

History Department Georgia State University GTA Handbook 2012-2013

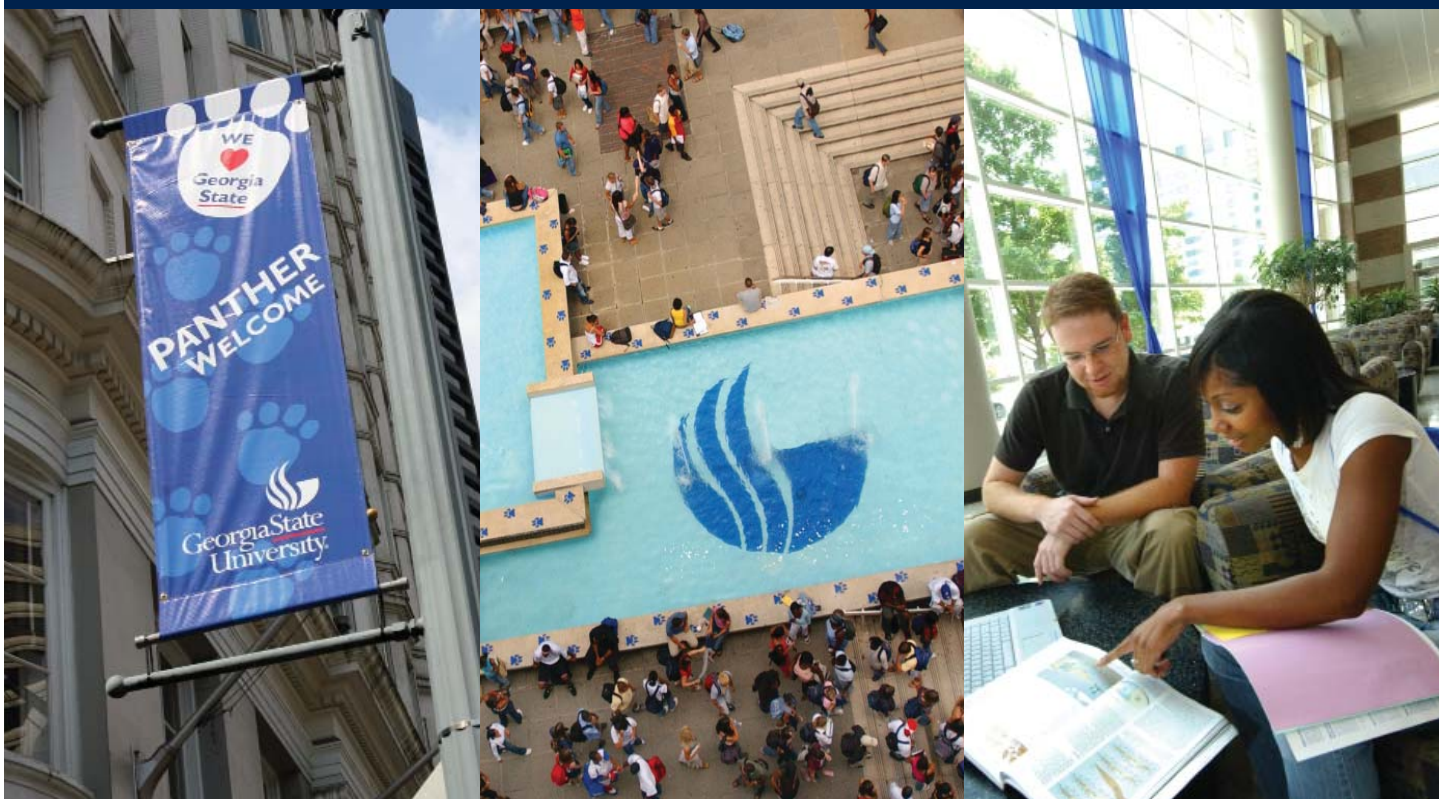


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STREET ADDRESS:

History Department
Georgia State University
34 Peachtree Street NW, Suite 2050
Atlanta, GA 30303

MAILING ADDRESS:

