-110" entered.


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

How to Sort Courses



Two screenshots of the "Courses" section. The left screenshot shows the "Sort by Course Code (Ascending)" option selected. The right screenshot shows the "Sort by Course Code (Descending)" option selected.

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

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

ACCT-110

Ongoing

Accounting I

Section 07 Unscheduled English
 (section 02 = for Accounting students ONLY)
 Mode of Delivery: **Online**
 Students Registered: **3**

Lecturer(s)

Mr Nicolas. Ioannides

Class Schedule

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

Exam Schedule

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

View Course Profile

Course details

Accounting I

Section 07 Unscheduled English
 (section 02 = for Accounting students ONLY)
 Mode of Delivery: **Online**
 Students Registered: **3**

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


Lecturers

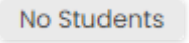

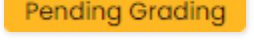

Lecturer(s)

Mr Nicolas. Ioannides


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

 Each course card has a course status which is located in the top right corner. **There are four status** in total that a course can have.

	There are no registered students in the Course
	Course is active
	Course is completed but there are pending grades
	Course is completed and all grades are submitted

Class Schedule (if applicable)

Class Schedule		
Day	Time	Location
Wednesday	09:00 - 12:00	EU205 

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

View Course Profile

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

ACCT-110
Accounting I
Section 07
(section 02 = for Accounting students ONLY)
Fall 2020
Mode of Delivery: **Online**
Course Section Type: **Unscheduled**
Language: **English**

Ongoing

Lecturers



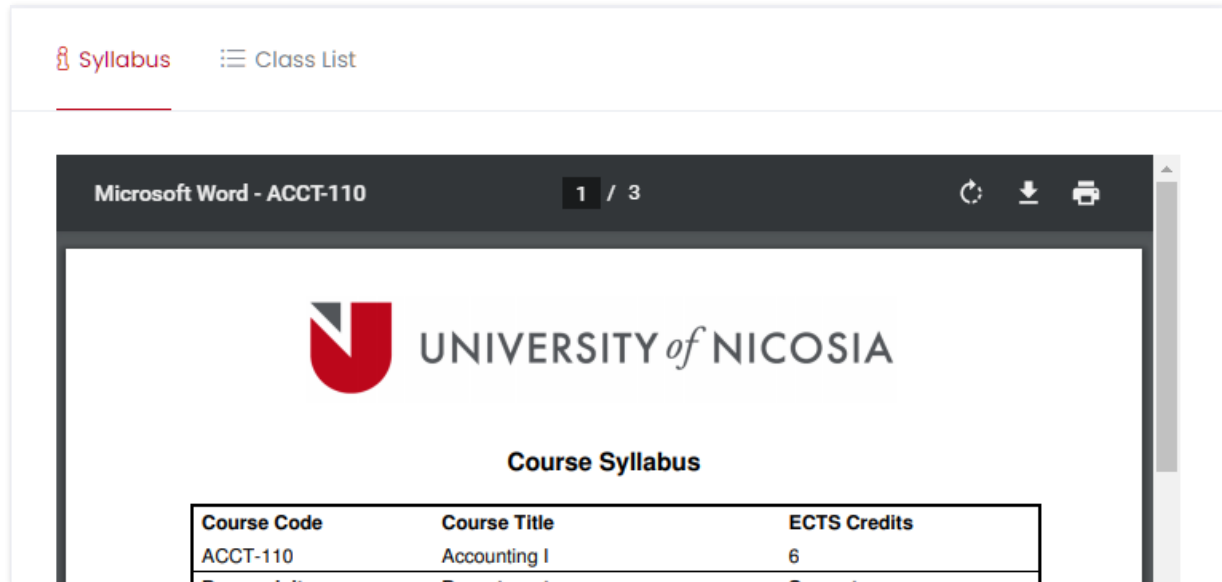
Mr Nicolas. Ioannides
Lecturer, Admin

>

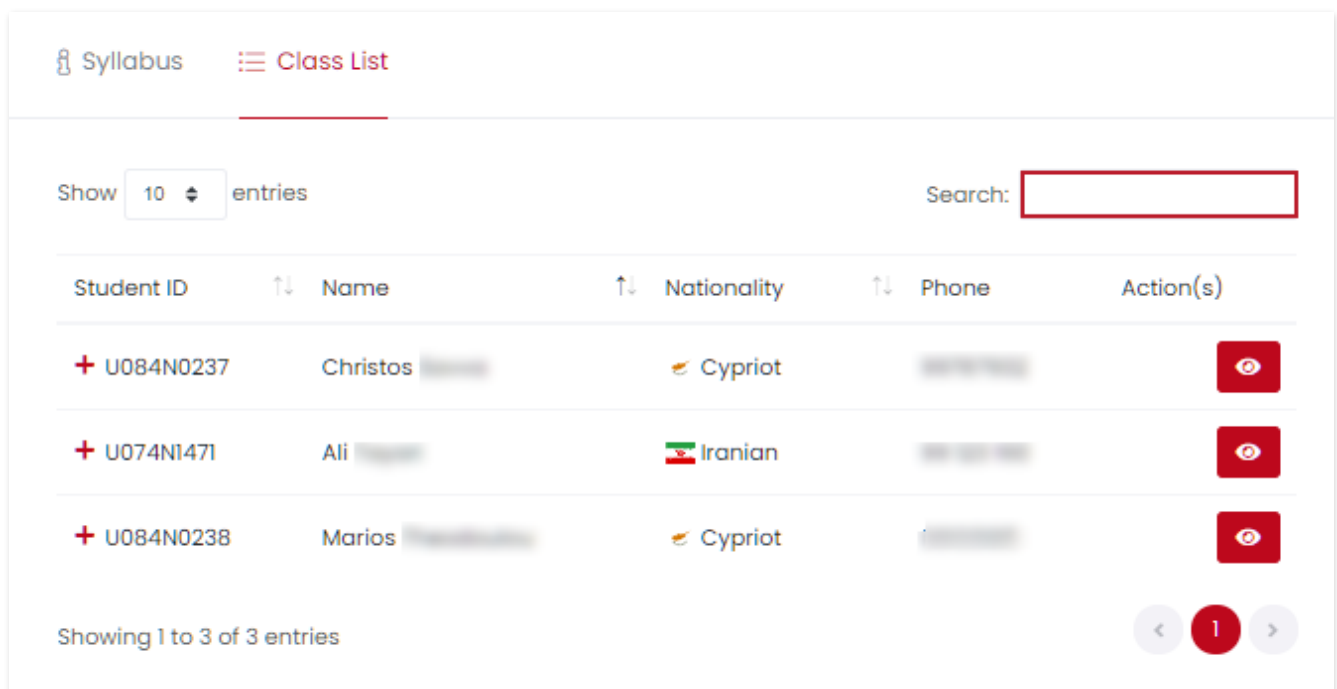
Students Registered **3**
0 Pre-registered

