

## QRC – Faculty Portal



The Faculty portal is available to all faculty. It allows faculty to view students in their courses, view courses they are teaching, enter attendance and grades via the portal, and for faculty with Advisees to view those students' information such as address, schedule and degree audits.

Log in at <https://portal.argosy.edu> (This link will be available AFTER 10/6/2008).

Enter your user name: **this is the user name that you use to get into your email** Password: **au1+your 5 digit employee id**. For example: **au155555** (you may be required to change your password upon the first log in, your user name will not change).



THE HUMAN SIDE OF SUCCESS.

A screenshot of a web login form. At the top left, it says "Required Field\*". Below this are two input fields: "Username\*" and "Password\*". The "Username\*" field contains the text "au00001". The "Password\*" field contains seven asterisks. To the right of the password field, there is a small text label that says "Password is case sensitive". At the bottom right of the form is a blue button with the word "LOGIN" in white capital letters.

You will go to your home page. The following screen shots will show where features are located.

# QRC – Faculty Portal



Hello Keith! [Logout](#) | [Help](#)

My Home Page

Look up students in Find Students, name in recent students area will be whose information you are viewing → Recent Students

September 18, 2008

**Campus Info**

Online Application

**My Students**

Student Information  
Student Schedule  
Degree Audit

My Classes

Online Classroom

Campus Life

**My Calendar**

Thursday Choose Day

September 2008

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

**News**

news items will appear here

Blue links will take you to the grade book of that course to enter attendance, grades and view students. You may print rosters, and notice past due attendance.

**Classes** Task List

Term	Course	Section	Attendance Due	Post/Assign/Exam	Print Roster
200809S1	<a href="#">E7137</a>	BLP	0	0	
200809S1	<a href="#">MF6000</a>	A	2	0	
200809S1	<a href="#">E7034</a>	BLA	3	0	

Click on any gray header to access links to submenus, link to college, student schedules, degree audits, and more.

Student Search

Campus

First Name

Last Name

Social Security #

Student ID

Enrollment ID

Email

Results Per Page

[Advanced Search](#)

View of Grade book accessed by selecting blue Classes link



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[Advanced Search](#)

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In the attendance screen, selecting **Edit** at the bottom right of the screen will open up the attendance entry. Simply enter a **P** (Present) or **A** (absent) for students' attendance and select update. Attendance will be entered and push out to the Administrations CampusVue system.

**Student Attendance** [Quick Help](#)

Only show active students

Name	Status	Time Absent	Course Absent
Andersen, Derek	Grade Posted	<input type="text" value="a"/> mins	5.33%
Crase, Mary Ellen	Grade Posted	<input type="text" value="P"/> mins	0.00%
Daroff, David	Grade Posted	<input type="text" value="P"/> mins	0.00%
Denham, Suzan	Grade Posted	<input type="text" value="P"/> mins	4.00%
Gee, Markus	Grade Posted	<input type="text" value="a"/> mins	5.33%
Guevara, Auburn	Grade Posted	<input type="text"/> mins	5.33%
Hammons, Susan	Grade Posted	<input type="text"/> mins	0.00%
Hansen, Sonnet - 0802559720	Grade Posted	<input type="text"/> mins	0.00%
Hansen, Sonnet - 0802559720	Scheduled	<input type="text"/> mins	0.00%
Harrop, Jonathan	Grade Posted	<input type="text"/> mins	0.00%

Final Grades:

**Attendance** **Assignments & Exams** **Final Grades**

**Final Grades**

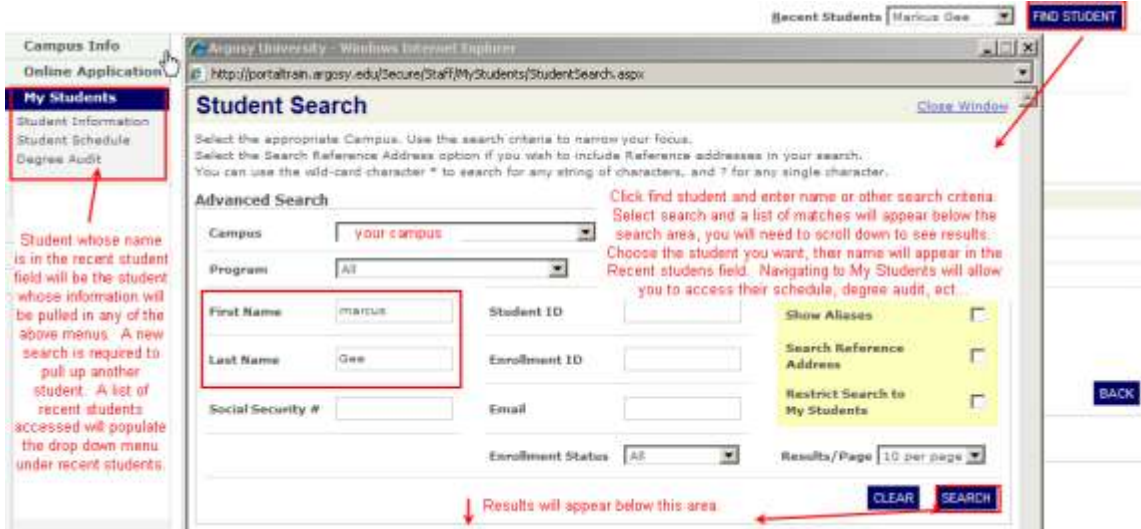
Only show active students

Student	Total % Absent	Final Grade
Aardsma, Bruce	0%	<input type="text" value="A-"/>
Allen, Vanessa	0%	<input type="text" value="B+"/>
Armstrong, Nicole	0%	<input type="text" value="A"/>
Bryant, Sharon	0%	<input type="text" value="--"/>
Butler, Cynthia	0%	<input type="text" value="--"/>
Johnson, Kimberly	0%	<input type="text" value="--"/>
Justus, Bright	0%	<input type="text" value="--"/>
Love, Lynnette	0%	<input type="text" value="--"/>
Lustig, Renee	0%	<input type="text" value="--"/>
McMillian, Keya	0%	<input type="text" value="--"/>
Miceli, William	0%	<input type="text" value="--"/>
Minikon, Gabriel	0%	<input type="text" value="--"/>
Trumbly, Peter	0%	<input type="text" value="--"/>

Select the letter grade for the student from the drop down menu. Use only grades that are appropriate for the course or degree level. Grades must ALL be entered at the same time and you may only enter them once. Changes must be turned into the schools Registrar.

# QRC – Faculty Portal

Searching Students:



Example of Student degree audit:

## Degree Progress Audit

All courses required to complete the program are listed below. Select a column heading to sort course by status, letter grade and term.

### Reports

[Unofficial Transcript](#)

NOTE: Adobe Acrobat Reader is required to view your online PDF documents. You can download the most recent version of the free software. [Get Acrobat Reader now.](#)

### Program Details

#### Current Program

**Program Version** Marriage & Family Therapy

**Campus** Argosy University - Salt Lake City

**Degree Pursued** Master of Arts

**Enrollment ID** 0807:

**Status** Active

**Academic Advisor**

**Enroll Date** 7/29/2008

**Enrollment Cum. GPA** 4.00

**Overall Cum. GPA** 4.00

**Start Date** 9/2/2008

**Exp. Grad Date** 12/21/2010

**Shift** Evening

**Credits**

## QRC – Faculty Portal

**Course List** Taken not applied area will show courses taken or transferred by student that are not fitting into the audit. These should be reviewed by advisor.

Show all Courses [View Taken Courses Not Applied >>](#)

Course	Course Title	Course Level	Credits	Credits Earned	Status	Grade	Term	Course Completion Date	Min. GPA
MF6000	<a href="#">Counseling Theory</a>	Master Program	3.00	3.00	GradePosted	A	200809S1	10/22/2008	
MF6010	<a href="#">Professionalization Group I</a>	Master Program	1.00	0.00	Scheduled		200809S3		
MF6510	<a href="#">Social &amp; Cultural Foundations of Therapy</a>	Master Program	3.00	0.00	Scheduled		200810S2		
MF6103	<a href="#">Advanced Individual, Couples and Family Therapy</a>	Master Program	3.00	0.00	Future				
MF6102	<a href="#">Group Therapy</a>	Master Program	3.00	0.00	Future				
MF6200	<a href="#">Human Sexuality</a>	Master Program	3.00	0.00	Future				
MF6500	<a href="#">Individual &amp; Personality Development</a>	Master Program	3.00	0.00	Future				
MF6100	<a href="#">Individual and Relational Therapy</a>	Master Program	3.00	0.00	Future				
MF6400	<a href="#">Practicum Seminar I</a>	Master Program	3.00	0.00	Future				
MF6401	<a href="#">Practicum Seminar II</a>	Master Program	3.00	0.00	Future				
MF6402	<a href="#">Practicum Seminar III</a>	Master Program	3.00	0.00	Future				
MF6000	<a href="#">Professional &amp; Ethical</a>	Master	3.00	0.00	Future				

Completed courses have grades. Current courses are courses the student is currently attending. Scheduled courses are registered but the student has not attended yet.

Future courses indicate still needing to take.

This document does not cover every feature of the faculty portal so please log on and navigate around the portal as soon possible. Pay attention to **Back, Save, Edit, Update** and other buttons that may be required to select in order for you to save updates or navigate.