History Department
Georgia State University
P.O. Box 4117
Atlanta, GA 30302-4117

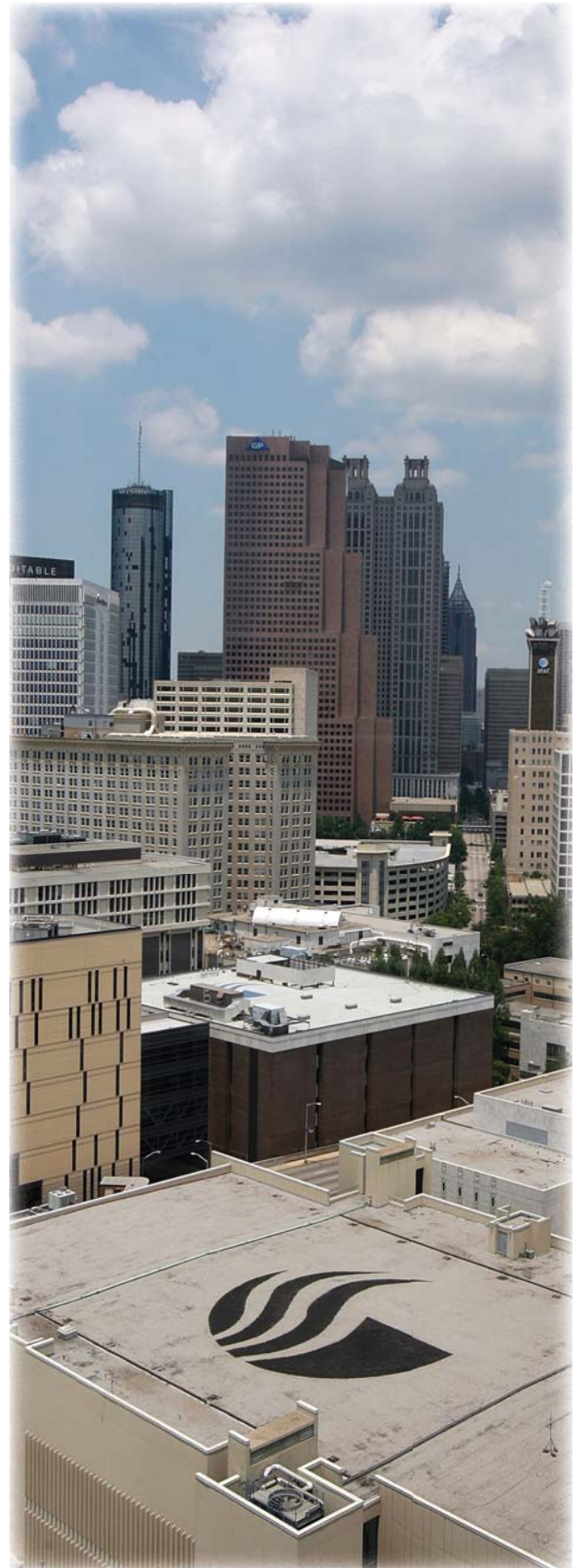
PHONE: 404-413-6385

FAX: 404-413-6384

E-MAIL: history@gsu.edu

WEB ADDRESS: www.gsu.edu/history

This handbook is current as of August 2012.
Periodic updates may follow.



GETTING STARTED & GTA GUIDELINES

WELCOME!

Graduate Teaching Assistants (GTAs) are an important part of the instructional profile of the History Department. This guide provides a set of guidelines and best practices that will make your work for the Department smoother. GTAs normally assist faculty in two of the three freshmen surveys (Hist 1111, 1112, or 2110) for two semesters before assuming responsibility for their own sections of these courses. GTAs normally teach two of three surveys, and they are guided in this effort by the Department's Freshman Studies Committee.

EMPLOYMENT PROCESSING

You must be activated in the GSU Human Resources (HR) system before you are able to access some GSU services and facilities. Visit the HR office, located at One Park Place on the 3rd floor, to obtain and process your employment paperwork. Their website is gsu.edu/hr/30427.html.

WHEN DO I GET PAID?

You will normally be paid on the last business day of the month. Once you are in the HR system, you can access your payroll and benefit information through ADP at portal.adp.com/public/index.htm. If you have payroll concerns, contact Paula Sorrell, history department business manager, at psorrell@gsu.edu.

GET A PANTHERCARD

The PantherCard functions as your university identification card, library card, and access card to campus buildings, including access between the 20th and 21st floors at 34 Peachtree. Visit gsu.edu/panthercard. Take your ID to the University Bookstore Building, Suite 200 (404-413-9508 / fax 404-413-9525 / e-mail: auxiliary@gsu.edu).

WHERE CAN I FIND A MAP OF CAMPUS?

See the back of this handbook for a current map, or visit gsu.edu/map.html.

DEPARTMENTAL GUIDELINES FOR GTAS

1. GRAs and GTAs are required to register for 18 hours (Fall and Spring semesters) and 15 hours (Summer semester) during every semester they hold an assistantship.

2. Some of these hours may be thesis or dissertation hours (HIST 8999 or HIST 9999), but until students have completed their coursework, they should be completing a minimum of 2 content courses per term in fall and spring.

3. GRAs and GTAs must remain in good academic standing as defined by the College of Arts and Sciences.

4. GTAs are not permitted to teach or work at any other University System of Georgia institution unless they first receive permission from the Graduate Director and obtain subsequent permission from the Presidents of both USG institutions. A form to request permission to work at another USG institution is available on the Board of Regents website, usg.edu/business_procedures_manual/documents/employee_compensation_agreement.pdf

5. Even if a GTA secures permission to teach elsewhere, teaching assignments in the Department of History at GSU will take first priority.