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.**

Student ID	Name	Nationality	Phone	Action(s)
U084N0237	Christos :	Cypriot		<div></div>

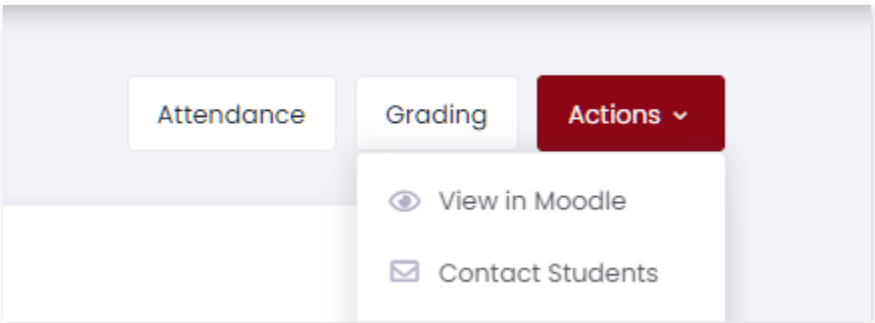
Email: @gmail.com

Major: Computer Science (4 years, Bachelor of Science)

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.

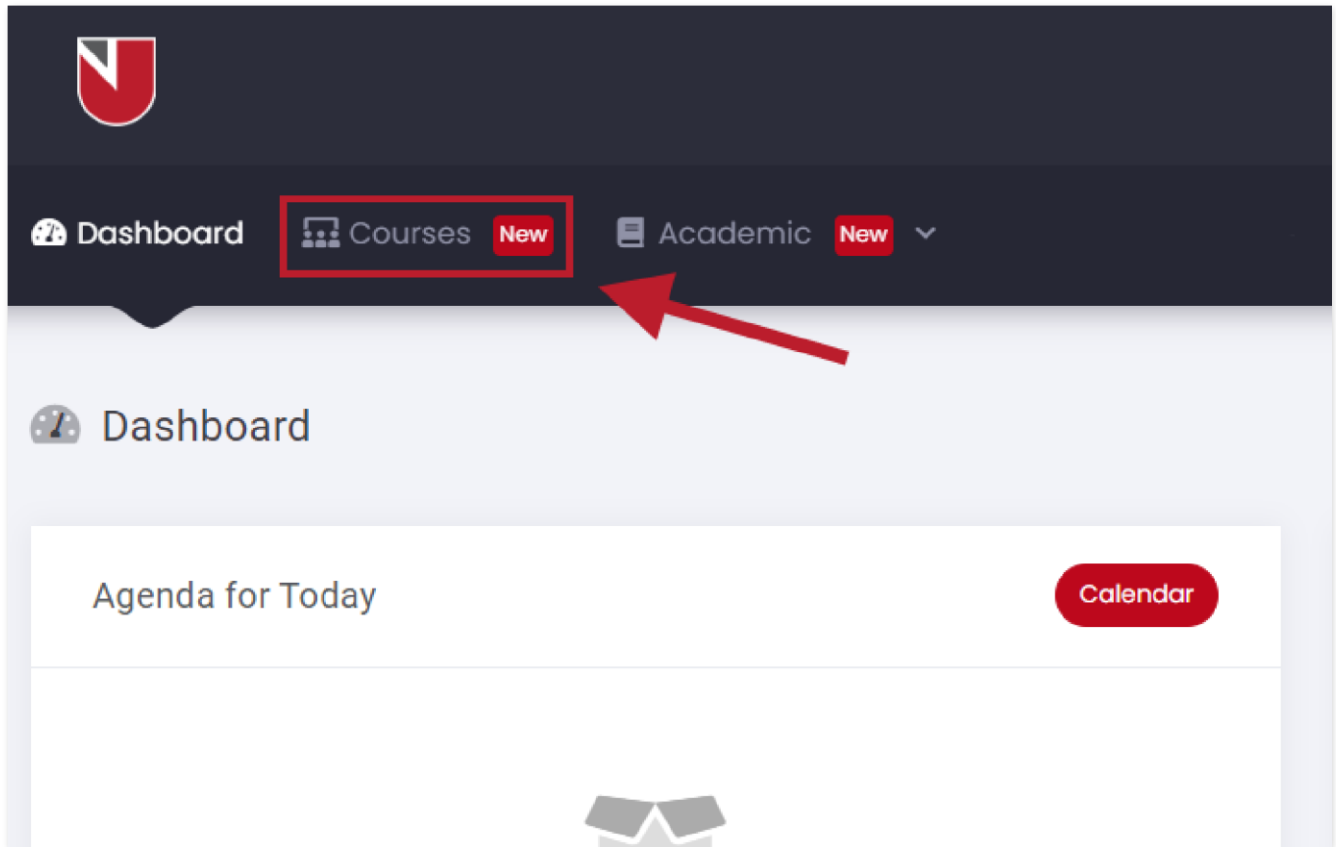
The table below lists each action with corresponding guide for more information.

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.

