

AARC Instructions For Faculty

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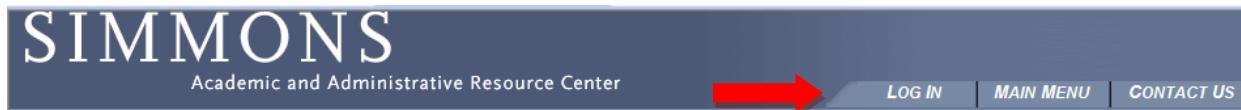
GENERAL AARC GUIDELINES

1. Click on AARC links or buttons only **once**, and wait for the next page to load. Double-clicks may be read as multiple submissions and the system will force you to start over.
2. After logging out of your AARC session, the internet browser window will either close out (Internet Explorer) or prompt you to close it (Mozilla FireFox). This is a security measure to prevent anyone on a public terminal from using the "Back" button to access your private information.
3. The best way to conduct a search for a course on AARC is to enter the following information: Term, Subject, Course Number, and Section. Entering both a Term and Date Ranges will confuse the system because the dates of a course may fall outside of the general Term. For example, if SW 402 begins on September 2nd, but the general term does not begin until September 4th, the system will not be able to find SW 402.
4. If you want to search for courses that meet on specific days and times, enter the Term, Subject and then day and time information.
5. In addition to viewing your class rosters, AARC has many functions, including entering grades, viewing student records, and emailing students in your class.
6. If you have any questions about using AARC, call the Office of the Registrar at 617-521-2111, or email aarcsupport@simmons.edu.
7. If you should ever forget your username and password, you must call the Simmons Help Desk at 617-521-2222. You will need to have your Simmons ID number handy before you call, as they will need that information to assist you.
8. Please note: AARC is the only 'real-time' indicator of your current class roster. eLearning can take up to 24 hours to refresh from the time a change is made to the roster.

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HOW TO LOG ONTO AARC

1. The "Log In" tab is located in the upper right-hand side of the AARC home page at <https://aarc.simmons.edu>.



2. Log onto AARC using your Simmons email username and password. Usernames and passwords are case-sensitive.

If your username or password does not appear to be working, you will need to call the Simmons Help Desk at 617-521-2222. Please have your Simmons ID number handy, as the Help Desk will require this information in order to assist you.

3. After entering your username and password, click the "Submit" button.
4. After clicking "Submit," you will be brought to the Main Menu. You are now logged into AARC.

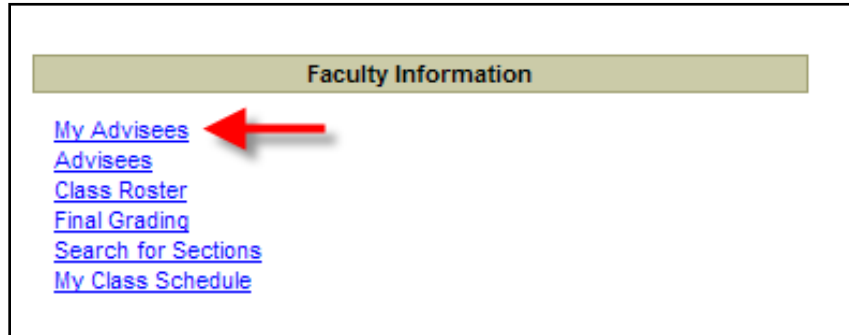


5. At the Main Menu, you may click "Change Password" if you wish to do so. You will have to log in again, as this link brings you to the Simmons preferences page. Select "Change User Password" on the following screen and follow the directions. Click "Log out" in the left menu when finished.