6. If a student holding a GTA or GRA takes an incomplete in a course, the coursework must be completed no later than 6 weeks into the following term.

7. GTA and GRA appointments are reviewed annually. Failure to meet the appropriate standards of academic and professional performance may result in nonrenewal.

GTA MENTORING PROGRAM

Marni Davis is the director of the GTA Mentoring Program. This program pairs graduate students who are classroom instructors with faculty members who will serve as their pedagogical advisers.

A DEPARTMENT/OFFICE PRIMER

ACCESS TO THE DEPARTMENT

See Carolyn Whitters, the department's administrative coordinator (404.413.6380) who will help you with your keys and cube assignment, an after-hours control card, and for your computer set-up.

AFTER-HOURS ACCESS TO DEPARTMENT

For after-hours access, you must obtain a tan control card issued by building management. Carolyn Whitters can assist you with the process. The tan control card is used for after-hours access to the building and to activate the buttons inside the elevator.

ACCESS BETWEEN FLOORS 20/21

Your PantherCard gives you access between floors 20 and 21 via the stairwell; swipe and watch for the green light before opening the door. You can have this activated on your PantherCard through the GSU police annex, located at 15 Edgewood Avenue.

OBTAINING KEYS TO YOUR CLASSROOM

Take your PantherCard to the police annex and go to Key Control (15 Edgewood Ave / 404.413.3233 / 8:30 a.m.-5:15 p.m.) Bring a list of the buildings and classrooms in which you teach. More information can be found at gsu.edu/police/33229.html.

PAWS: ONLINE INFORMATION

PAWS, an acronym for "Panther Access to Web Services" that references the GSU mascot, is a portal to a variety of online information, including library and teaching applications like GoSolar and uLearn. Visit paws.gsu.edu/cp/home/displaylogin to login. You must have your CampusID and Password for access.

STORING/ACCESSING INFORMATION ON YOUR OFFICE COMPUTER

In addition to the local 'C' drive, which is where the computer's hard disk is located, and drives for CDs and flash memory devices, GSU employees have access to two network drives -- the 'H' drive and 'I' drive. The 'H' drive is your personal Georgia State storage location, and information stored here is backed up frequently. It is recommended that you save any important documents here so that they are recoverable. The 'I' drive is the department's shared drive and has important departmental forms that you will need to access on a regular basis.

Follow these steps to access all of the drives located on your computer:

1. Select the start button at the bottom left of your monitor.
2. Choose "My Computer."

3. Once you have selected my computer, a window will open showing all of the available drives.

REMOTE ACCESS TO 'H' AND 'I' DRIVES

The 'H' and 'I' drives can be accessed remotely, via the internet at estorage.gsu.edu, another advantage of storing your files on the 'H' drive instead of your local 'C' drive. Use your campusID and password to access.

WHERE DO I FIND FORMS ONLINE?

From your office computer, click on the "my computer" icon and locate the 'I' drive. The "His Documents" folder contains several subfolders with forms and policies for your reference. If you do not see a folder titled "His Documents," contact Alex Fedorov to obtain access (3-5050). The PAWS portal -- paws.gsu.edu -- also contains a number of documents under the "work" tab.

NEED COMPUTER HELP?

Contact Carolyn Whitters at cwhitters@gsu.edu if you



A DEPARTMENT/OFFICE PRIMER

have any computer or technical issues. Ms. Whitters will correspond with the Help Desk.

DEPARTMENT LISTSERVS

There are several departmental ListSers. To have your name included please contact Robin Jackson at rmjackson@gsu.edu. One may post to the following addresses:

- history-grads@listserv.gsu.edu [Graduate Students]
- history-gtas@listserv.gsu.edu [Graduate Teaching Assistants]

EMAIL SERVICE

GSU email accounts are serviced through Microsoft Outlook Office 365. There are two ways you can access your email in Outlook – via the web or from your desktop*, with links to instructions below:

Office 365 Web Access:

gsu.edu/ist/email/email-access-web.html

Configure Outlook to access Office 365 from your desktop:

PC Users:

gsu.edu/ist/email/configuring-outlook-2010.html

Mac Users:

gsu.edu/ist/email/configure-outlook-2011-mac.html

To configure your mobile device, go to the web at gsu.edu/ist/email/getting-started-office365.html

*NOTE: In order to email students in your class through GoSOLAR, Outlook must be set-up as your default email system on your desktop.

NEED SOFTWARE?

Contact Jason Yeh at 404.413.5050 (3.5050 if dialing on campus).

HOW DOES THE COPIER WORK?