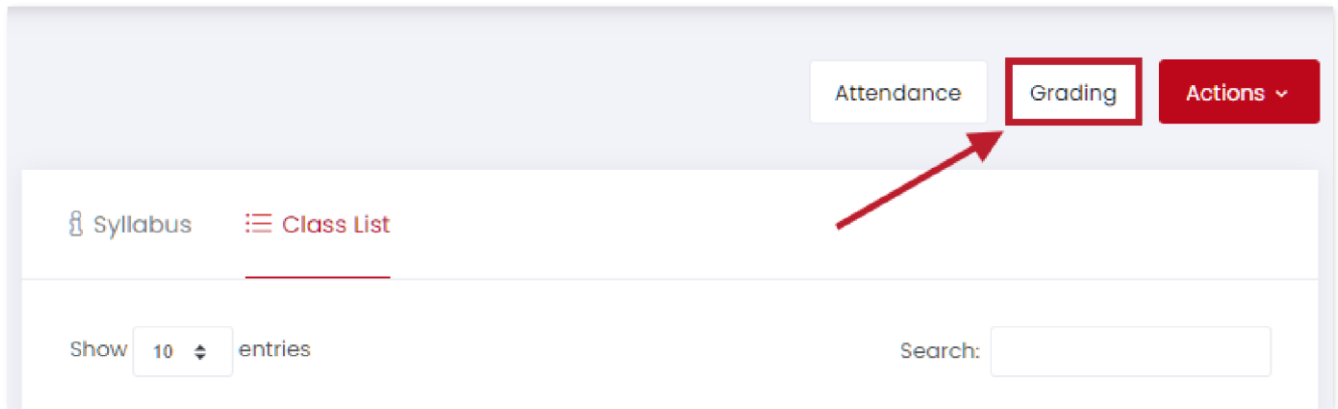
Step 2

The screenshot displays the 'Courses' interface. At the top left, there is a 'Courses' header with a group of people icon. To the right, a dropdown menu shows 'Spring 2020'. Below the header, a 'Sort by Course Code' dropdown is visible. Two course cards are shown side-by-side. The first card, for 'ACCT-110 Accounting I', is highlighted with a red border. It includes a 'Pending Grading' status tag, section details (Section 03, Independent, English), 'Students Registered: 1', and 'Lecturer: Mr Nicolas. Ioannides'. A red arrow points to the 'View Course Profile' button at the bottom of this card. The second card, for 'EDUG-501 Εκπαιδευτική Ψυχολογία', shows a 'Done' status tag, section details (Section 20, Dist. Learn., Greek), 'Students Registered: 0', and 'Lecturer: Mr Nicolas. Ioannides'. It also has a 'View Course Profile' button at the bottom.

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



The screenshot shows the top navigation bar with three buttons: 'Attendance', 'Grading', and 'Actions'. The 'Grading' button is highlighted with a red border, and a red arrow points to it from below. Below the navigation bar, there are two tabs: 'Syllabus' and 'Class List'. The 'Class List' tab is selected and underlined. Below the tabs, there is a 'Show' dropdown menu set to '10' and a 'Search' input field.

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

Step 4



The screenshot shows the 'Grading' page. At the top, there is a 'Form' dropdown menu and a 'Submit Grades' button. Below this, the course name 'ACCT-110 - Accounting I' and 'Section 3' are displayed. The 'Grading Profile' section is highlighted with a red border. It contains a dropdown menu with 'Pass or Fail' selected. Below the dropdown, there is a message 'Please select a profile' and two options: 'Letter Based (A, B, etc)' and 'Pass or Fail'.

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

Assessment Formula Hide Formula

Formula Percentage 100%

Category	Title	Percentage	Maximum Points	
Attendance/Participation	Παρουσίες στην Τάξη α	10	100	X
Project	Project 1_	30	100	X
Final Exam	Final Exam α	60	100	X
<div>+ Add Row</div>				

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.

- 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

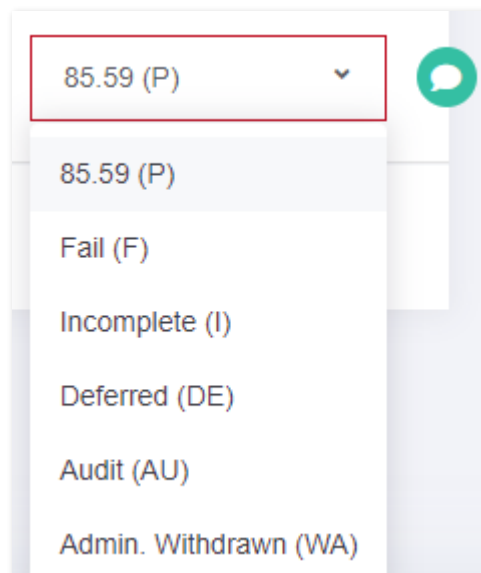
Student Grades					Statistics
	Παρουσία στην Τάξη α Max 100	Project 1 α Max 100	Final Exam α Max 100		
1 Savva, Christos U084N0237	32	100	85.98	85.39 (P)	

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

- ❗ If you would like to add a note for a student click on the bubble icon to the right side of the intended student.

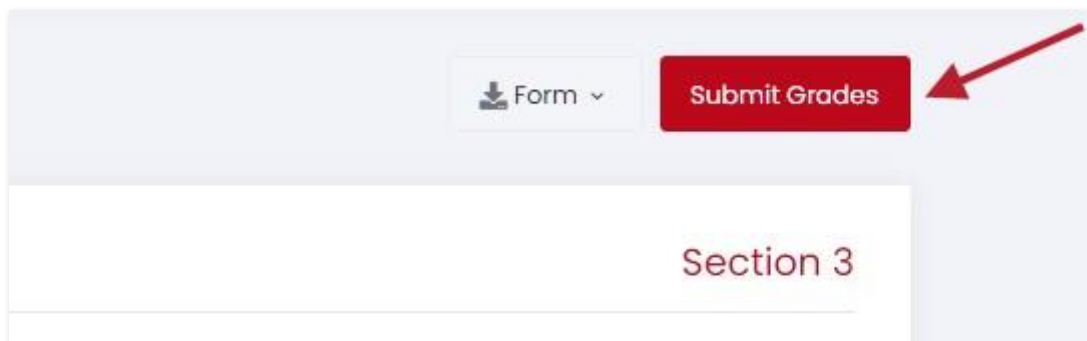
Please note that if a student has a comment, the bubble will be colored green.

Step 7



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

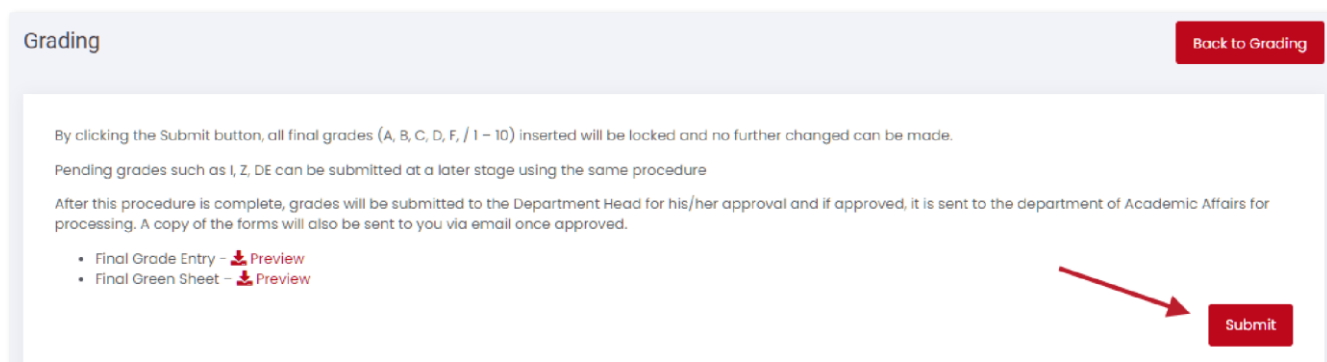
Step 8



The screenshot shows a web interface for grading. At the top, there is a 'Form' dropdown menu and a red 'Submit Grades' button. A red arrow points to the 'Submit Grades' button. Below this, there is a section titled 'Section 3'.