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ADVISING IN AARC

1. There are two advising tools available to you in AARC: "**My Advisees**" and "**Advisees.**"

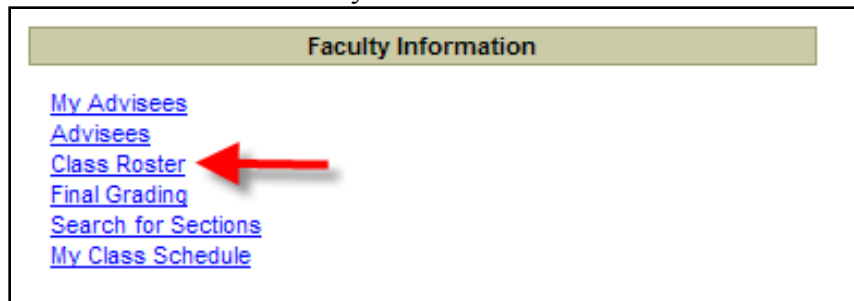


2. The "My Advisees" screen will allow you to view and interact with individual records of your advisees. You may look at the student's transcripts and schedules.
3. The "Advisees" screen will give you a complete list of all your advisees of record, and features a link to allow you to email all your advisees at once with a single email.

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CLASS ROSTER

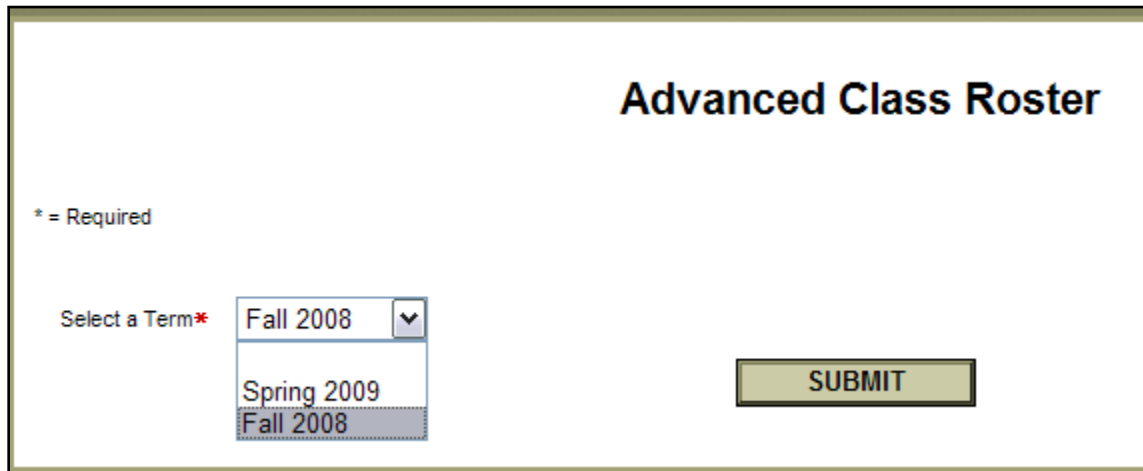
1. Select the "Class Roster" link from the Faculty menu.



Faculty Information

- [My Advisees](#)
- [Advisees](#)
- [Class Roster](#)
- [Final Grading](#)
- [Search for Sections](#)
- [My Class Schedule](#)