See Carolyn Whitters to obtain a copy code and enter your e-mail address into the copier. To copy, enter your copy code as “Dept. ID” and press “ID” button. The copier can also scan and send images as PDF files to your e-mail. See Carolyn Whitters or Michelle Lacoss for help doing this.

PRINTING TO THE COPIER ON 20TH FLOOR

You can also print directly to the copier on the 20th floor. The printer is: as-hisir7095.HIS.AS.GSU. Detailed instructions to set this up as your default printer can be found on the I Drive as follows: His Documents\forms & instructions\copier_instructions.pdf.

SENDING OR RECEIVING A FAX

Internal GSU faxes can be sent by dialing the last five digits of the number. To send off-campus faxes, dial 9-1-area code-number. To send an international fax, dial 9-011-country code-number. The fax number for the department is 404.413.6384.

CALLING ON CAMPUS?

Any number on campus may be reached by dialing the last five digits of the number. The main history department number is 404.413.6385 when calling off-campus or, from your office, dial 3.6385.

SETTING UP VOICEMAIL

A complete reference guide on how to set up your voicemail as well as how to access your voicemail from away is available at the ‘I’ drive located at My Computer\ I:\His Documents\forms & instructions\Avaya voicemail instructions.pdf.

CONFERENCE ROOM REQUESTS (2021/2131)

Contact Carolyn Whitters at cwhitters@gsu.edu to confirm availability and reserve the conference rooms on the 20th/21st floors.

ADMINISTRATION & PROGRAM OVERVIEW

UNIVERSITY & COLLEGE LEADERSHIP

The university is led by President Mark Becker. The provost, who handles the day-to-day affairs of the university, is Risa Palm. Each college in the university is led by a dean – in the case of the College of Arts and Sciences (CAS), this is Dean William J. Long.

There are several associate deans in the CAS as well. The associate dean from our division, social and behavioral sciences, is William Downs. Chuck Derby represents the natural sciences, Jonathan Gayles is the associate dean for undergraduate learning, Carol Winkler is the associate dean for the humanities, Mary Ann Ronski is the associate dean for research and graduate studies, and Pearl McHaney represents fine arts.

There are more than 40 academic departments and interdisciplinary centers within the CAS, and a number of college-level committees provide leadership at the college level.

DEPARTMENT LEADERSHIP

The chair of the History Department is Michelle Brattain. Jared Poley, the associate chair, may act as the chair in her absence. Paula Sorrell is the department's business manager, and Carolyn Whitters is the administrative coordinator and receptionist. Carolyn is also responsible for the undergraduate student assistants.

The department is also supported by two Academic Specialists: Michelle Lacoss assists with the undergraduate program, and Robin Jackson deals with the graduate program. A partial list of staff roles can be found on the web at gsu.edu/~wwwhis/3142.html.

UNDERGRADUATE STUDIES IN HISTORY

Contact Dr. Larry Youngs or Michelle Lacoss for program questions or questions pertaining to undergraduate advisement. Dr. Youngs is the director of undergraduate advisement and Michelle is the department's academic undergraduate studies coordinator. Dr. Glenn Eskew is the director of undergraduate studies and can answer questions dealing with course

proposals and the undergraduate curriculum. Undergraduates are able to concentrate in a few areas of interest, as follows: world history, pre-law and pre-education. Jared Poley is the director of the program in world history and cultures and Robert Baker is the faculty advisor for the pre-law concentration.

GRADUATE ISSUES IN HISTORY

Joe Perry is the director of graduate studies. Robin Jackson is an administrative specialist who is the department's academic graduate studies coordinator.

HISTORIC PRESERVATION

Direct students to Richard Laub for more information. The web site is gsu.edu/~wwwher/.

WORLD HISTORY

The Program in World History and Cultures is directed by Jared Poley. This program manages the World History concentration for undergraduate and graduate students, as well as hosts an annual lecture in the spring. Information for undergraduates are located at gsu.edu/~wwwhis/3175.html. Information for master's students can be found at gsu.edu/~wwwhis/3151.html.

INTERDISCIPLINARY PROGRAMS ON CAMPUS

Center for Asian Studies

gsu.edu/~wwwast/

Center for Latin American and Latino/a Studies

gsu.edu/~wwwcla/

Middle East Institute

cas.gsu.edu/dept/mec/

Women's Studies Institute

gsu.edu/~wwwwsi/

African-American Studies

gsu.edu/~wwwaad/

CENTER FOR TEACHING AND LEARNING

The Center offers support to Georgia State faculty and GTAs. Its director, George Pullman, is a valuable resource for teaching questions. The Center also hosts regular faculty lunch seminars. Visit gsu.edu/ctl/ for more information.