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

Step 9



The screenshot shows the 'Grading' page. At the top right, there is a 'Back to Grading' button. The main content area contains instructions: 'By clicking the Submit button, all final grades (A, B, C, D, F, / 1 - 10) inserted will be locked and no further changed can be made. Pending grades such as I, Z, DE can be submitted at a later stage using the same procedure. After this procedure is complete, grades will be submitted to the Department Head for his/her approval and if approved, it is sent to the department of Academic Affairs for processing. A copy of the forms will also be sent to you via email once approved.' Below the instructions, there are two links: 'Final Grade Entry - Preview' and 'Final Green Sheet - Preview'. At the bottom right, there is a red 'Submit' button, which is highlighted with a red arrow.

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.



Form ▾

Attendance Sheet

Provisional Green Sheet

Provisional Grade Entry

Submit Grades

Section 3

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.

UNIVERSITY of NICOSIA

Attendance Sheet

Course: ACCT-110 (03) Accounting I

Faculty Name: Mr Nicolas. Ioannides

Semester: Spring 2020

Issued at: 27 October 2020 15:02:15

#	Student ID	Student Name	Gr Abs
1	U084N0237	Christos Savva, Panayiotis	

PROVISIONAL

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	Προσωπική άσκηση Total 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	86.96	85.59	P	Stand

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

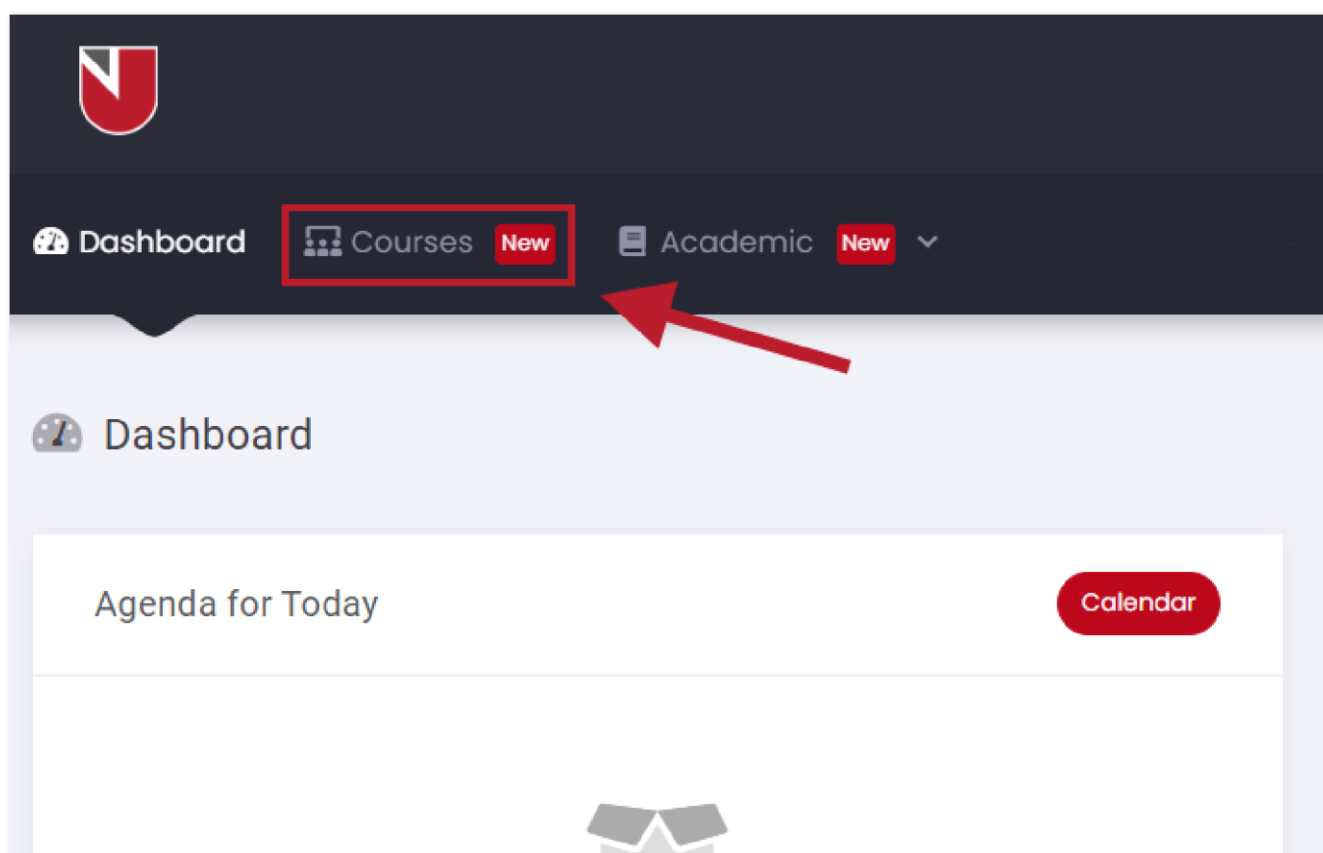
#	Student ID	Student Name	Continuous Assessments 40 %	Final Exam 60 %	Final Numeric Grade	Final Letter Grade	Remarks
1	U084N0237	Savva Christos, Panayiotis	83.50	86.96	85.59	P	Stand

How to Contact Your Students in a Course via Portal

This guide will show you how you can contact your student in your courses.