2. Select the Term from the drop-down menu and press the "Submit" button.



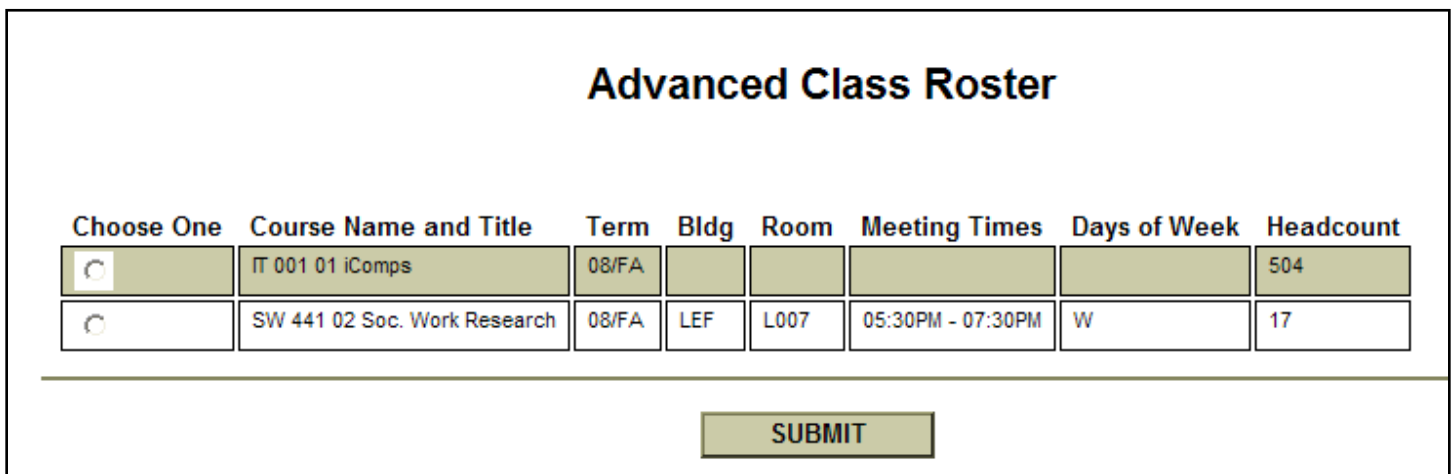
Advanced Class Roster

* = Required

Select a Term*

- Spring 2009
- Fall 2008

3. You will then be provided with a list of courses you are teaching for the selected Term. Check the box next to the Roster you wish to view, and press the "Submit" button at the bottom of the page.



Advanced Class Roster

| Choose One | Course Name and Title | Term | Bldg | Room | Meeting Times | Days of Week | Headcount |
|--------------------------|------------------------------|-------|------|------|-------------------|--------------|-----------|
| <input type="checkbox"/> | IT 001 01 iComps | 08/FA | | | | | 504 |
| <input type="checkbox"/> | SW 441 02 Soc. Work Research | 08/FA | LEF | L007 | 05:30PM - 07:30PM | W | 17 |

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4. You will now be able to view the roster for the selected course. You may view Student Profiles from your Rosters by checking the box for the appropriate student to the right.

Advanced Class Roster

* = Required

Course Name and Title

Instructors

Pass/Fail = 'P'
 Audit = 'A'

New!
 Student anticipated graduation date

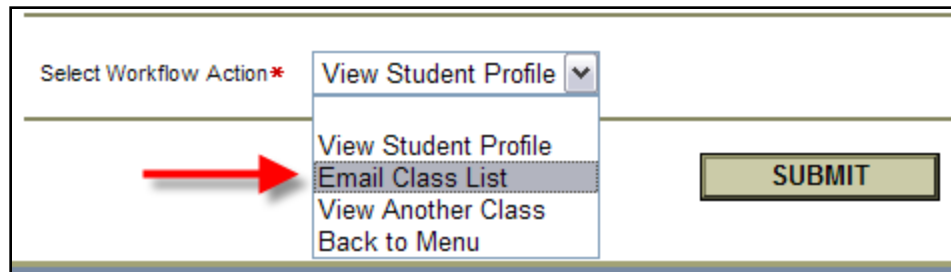
| Student Profile | Student | ID | Access | E-mail address | Pass Aud | Class | Ant Graduation | Status | Credits |
|--------------------------|---------|----|--------|----------------|-------------|------------------|-------------------|--------|---------|
| <input type="checkbox"/> | | | | @simmons.edu | | Graduate Student | | Add | 3.00 |

Note: You may only view one Student Profile at a time. If you use the Back button to return to the Roster after viewing a Student Profile, you must de-select the student previously viewed before making and submitting your new selection.

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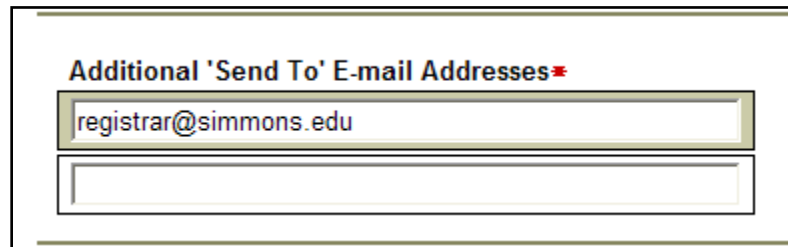
EMAILING YOUR CLASS

1. In the class roster view, at the very bottom of the page select the “Email Class List” option on the drop-down menu, then click “Submit.”