STUDENT'S RIGHTS/PRIVACY ISSUES

There are strict guidelines for a student's FERPA rights – his or her right to privacy. You cannot divulge grades, enrollment, medical information, etc. to anyone (including parents) without a signed waiver from the student. The most current guidelines can be found at gsu.edu/registrar/FERPA.html. The Consent to Release information can be found at: gsu.edu/enrollment/images/Registrar/rctrtrtp.pdf

CONTACTING STUDENTS THROUGH E-MAIL

Students should use their Georgia State e-mail accounts when asking questions about their grades, enrollment status, and so on. If they contact you about these things via a non-Georgia State account, explain that for privacy reasons that all of that type of correspondence has to go through their official accounts.

HOW AND WHEN TO GET RID OF STUDENT WORK

You need to keep student work for a calendar year. Before disposing materials, remove all identifying marks, such as names or Panther IDs. Plan to shred all documents before disposing.

OMBUDSPERSON

For help resolving conflicts with students or other faculty in productive ways, contact the Office of the Ombudsperson. See the web site for more information: gsu.edu/~wwwomb/.

WHAT DO I DO WITH STUDENTS IN DISTRESS?

Refer them to the professionals at the Counseling and Testing Center (404.413.1640).

If the student is in danger of harming themselves or others, first contact Campus Police (404.413.3333). Then get in touch with the Counseling and Testing Center.

The website for the Counseling Center may be found here: gsu.edu/counseling/ and includes information for helping students who have been the victim of sexual or domestic violence, who may be suicidal, or

who suffer from post-traumatic stress. Guidelines for faculty in making appropriate referrals to the Counseling and Testing Center can be found at: gsu.edu/counseling/43524.html.

WHAT DO I DO WITH DISRUPTIVE STUDENTS?

The basic policy is located here: gsu.edu/~wwwsen/minutes/2002-2003/disrupt.html.

IF SOMEONE WANTS TO DECLARE HISTORY AS THEIR MAJOR OR MINOR

Direct them to Michelle Lacoss or Dr. Larry Youngs, who can explain the process to them. Otherwise, send them to Academic Assistance (on the 4th Floor of the General Classroom Building) to fill out a Declaration of Major or Minor Form.

ACADEMIC ADVISEMENT

Direct undergraduates to Dr. Larry Youngs and Michelle Lacoss. Graduate students should visit the director of graduate studies, Dr. Joe Perry, or Robin Jackson.

ACADEMIC DISHONESTY PROCESS

The academic Dishonesty form and “COASAcademicDishonestyOutline.pdf” are located on the I drive at I:\His Documents\forms & instructions. You should take any concerns to the chair, especially if you are unable to resolve the issue with the student on your own. Remember to keep a paper trail of correspondence and notes of meetings.

The Academic Dishonesty Policy gives all members of the academic community the opportunity to retain record of violations of academic conduct and provide students with access to the appeal process. The University Academic Dishonesty Policy may be found at gsu.edu/~wwwfhb/sec409.html and, to assist you with procedures, the COAS has provided the following summary plus some basic do's and don'ts

A&S Academic Dishonesty Procedure

The following steps are the only approved method to

STUDENT ISSUES - ACADEMIC DISHONESTY

resolve matters of academic dishonesty set by the university.

1. The faculty member notifies the student.
2. The chair/instructor notifies Rene Presti in the dean's office (by email, interoffice mail or in person).
3. The student submits a written appeal to Rene Presti within 20 business days.
4. The dean notifies the registrar to issue a grade of GP if final grades are due before a hearing is scheduled.
5. The dean forwards the academic dishonesty file to the Petitions Committee.
6. The dean notifies the faculty member to provide a copy of the course syllabus and comprehensive statement describing the incident of academic dishonesty. The statement and syllabus will be presented to the student and petitions committee at least 5 business days in advance of the hearing.
7. Within 10 business days of the dean's office receipt of the claim, a hearing date will be determined. The dean's office will be notified of a hearing date, place and time.
8. The faculty member and student will be allowed to make oral presentations, call witnesses, and present any documentation regarding the incident in question. The hearing will proceed on audio tape. The hearing will not be open to observers.

At the end of the hearing, the committee will meet in closed session and make its recommendation to the dean in a written report within 5 business days of the hearing.

9. Within 5 business days of receiving the committee's written report, the college dean will make the final decision regarding guilt or innocence.

10. The dean will notify all appropriate parties of the decision.

Academic Dishonesty Action at Administrative Units

When a faculty member believes that academic dishonesty has occurred, the faculty should consider the following:

DO:

- Discuss the alleged incident with the student before you forward the Notice of Academic Dishonesty to the dean's office. If you do not have the opportunity to do this in person, an email should be sent to the student's GSU email account with notification of the charge and the times that you are available for discussion.

- Always inform the student that the College's review of the case is intended to determine if the student committed academic dishonesty rather than their intent.

- Contact Rene Presti in the Dean's office if you have any questions regarding the academic dishonesty policy, srpresti@gsu.edu.