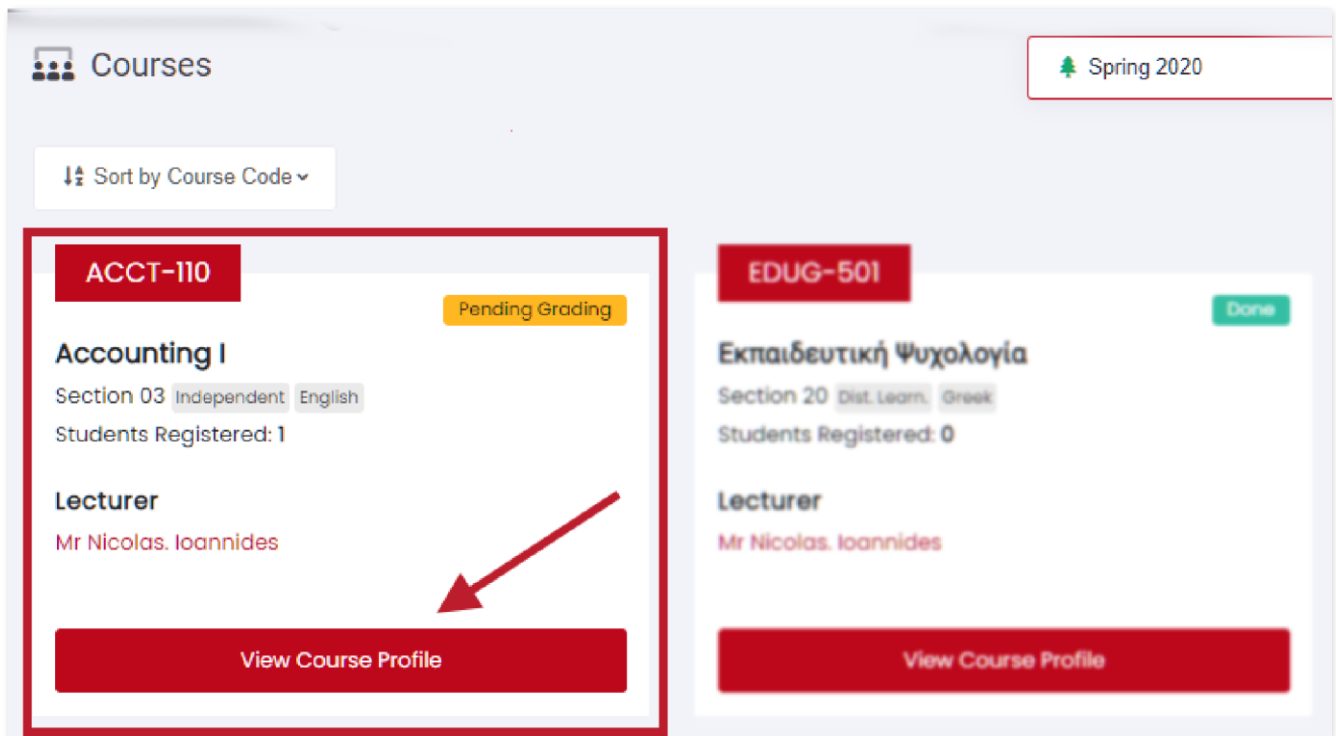
Please note that portal will send **emails and system messages** to selected students.

Step 1



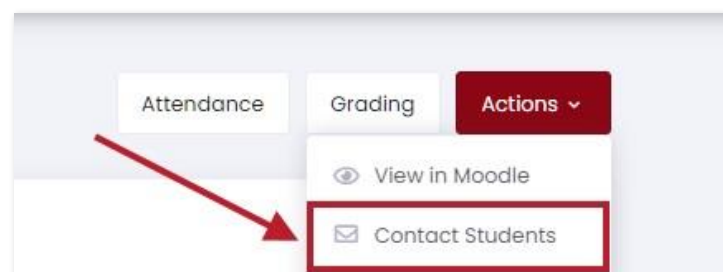
Once you log in you will be on this page. **Click on “Courses”** which is located on the main menu bar as indicated above.

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

Contact Students

Title

Message

B I  H     -   

Dear ACCT-110 Accounting I Students

Kind Regards
Nicolas Ioannides

Recipients

☒ U084N0237 - Christos Savva



☒ U074N1471 - Ali Tayari

☒ U084N0238 - Marios Theodoulou

Select All | Unselect All

Cancel

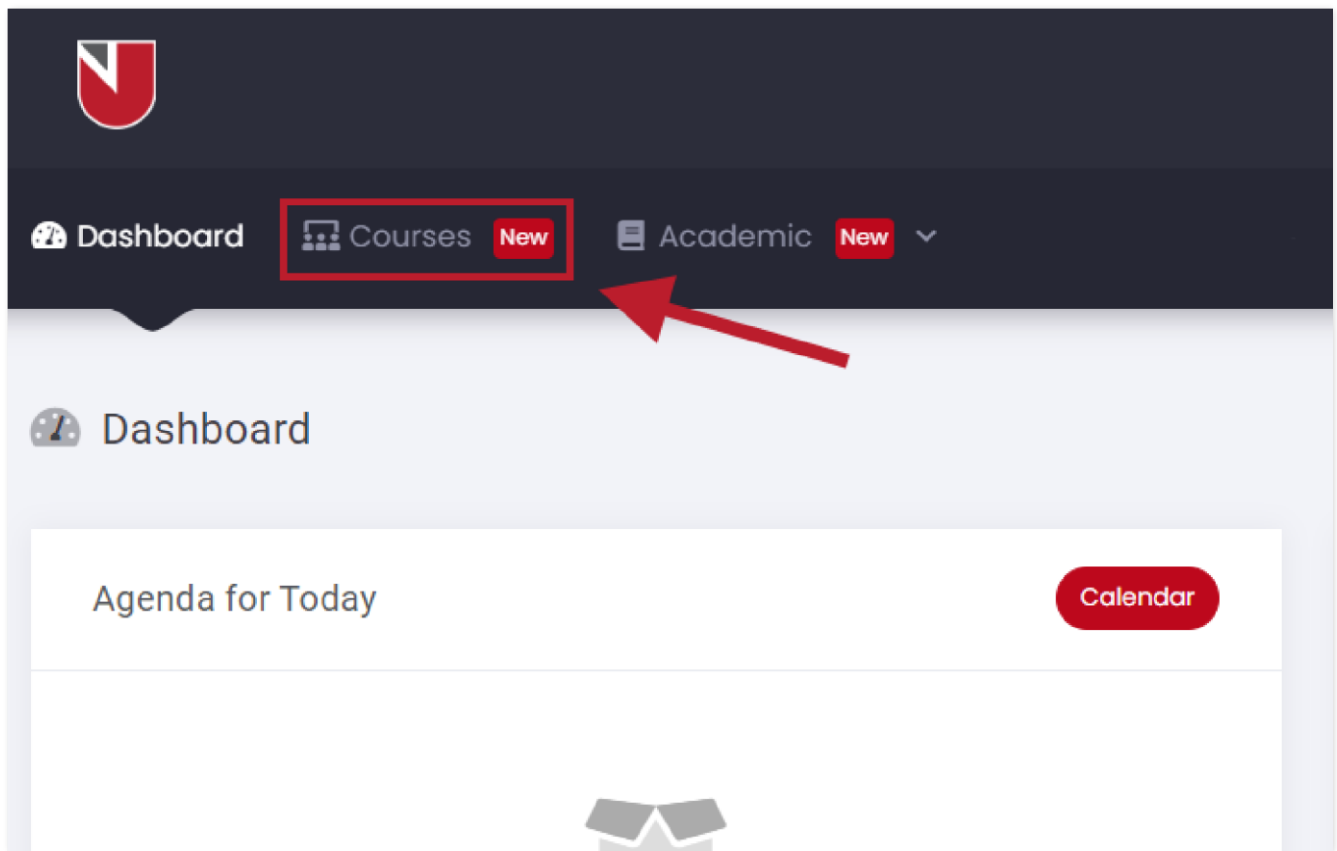
Send

-  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 **enter 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

