

Homer Connect: Faculty

Navigating Homer Connect

Overview

About Homer Connect

Homer Connect is the online web-based student and faculty information system at Ithaca College.

Homer Connect enables faculty to see advisees and advise students during registration, view class lists and class schedules and submit mid-term and final grades.

The Scope of this Guide

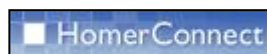
Homer Connect: Faculty is a guide designed to introduce the self service component of Homer, as well as provide basic information on navigating the system. Homer Connect is an easy-to-use menu-based system that requires the user to choose from a list of links. The links are structured hierarchically to organize related information and provide ease in finding information. This guide assumes a working knowledge of the Internet.

Macintosh and PC Compatibility

Homer Connect can be used with both the Windows and Macintosh operating systems and any of the Ithaca College supported web browsers.

Getting Started

To access Homer Connect, go to the Registrar's home page at Ithaca College. Both faculty and students can log in from this page. You can also go directly to the URL for Homer Connect – <https://homerconnect.ithaca.edu/>.



In This Guide

<i>Overview</i>	1
<i>Public Resources</i>	1
<i>Logging In</i>	1
<i>Homer Connect Security</i> ...	2
<i>The Main Menu</i>	2
<i>Faculty & Advisors Menu</i> ...	3
<i>Student Information Menu.</i>	3
<i>Class Lists</i>	4
<i>Blackboard Class Lists</i>	4
<i>Grade Entry</i>	4

Public Resources

Homer Connect offers a few public resources on the main page including the Course Catalog and Class Schedule. The availability of these resources online gives an added advantage to the recruiting efforts at Ithaca College providing up-to-date information and easy accessibility.

Public Resources
(These do not require a login)

- [Course Catalog](#)
- [Class Schedule](#)
- [Financial Aid](#)

Homer Connect Documentation

- [Homer Connect Faculty Guide](#)
- [Homer Connect Student Guide](#)

Quick Guide

Faculty Guide to Using HomerConnect

Logging In

In the upper left hand corner of the Homer Connect main page, click the text that says, "Log in now". You are directed to a log in page.

Welcome to Homer Connect

Homer Connect is the student and faculty information system at Ithaca College.

[Log in now](#)

What's Inside

For students:

- **Personal Information**

View your address, phone and E-Mail Address; review name or social security number change information; Change your PIN and Security Question.

- **Student & Financial Aid**

Register for classes, view your academic records, degree evaluation, financial aid, and student account information.

- **Residential Life**

Select room assignments for the next academic year.

For faculty:

- **Personal Information**

View your address, phone and E-Mail Address; review name or social security number change information; Change your PIN and Security Question.

- **Faculty & Advisors**

Enter Grades, view class lists and student information.

Public Resources

(These do not require a login)

- [Course Catalog](#)
- [Class Schedule](#)
- [Financial Aid](#)

Homer Connect Documentation

- [Homer Connect Faculty Guide](#)
- [Homer Connect Student Guide](#)

To log into Homer Connect, follow these steps:

1. Enter your User ID, which is also your employee identification number found on your College ID card.
2. Enter the 6 character alphanumeric PIN. The PIN is case sensitive.
3. Click the Login button or press the Enter key.

User Login


Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.
Please Note: ID is Case Sensitive
To protect your privacy, please Exit and close your browser when you are finished.

User ID:

PIN:

Homer Connect Security

If this is the first time you are logging into Homer Connect, you are prompted to change the randomly assigned PIN given to you. The PIN you choose must contain 6 alphanumeric characters and cannot include special characters (&, %, *, etc.).

 **Your PIN has to be reset. Please change it now.**

New PIN:

Re-enter new PIN:

Changing the PIN ensures that you are the only person accessing your records. You can change your PIN at any time in the **Personal Information** area.

Note: The PIN is case-sensitive.


Faculty Guide to Using HomerConnect

After changing your PIN, you must provide Homer Connect with a question and answer which is used whenever you need to look up your PIN.

- (1) Re-enter your PIN
- (2) Either select a security question or create your own.
- (3) Enter the answer to your question that will be case sensitive

Contact the Registrar's Office to have your account reset. You can change your Security Question and Answer at any time in the **Personal Information** area.

Security Question and Answer

 Please enter your new Security Question and Answer, then Submit Changes.

Please Confirm your Pin:

Question:

Answer:

OR

Question:

Answer:

The Main Menu

The Homer Connect Main Menu is designed to provide each user with role specific options. If you are both a faculty member and a student more options are available to accommodate the various roles you have at Ithaca College. Users of Homer Connect have the ability to access the Course Catalog and Class Schedule from within their personalized environment. These links are also available on the main page of Homer Connect as public resources.

Homer Connect Main Menu

Welcome, _____, to Homer Connect! Last web access on Sep 10, 2010 at 11:54 am

Personal Information

View your address, phone and E-Mail Address; review name or social security number change information; Change your PIN Number and Security Question.

Faculty & Advisors

Enter Grades, View Class Lists and Student Information.

Class Schedule

View the current schedule of classes.

Course Catalog

View course information and course descriptions.

Faculty Guide to Using HomerConnect

Faculty & Advisors Menu

Personal Information

- Change your PIN
- Change Security Question
- View Address and Phone
- View E-mail Address
- Name Change Information
- Social Security Number Change Information

Class Schedule

Course Catalog

Faculty & Advisors

- Student Information Menu
- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Week at a Glance
- Detail Class List
- Summary Class List
- Midterm Grades
- Final Grades
- Look Up Classes
- Class Schedule
- Course Catalog
- Syllabus Information
- Office Hours
- Blackboard Application
- Student-style Course Search

The screenshot above is the Site Map within Homer Connect. The bolded links, Personal Information, Faculty & Advisors, Class Schedule, and Course Catalog, present in outline form to give you a feel for how the information within the site connects and how the site flows.