DON'T:

- Do not forward a copy of the Academic Dishonesty claim before notifying your chair of the incident.
- Do not assign a penalty for an alleged incident (ie. zero on an assignment, F in the course or removal from group project) unless you submit a formal claim. Doing so forfeits the student's right to appeal the charge.
- Do not post a final course grade if a student has appealed the charge. The Registrar will assign the appropriate course grade after the dean's office issues a final appeal decision.

HOW & WHEN DO I SUBMIT A BOOK ORDER?

Be prepared to submit book orders early to Carolyn Whitters by printing and completing the file entitled “bookforms,” found at I:\His Documents\forms & instructions. Direct all questions regarding book orders to Ms. Whitters at cwhitters@gsu.edu.

Deadlines for submission of orders to Ms. Whitters:

Fall semester - April 15th

Spring semester - August 15th

Summer semester - March 15th

HOW DO I GET DESK COPIES?

Publishers are happy to send you desk copies for your personal use or for the use of your Teaching Assistants. Indicate desk copies are required when completing your book order form (located at I:\His Documents\forms & instructions), and submit to Carolyn Whitters at cwhitters@gsu.edu.

WHAT DO I NEED ON MY SYLLABUS?

The university requires the following for syllabi:

All teaching faculty shall provide at or before the first meeting of a class, each term, a copy of a course syllabus to each student in their classes. The syllabus may be distributed either in print or electronically. Also, a copy of each syllabus shall be provided to Carolyn Whitters in the departmental office no later than the end of the first week of class, and will be added to the I-drive. Course syllabi shall contain the following information:

1. complete course title and number; name of professor; term, year;
2. statement of faculty member’s accessibility to students outside of class (e.g., office hours, telephone number);
3. prerequisites (if any) for the course;
4. course objectives that specify measurable and/or observable student learning outcomes. These learning outcomes should state course objectives in language that makes explicit the knowledge and skills students should have after completing the course. Consequently, these objectives may be quantitative or qualitative, as appropriate for the learning outcomes. The learning outcomes for general education courses are available at www.gsu.edu/~wwwfhh/goals.doc as approved by the GSU Senate 2/13/04.
5. course assignments (e.g., required readings and activities) and due dates;
6. specific course requirements (e.g., written and oral tests and reports, research papers; performances). In cross-listed undergraduate and graduate classes, the course requirements will clearly specify how the nature (quality and/or quantity) of the work expected of students and the criteria for evaluation of the work produced be commensurate with the degree level. Any projects and/or other activities required specifically of graduate students taking the course and the criteria by which student work will be judged must differentiate graduate-level from undergraduate-level work;
7. grading policy: how the final grade is to be determined with respect to the weights assigned to various course requirements;
8. attendance policy (see current University general Catalog for University guidelines). Syllabi should state specific requirements for attendance including requirements for the frequency and kind of participation by designated channels;
9. list of text(s) or other required course materials;
10. make-up examination policy;
11. all syllabi should include the following statement: “The course syllabus provides a general plan for the course; deviations may be necessary.”
12. all syllabi should refer to the Policy on Academic Honesty (Section 409).
13. all syllabi should include the following statement:

TEACHING

“Your constructive assessment of this course plays an indispensable role in shaping education at Georgia State. Upon completing the course, please take time to fill out the online course evaluation.”

14. all syllabi should include the following statement: “Students who wish to request accommodation for a disability may do so by registering with the Office of Disability Services. Students may only be accommodated upon issuance by the Office of Disability Services of a signed Accommodation Plan and are responsible for providing a copy of that plan to instructors of all classes in which accommodations are sought.

(Numbers 1 - 12 passed by the Senate Committee on Faculty Affairs, 1996; Number 13 passed by the University Senate on 12-11-08 Number 14 passed by the University Senate on 3/12/09)

PLACING MATERIALS ON RESERVE

Materials may be placed for varying amounts of time on reserve for students. Consult this page for more information: library.gsu.edu/reserves/.



TO “OVERFLOW” STUDENTS INTO YOUR CLASS

A student who “overflows” into a class is one who is added to your class roll even though the class is full or “closed.” This should only happen when the capacity of the room is sufficient and the student must have instructor and department permission.

Instructors must send an e-mail to the addresses noted below with the student’s Panther ID, the class CRN, and permission for the student to overflow into the class: If during the registration period, before the end of drop/add:

For undergraduate courses, send to Michelle Lacoss at mlacoss@gsu.edu.

For graduate courses, send to Robin Jackson at rmjackson@gsu.edu.

If after drop/add, send to mbrattain@gsu.edu for the Chair’s approval.

Note that once authorization is entered, the student must still register themselves.

VERIFICATION OF ROLL

Verifying roll is required by the Registrar’s Office, mainly to ensure that there are no errors in determining which students have enrolled in and paid for a course. You can verify roll through GoSolar or follow the link located at the PAWS portal (paws.gsu.edu) under the “classes” tab.