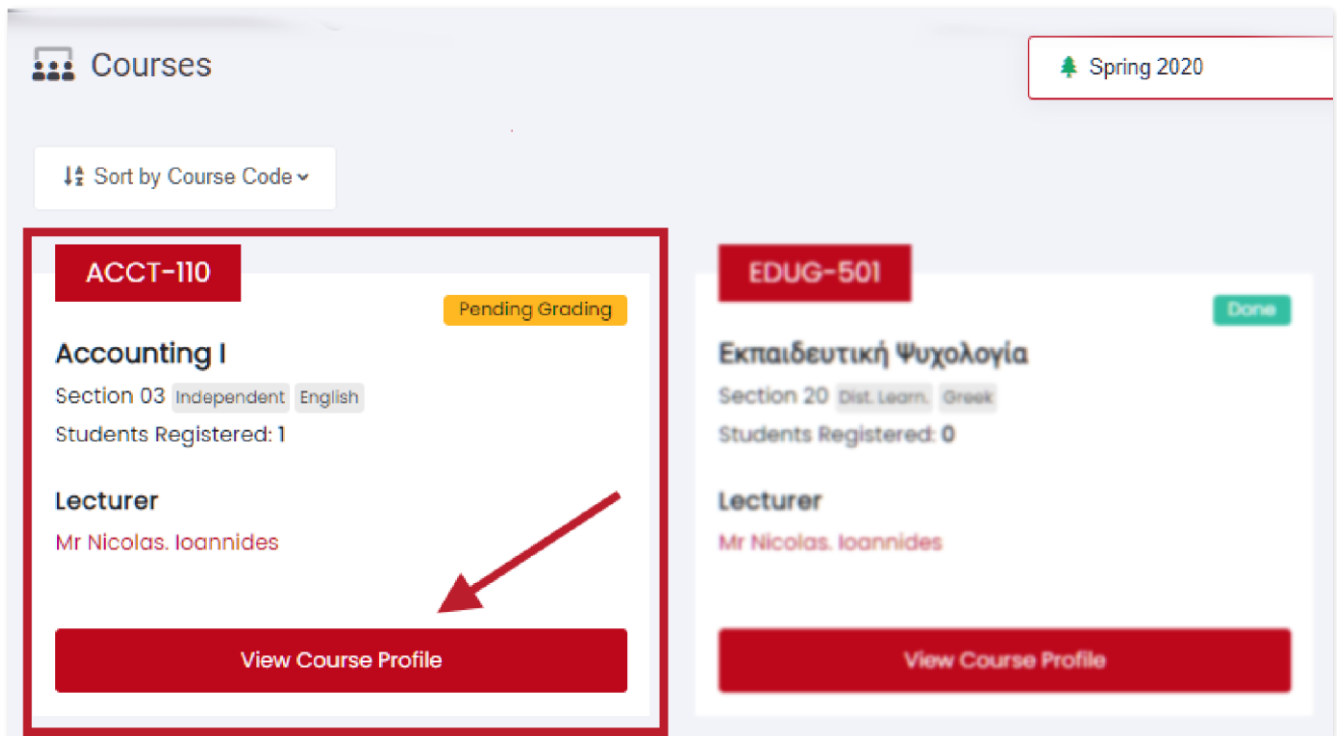
This guide shows how you can take attendance on portal.

Step 1



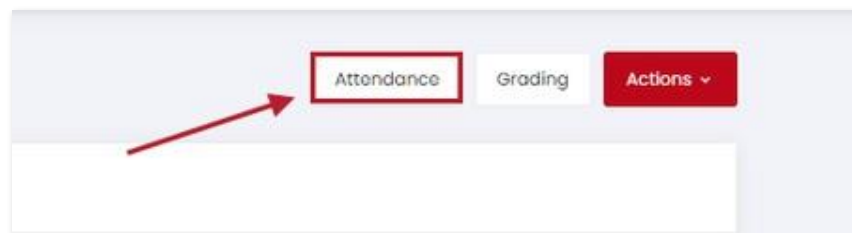
Once you log in you will be on this page. **Click on “Courses”** which is located on the main menu bar as indicated above.

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

The screenshot shows the 'Attendance' interface. At the top right, there are two buttons: 'Print Attendance' (labeled 1) and '+ Add Column' (labeled 2). Below these is a table with columns for 'ID', 'Name', and two dates: '26 Oct' (labeled 3) and '28 Oct'. The table contains three rows of student data. The '26 Oct' column has checkboxes for each student, and the '28 Oct' column has checkboxes for each student.

ID	Name	26 Oct	28 Oct
U084N0237	Christos Savva	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
U074NI471	Ali Tayari	<input checked="" type="checkbox"/>	<input type="checkbox"/>
U084N0238	Marios Theodoulou	<input type="checkbox"/>	<input checked="" type="checkbox"/>

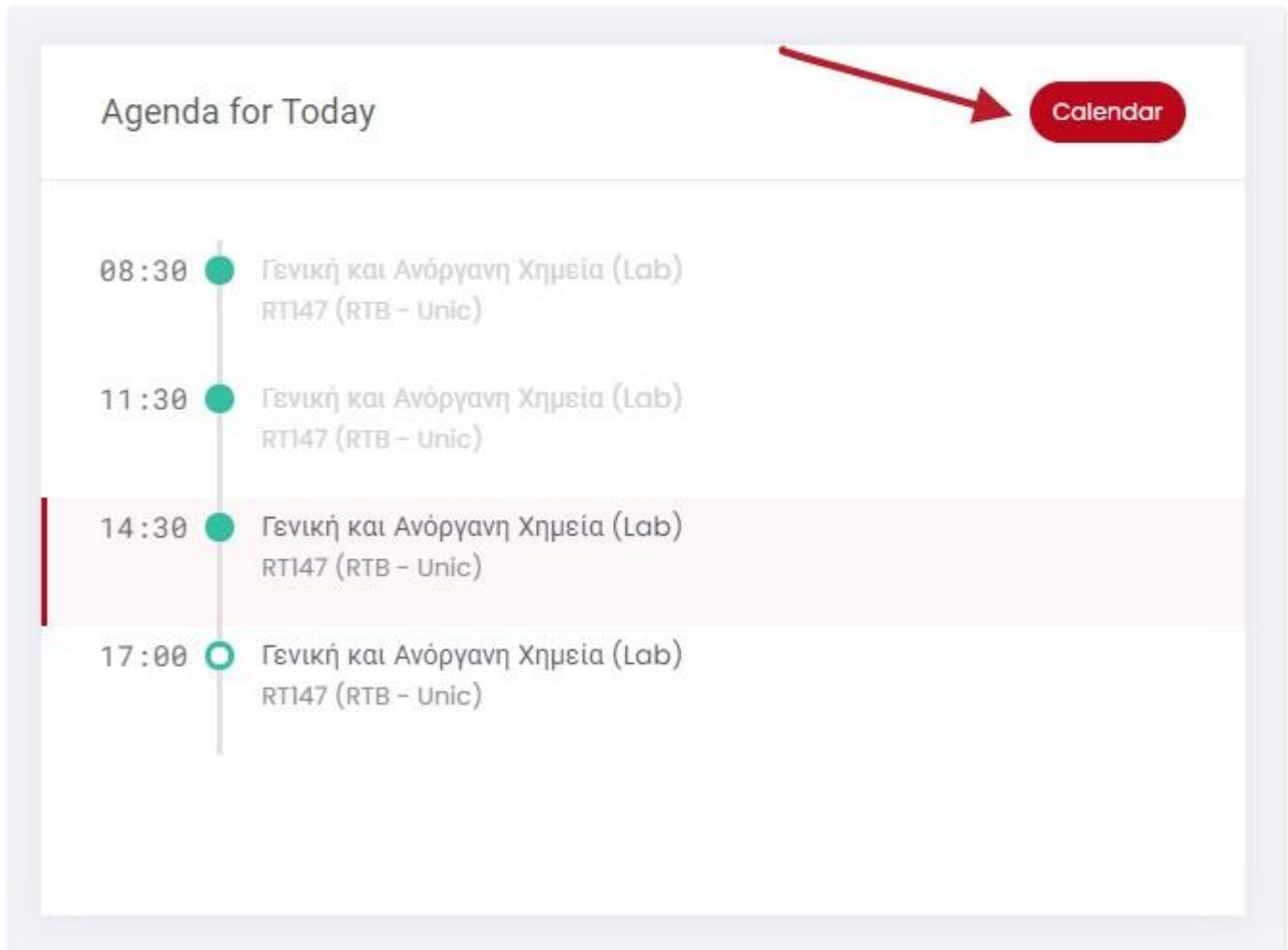
To take attendance, please **check the students that were present on the course** on the date that is shown on each column.