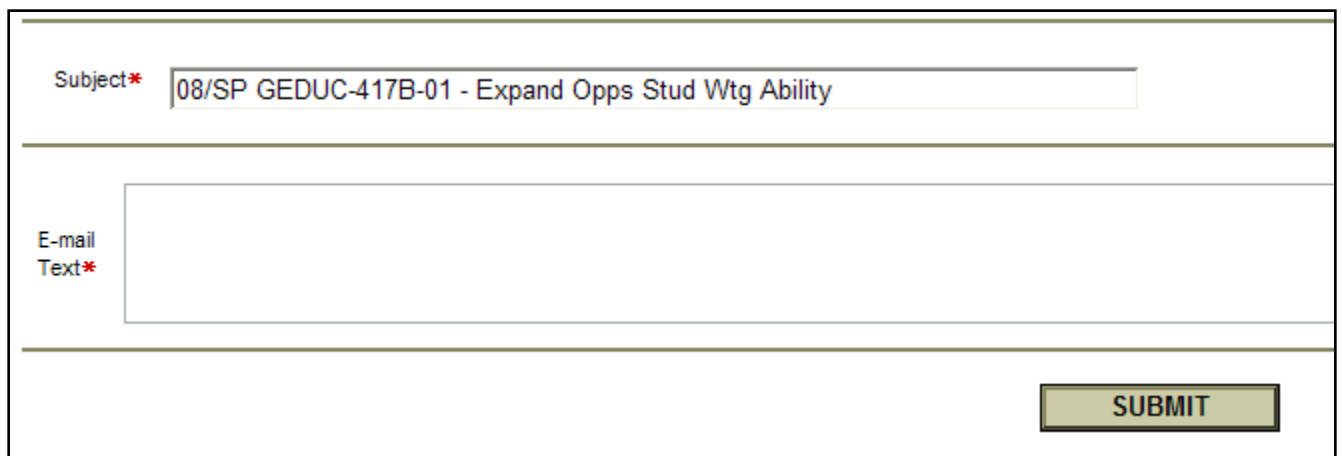
The screenshot shows a form with a dropdown menu labeled "Select Workflow Action*". The dropdown menu is open, showing options: "View Student Profile", "Email Class List" (highlighted with a grey background), "View Another Class", and "Back to Menu". A red arrow points to the "Email Class List" option. To the right of the dropdown is a "SUBMIT" button.

2. Your roster will be displayed, with the student email address listed. All students will be checked off as a default, but you may remove a check if you do not wish to email particular students.
3. At the bottom, you may add additional email addresses:



The screenshot shows a form with a section titled "Additional 'Send To' E-mail Addresses*". Below the title is a text input field containing "registrar@simmons.edu". There is an empty text input field below it.

4. Enter the text of your email and edit your subject line here (the subject line defaults to the name of the course):



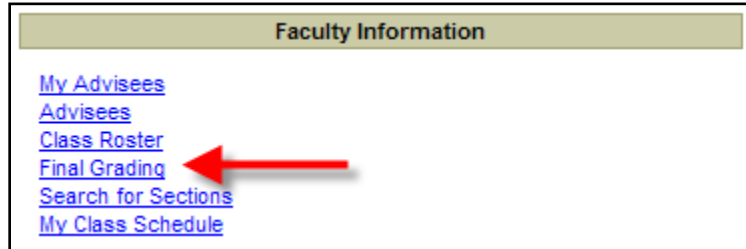
The screenshot shows an email composition form. The "Subject*" field is filled with "08/SP GEDUC-417B-01 - Expand Opps Stud Wtg Ability". The "E-mail Text*" field is empty. A "SUBMIT" button is located at the bottom right of the form.

5. Click “Submit” to send your email.
6. *SENDING ATTACHMENTS*: We are working on adding a feature to allow you to send attachments through AARC. If you need to send an attachment before the functionality is available, send an email to the class and be sure to include your email address in the “Additional ‘Send-To’ E-mail Addresses” field. Then, when you receive the email to your regular email client, you can hit “Reply All” and send your students the attachment from your email client (i.e. Microsoft Outlook, Mozilla Thunderbird, etc.).

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FINAL GRADING

1. First, find the 'Final Grading' link on your Faculty menu.



2. Select the Term you wish to grade from the drop-down arrow and press the "Submit" button.

A screenshot of a web form titled "FACULTY" and "Final Grading". It contains the text "Select a term to begin grading" followed by a drop-down menu showing "Fall 2008". To the right is a "SUBMIT" button.