REQUESTING CLASSROOMS AND MEDIA

Advance requests to be assigned a classroom with media technology can be made by filling out a form distributed by Ms. Whitters through e-mail to all faculty. Note that the forms are circulated long before classes are actually scheduled. If you know that you will need media technology, fill out the form for the relevant semester and return it to Ms. Whitters by the deadline listed on the form, who will then complete with times, CRNs, etc., and process.

To request a change of room after your class has been assigned a location, complete the classroom request form located on the ‘T’ drive and send to Carolyn Whitters at cwhitters@gsu.edu for processing. Call 404.413.4321 if you have A/V problems in the classroom and a person will be sent to your room shortly.

CHECK CLASS ROSTER AND SUBMIT GRADES

The PAWS portal (paws.gsu.edu) includes a link to GoSolar under the “classes” tab. The basic process is detailed below:

GoSOLAR Web For Faculty: Quick Guide

Logging In

Go to gsu.edu and choose GoSOLAR at the top right corner, and again toward the top of the next screen. Type in your Campus ID and password. In case you have forgotten your password, click the “Help with Password” link on the “Login to GoSOLAR” page.

Faculty Options in GoSOLAR Web:

1. **View Class Roll**-- See the list of the students enrolled in your course.
 - *The “CRN” is the Course Reference Number. (What we used to call the Comp #.)
 - *Click on a student’s name to get their postal address and phone number. Faculty and staff should not reveal any information about students to anyone other than GSU employees – this includes the student’s parents. Moreover, if “**Confidential**” appears to the right of a student’s name, it is a violation of federal law to reveal any information about this student to anyone, including parents, other than GSU employees. Requests for information about students should be referred to the Registrar’s Office.
 - * If you have more than 50 students in your class, you will have to send the message to them in groups of 50.
2. **View Basic Course Information**-- See the number of students in a class, time, place, etc.
 - *You can see whether your request to change the location of your class has been approved.
3. **View Weekly Schedule**-- See all your classes in a weekly schedule format.
4. **Verify Roll for Federal Financial Aid** – Instructors must verify their roll during the semester for federal aid purposes. Faculty members will be contacted by Carolyn Whitters as a reminder to verify that each student on the roll has attended at least one class.

5. **Submit Final Grades** -

- *You can move to the next student by hitting the tab key twice.
- *You cannot enter an unauthorized grade.
- *Grades are not saved until you click on Submit Grades. When you click Submit Grades, you will be returned to the Submit Grades page so that you can enter more grades. Click on Submit Grades regularly as you enter your grades.

6. **View Student Evaluation of Instructor**-- See your numerical and written student evaluations.

- *You can see the response rate before grades are due. Encourage students to fill out the evaluations.
- *The evaluations themselves are only visible after grades are due.
- *Results of paper evaluations will not be available until six weeks after the semester.

7. **Select Term**

- *Allows you to change the term you wish to look at. When you click Select Term from the Main menu, you will be taken back to the Main menu to choose one of the four tasks.
- *You can also find Select Term at the bottom of the Class Roll and Basic Course Information pages. It will take you back to Class Roll if you clicked on Select Term at the bottom of Class Roll or take you back to Basic Course Information if you clicked on Select Term at the bottom of Basic Course Information.

8. **Select CRN**

- *Allows you to change the class you wish to look at. When you click Select CRN from the Main menu, you will be taken back to the Main menu to choose one of the four tasks.
- *You can also find Select CRN at the bottom of the Class Roll page. It will take you back to the Class Roll page.

9. **View Roll Verification Status**

10. **View Grade Submission Status**

- *Allows you to check on grades that were submitted.

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11. *Grade Adjustment Form*

* There is a link to the Grade Adjustment Form in excel at the bottom of the Grade Adjustment Procedures. Click on the tab for the Grade Adjustment Form, enter the student's information, and attach as an email to the proper channel (see the instructions below).

Exiting and Security

*Click on the exit button in the top right-hand corner.

*Don't leave your computer without exiting because you are logged on until you exit and anyone could get into your records.

*If you don't use the system for 30 minutes, you will be exited automatically. You will then have to log in again.

*Make sure that you have updated virus protection. Go to gsu.edu/security to install free anti-virus software.

GoSOLAR Web For Faculty : Frequently Asked Questions

Logon and Navigation

What happens if two people try to log on at the same time with the same ID?

The system will log out both users and pop them back to the main login page with the following message: "A break in attempt has been detected! Please login again."

How do I print pages from GoSOLAR Web for Faculty?

Use the print button on your browser.

Why doesn't the "Reload" or "Reset" button on my browser work properly?

To make the system more secure, this button has been essentially disabled. To reload a page you have to back to the home page and log in again.