Student Information

Term Selection

ID Selection

Student Information

Student Address and Phones

Student E-mail Address

Student Schedule

Academic Transcript

Degree Evaluation

Active Registrations

Registration History

Advisee Listing

Test Scores

View Holds

Faculty Guide to Using HomerConnect

Student Information Menu

As part of the Faculty & Advisors Menu, the Student Information Menu enables faculty members to view advisee information, such as major, minor and web transcript. This is also where faculty advisers would find their advisees' RAC during registration for the next semester. Some Schools and Departments require that students see their adviser before they register for classes. In those cases, Registration Access Codes will appear on this menu item so that faculty advisers have the RAC for each of their advisees.

Advisee Listing

Student Name	ID	Advisor Type	Registration Access Code	Student Information	Holds	Test Scores	Transcript	Degree Evaluation
Allen, Timothy	255355455 	Minor 1 Advisor	123456	View	View	View	View	View
Barbeque, Havin A.	755855955 	Minor 1 Advisor		View	View	View	View	View
Cartwheels, Y. D. <small>Confidential</small>	355255155 	Major 2 Advisor	654321	View	View	View	View	View

Class Lists

Class Lists present in detail or summary. If the option to show a summary of a class list is chosen the student name, ID, registration status, level, credits and grade detail is displayed for each enrolled student. A detailed class list shows detailed student information including student name, degree program, level, college/school, department, major, classification and registration sequence.

To extract the class list to Excel, follow these steps:

1. Go to Faculty & Advisors on the Main Menu and select Summary Class List.

Note: The Summary Class list presents the information in neat columns which eliminates major editing when the data is copied to Excel.


2. Using the pull-down menus, select the term and the course for the class list you wish to view.
3. Highlight the information on the Summary Class List page you would like to copy into Excel. Right-click with the mouse and select Copy.
4. Open a new spreadsheet in Microsoft Excel. In cell A1, right-click and select Paste. Microsoft Excel copies styles and formatting, as well as hyperlinks. The hyperlinks remain active and depending upon the origin of the link opens the appropriate application to view. To deactivate a link, right-click on the link and select Remove Hyperlink.

Note: Minor editing is required to clean up the class list spreadsheet.

Faculty Guide to Using HomerConnect

Summary Class List

Record Number	Student Name	ID	Reg Status	Program	Class	Exp Grad	Level	Credits	Midterm	Final	
1	Allen, Timothy	255355455	Registered	Health Care Management	JR	Spring 2012	UG	3.000	Enter	Enter	
2	Barbeque, Havin A.	755855955	Registered	Culture And Communication	SR	Spring 2011	UG	3.000	Enter	Enter	
3	Cartwheels, Y. D. <small>Confidential</small>	355255155	Registered	Bus Admin/Finance Co*	SR	Fall 2010	UG	3.000	Enter	Enter	

[Email class](#) 

[Return to Previous](#)

[[Term Selection](#) | [CRN Selection](#) | [Detail Class List](#) | [Mid Term Grades](#) | [Final Grades](#) | [Faculty Detail Schedule](#) | [Detail Wait List](#) | [Summary Wait List](#)]

Blackboard

For information on how to use Blackboard and Homer together, please contact the ITS department.

Grade Entry

There are two separate links for entering midterm grades and final grades on the Faculty & Advisor Menu. These links are only available during grade submission periods. To submit grades follow these steps:

1. Select the appropriate course title from the drop down menu to enter grades. The list shows the names of students officially registered for the course. 40 records list per page. If more than 40 students are registered for a course, a records link appears at both the top and bottom of the page. Click the appropriate records link to move from one set of records to another.
2. Select a grade from the pull-down box for each student.
3. Click the Submit button at the bottom of the page to submit the grades. **IMPORTANT NOTE:** Submit the grades often as there is a 45-minute idle time limit on this page.
4. If you are submitting MidTerm grades, the grades will be visible to the students as soon as you click the submit button.
5. Final grades are not visible to students until grades are "rolled" to the student records. This happens after the grades are due from faculty. Until the roll process occurs, a faculty member may change grades if they should notice that an error was made. Once the roll process occurs, a Change of Grade form must be completed and submitted to the Registrar's Office in order to change a student's grade.

Faculty Guide to Using HomerConnect

Course Information

[U.S. Politics - POLT 10100 01](#)

CRN: 20744

Students Registered: 3



Please submit the grades often. There is a 45 minute time limit starting at 02:16 pm on Sep 10, 2010 for this page.

Final Grades

Record Number	Grade	Student Name	ID	Credits	Program	Class	Exp Grad	Registration Status	Rolled	
1	None ▾	Allen, Timothy	255355455	3.000	Health Care Management	JR	Spring 2012	Registered Sep 10, 2010	N	
2	None ▾	Barbeque, Havin A.	755855955	3.000	Culture And Communication	SR	Spring 2011	Registered Sep 10, 2010	N	
3	None ▾	Cartwheels, Y. D. Confidential	355255155	3.000	Bus Admin/Finance Co*	SR	Fall 2010	Registered Sep 10, 2010	N	



Please submit the grades often. There is a 45 minute time limit starting at 02:16 pm on Sep 10, 2010 for this page.

Copyright © 2010 Ithaca College - All rights reserved. This publication may be duplicated in its entirety for use in not-for-profit educational settings. All copies must include this copyright statement.