- 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

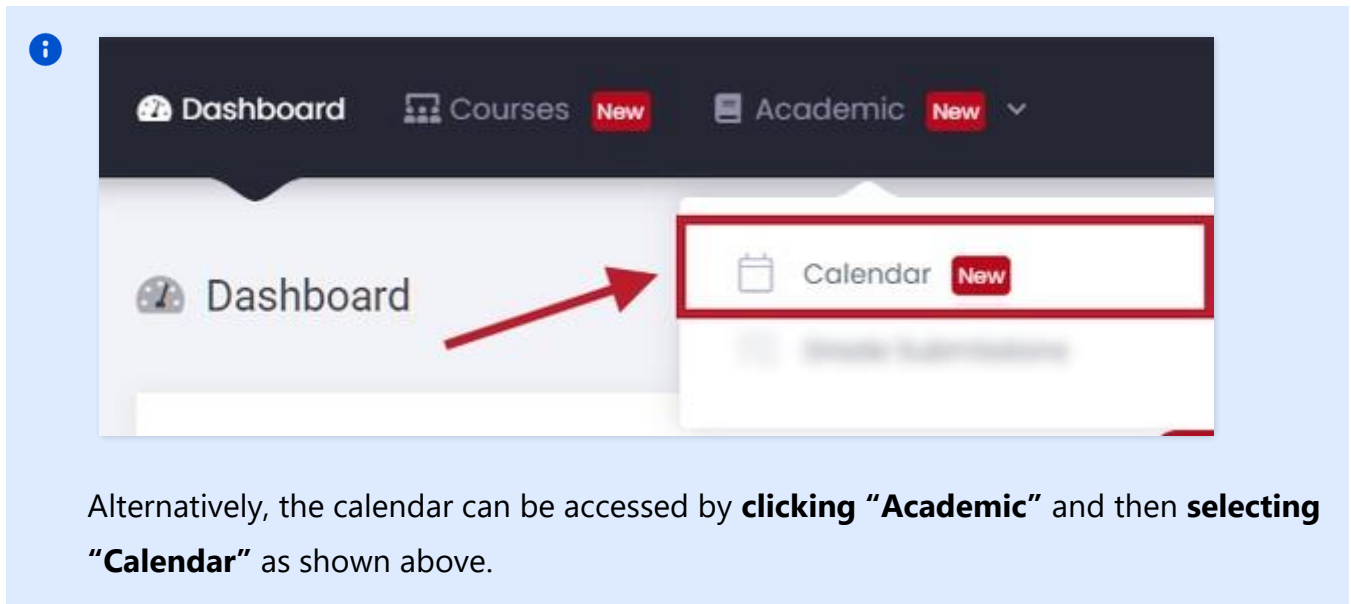
Calendar / Agenda on Portal

This guide explains everything that you need to know about the **agenda and calendar on Portal**.

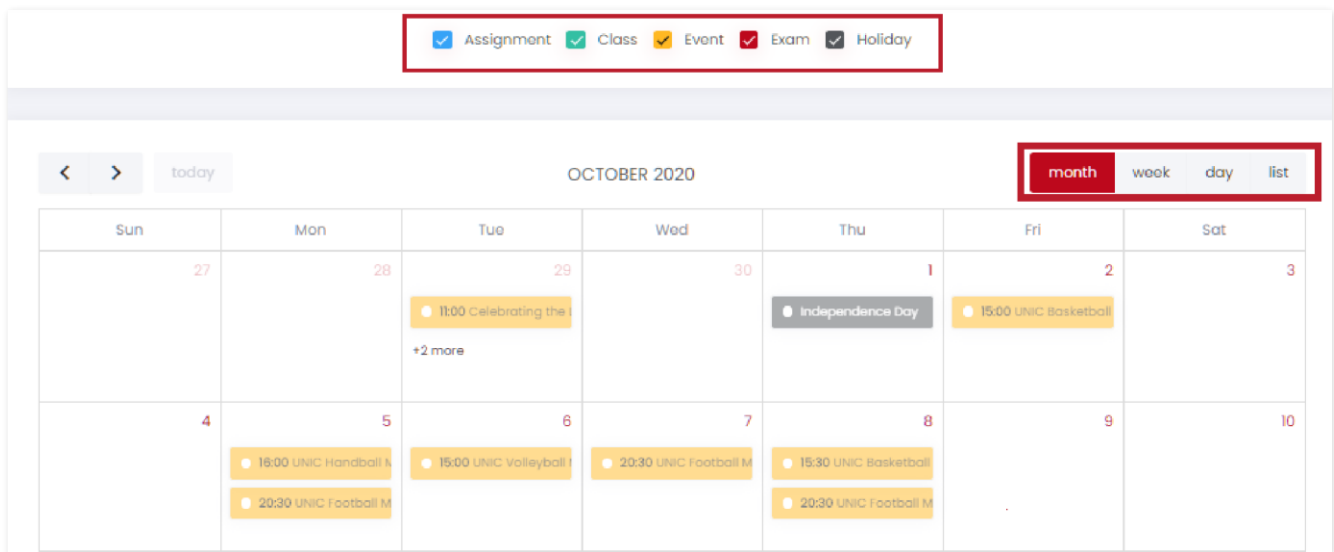
Step 1



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.