3. AARC will now display a list of courses you are instructing. Select the course and press the "Submit" button.

A screenshot of a web form titled "Final Grading" with the instruction "Please choose a section for grading". It contains a table with the following columns: "Choose One", "Class Name and Title", "Start Date", "End Date", "Bldg", "Room", "Meeting Times", "Days of Week", "Location", and "Term". The first row is selected, indicated by a radio button and a red arrow. Below the table is a "SUBMIT" button.

| Choose One | Class Name and Title | Start Date | End Date | Bldg | Room | Meeting Times | Days of Week | Location | Term |
|----------------------------------|------------------------------|------------|------------|------|------|-------------------|--------------|-------------|-----------|
| <input checked="" type="radio"/> | IT-001-01 iComps | 09/04/2008 | 12/08/2008 | | | | | | Fall 2008 |
| <input type="radio"/> | SW-441-02 Soc. Work Research | 09/02/2008 | 12/18/2008 | LEF | L007 | 05:30PM - 07:30PM | W | Main Campus | Fall 2008 |

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4. AARC will now display the appropriate class list with fields within which to enter the students' grades. *New!* This screen will now display the students anticipated graduation date, so that faculty know which grades they must enter early in order for students to graduate on time.

Final Grading

Class Name SW-441-02
Title Soc. Work Research
Location Main Campus
Term Fall 2008

Instructor

| Student | ID | Status | Grade | Class Level | Ant Graduation | Credits | Cross-Listed Section |
|----------------------|----------------------|--------|-------|------------------|----------------|---------|----------------------|
| <input type="text"/> | <input type="text"/> | Add | B | Graduate Student | May 2009 | 3.00 | <input type="text"/> |

IMPORTANT GRADING TIPS

1. AARC will lock you out of the system after 15 minutes of inactivity, so it is best to have your grades ready for input and to do so immediately upon accessing the grading page for an individual class. Some instructors choose to enter 10 or so grades at a time, then click submit to ensure that the grades are entered quickly.
2. *New!* **PLEASE NOTE:** Once a grade has been entered and the 'Submit' button has been clicked, the grade can no longer be changed on AARC. To change a grade, you can complete a Change of Grade Form through the Registrar's Office. It is recommended that you **carefully** enter grades a few at a time to avoid making a mistake.
3. If you want to confirm that your grades were saved, simply go back to the grading page for that course once you have submitted the grades. If there are grades in the fields, your grades went through. If the grading fields are still blank, they did not. **There is no need to call the Registrar's Office to verify your grades on the system if you have gone back and verified them in this fashion.**
4. All students on your roster *must* have a grade entered at the end of the semester. If a student has not been attending your class but is still on your roster, you must submit a grade of "F" for the student. The Registrar's Office contacts students who are appearing on rosters but not attending classes with instructions on how to drop said classes early in the semester. If they do not drop the course, they must receive a grade for the course.

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AARC AUTOMATED WAITLIST SYSTEM

NOTE: The Graduate School of Management uses its own internally-governed waitlist system. Thus, the following directions do not apply to SOM courses.

Through AARC students can monitor their waitlisted status online, receive automated emails from AARC when space is available for them in a course that they are waitlisted for, and register themselves for waitlisted classes when space is available.

Permission to register from the waitlist does have a time limit. The email a student receives will indicate the deadline for registering for the course. **If the student does not register for the course by the deadline indicated, then they are removed from the waitlist and the next student on the waitlist will be contacted and offered the space in the course.** This process continues until the opening in the course is filled or until all students on the waitlist have been contacted.

**Managing our waitlists automatically allows students to be instantly notified when a space is open in a class, assures fairness in the order in which open spaces are offered to students, and allows our faculty to have the most accurate gauge of who is on their roster(s) by providing quick registration from waitlists.

It is **very** important that Simmons students pay close attention to their Simmons email account. For security reasons, this is the only email address to which AARC will send waitlist emails. It is the student's responsibility to respond to the opportunity to register off a waitlist.

NOTE: Typically, all waitlists are deleted on or just before the first day of the term. After this time, it is a student's responsibility to contact the instructor to receive consent to enroll in a closed or waitlisted course.