Step 2



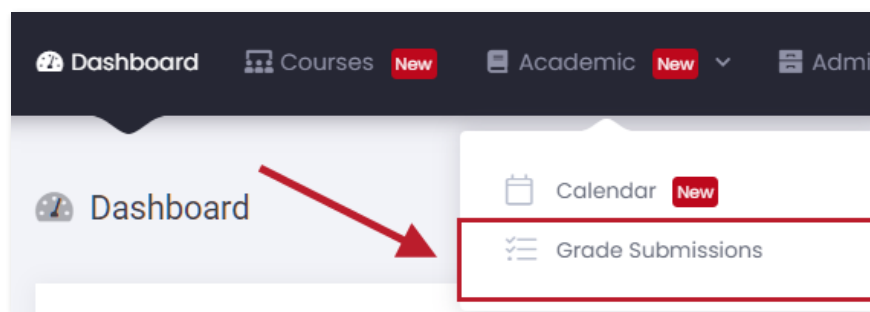
Your calendar **contains the assignments, classes, events, exams and holidays** which is color categorized. The relevant categorization is **shown always on the top of your calendar. Also,** you can alter your calendar **to view by month, week, day or list** as shown above.

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

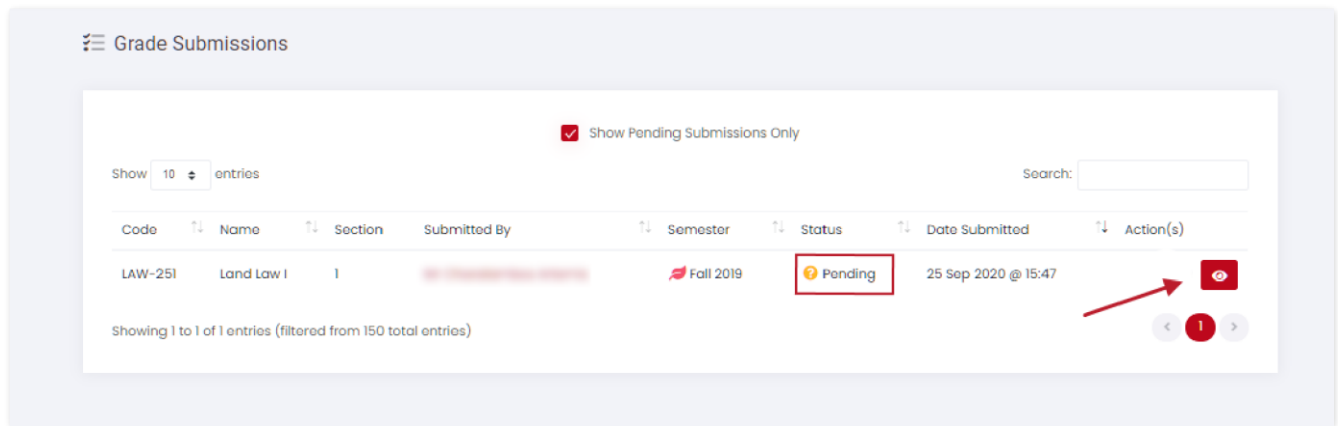
The screenshot shows the 'Grade Submissions' page. At the top left, there is a menu icon and the text 'Grade Submissions'. Below this, there is a section with three annotations: (1) 'Show Pending Submissions Only' with a red square icon, (2) a search bar with the text 'Search: |', and (3) a dropdown menu showing '10 entries'. Below these controls is a table with columns: Code, Name, Section, Submitted By, Semester, Status, Date Submitted, and Action(s). The table contains five rows of submission data.

Code	Name	Section	Submitted By	Semester	Status	Date Submitted	Action(s)
MKTG-301	Social Media Marketing	1	[Redacted]	Summer I 2019	Approved	27 Oct 2020 @ 13:36	[Eye icon]
THOM-301	Internship II	1	[Redacted]	Summer I 2019	Approved	26 Oct 2020 @ 18:05	[Eye icon]
PSYM-601	Clinical Practicum II (600 hours)	1	[Redacted]	Fall 2016	Approved	24 Oct 2020 @ 08:56	[Eye icon]
TGSOL-590D	Μεταπτυχιακή Διαλωματική Εργασία	4	[Redacted]	Fall 2018	Approved	22 Oct 2020 @ 16:00	[Eye icon]
PHAR-501	Πρακτική II	1	[Redacted]	Spring 2020	Approved	20 Oct 2020 @ 22:06	[Eye icon]

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

- 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



Grade Submissions

☒ Show Pending Submissions Only

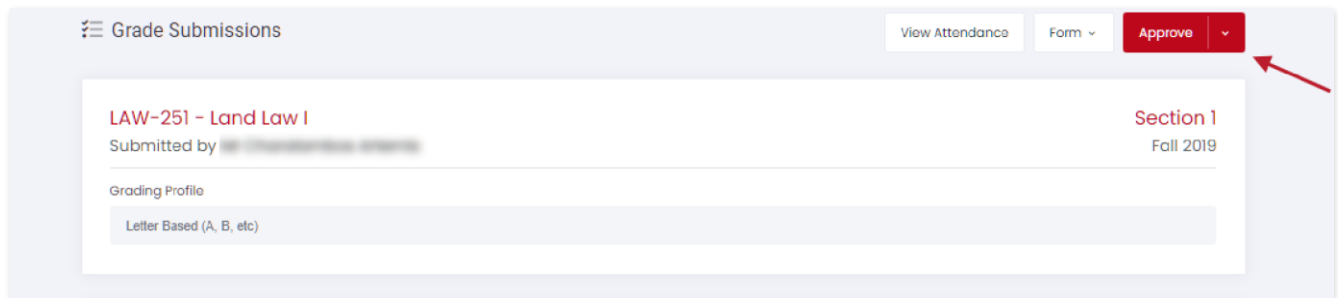
Show 10 entries Search:

Code	Name	Section	Submitted By	Semester	Status	Date Submitted	Action(s)
LAW-251	Land Law I	1	[REDACTED]	Fall 2019	Pending	25 Sep 2020 @ 15:47	

Showing 1 to 1 of 1 entries (filtered from 150 total entries)

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

Step 4



Grade Submissions

View Attendance Form **Approve**

LAW-251 - Land Law I Section 1
Submitted by [REDACTED] Fall 2019

Grading Profile
Letter Based (A, B, etc)

- ✓ 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"**.