Class Roll and Email Function

Why can't I view my class roll?

In order to view your class roll, you must be flagged as an instructor in the database AND you must be assigned as the instructor of a class. Contact your

department so the staff can check to see if you are assigned to the class you are teaching. If you are assigned to the class that you are teaching and you still can't view your class roll, your department must contact Carolyn Whitters at cwhitters@gsu.edu.

Why are students on my GoSOLAR class roll but not my uLearn roll?

You need to upload them to your uLearn roll. See the uLearn Faculty Lounge for instructions on doing this.

Why doesn't the class count at the top of class roll page match with the actual number of students on the roll?

Students who have withdrawn from all their classes are deleted from the class rolls but still included in the class count at the top of the roll and still appear on the Submit Final Grades page. However, students who have withdrawn from only some of their classes still appear on the call roll. This is not error in the program. It was designed to work that way. We are investigating the possibility of a redesign.

What does the column with RW, RE, etc. mean?

It indicates how the student registered or withdrew from the course. RW = Web registered (Student enrolled via the web), WW = Web Withdrawn (Student withdrew via the web), RE = Registered administratively (Student was registered by GSU), WD = Withdrawn administratively (Student was withdrawn by GSU), WH = Hardship withdrawal, AU = Audit

If a student withdraws, how does that appear on the Class Roll?

The withdrawal date will show on the Class Roll page.

Can we get the class roll downloaded as Excel files?

Not directly. But when you have the class roll page up, you click on "File" and then "Save As," save the page and then open it up in Excel. All the students will be there. One then has to delete the extra rows and columns.

Who do I contact if the email function is not working from the class roll?

In order for the email function to work properly, a de-

fault email application must be set up on your browser. Contact Carolyn Whitters at cwhitters@gsu.edu and request a workstation support staff to help you set up the default email application on your browser.

Do other students see the e-mail address of a student marked “Confidential” when you send an e-mail to the whole class?

Yes. However, faculty may give out a student’s GSU generated e-mail address to other students and the GSU generated email address is all that students see when the GoSOLAR email the class function is used. For further questions about what information you may give out, contact the Registrar’s Office.

Submitting Grades

How does team teaching work? Can all instructors record grades or just the primary instructor?

All instructors can see all the course information and send emails. Only the primary instructor can enter grades.

How do I enter a grade if a student has withdrawn from my course?

If the student withdrew before the midpoint, then W and WF will be available. You should assign W or WF depending on whether the student was failing the course when they withdrew. If the student withdrew after the midpoint, the student will automatically be assigned a WF.

What do I do when submitting an Incomplete for a given student?

The notation of “I” may be given to a student who, for nonacademic reasons beyond his or her control, is unable to meet the full requirements of a course. In order to qualify for an “I”, a student must:

- a. Have completed most of the major assignments of the course (generally all but one); and
- b. Be earning a passing grade in the course (aside from the assignments not completed) in the judgment of the instructor.

When submitting an “I,” enter the grade in PAWS and complete the “Incomplete Notification Form” located

on the “I” drive/His Documents/Registrar Instructions.

Once complete, the instructor must print the form and request for chair’s signature of approval. The form must then be submitted to Ms. Carolyn Whitters to process with the Dean’s office.

What if I have such a large class that I cannot enter the grades before the 30 minute time limit?

When you click on Submit Final Grades, you are returned to the submit grades page. So you can enter 10 or 15 grades, click on Submit Final Grades, and continue entering grades, click on Submit Final Grades again, etc. Each time you click on the Submit button, toward the top of the grades page after the course title information, the system gives you a message that “The changes you made were saved successfully.”

Can staff enter grades for faculty?

Faculty should enter their own grades in GoSOLAR Web for Faculty. Staff should not enter grades for faculty. Exceptions may be approved by the department chair or dean of the college.

Suppose that I am teaching a cross-listed course. How do I enter the grades?

Grades must be entered separately for each CRN.

When can students see their grades?

Students are not able to see grades on Web for Student until the Registrar’s office runs end of the term grade processes. This will occur a day or two after grades are due.

HOW DO I CHANGE A GRADE?

The process is explained here, but for more detailed directions go to the ‘I’ Drive:\His Documents\Registrar instructions\Grade Adjustment Instructions.pdf. The Grade Adjustment Form, located in the same folder, should be sent as an attachment through Outlook to the appropriate e-mail address based on the type of grade change, as listed below.

...continued on next page

WRITING & LIBRARY RESOURCES

There is a two week turnaround time for all grade adjustment requests. If the student listed in the grade adjustment form is graduating, please indicate it within the subject line of your email.

When submitting grades, please see the instructions on page 13 of this document about how to submit an 'I' grade.

Simple Change of Grades (letter grade to letter grade or extension of an I)— The instructor needs to email the Grade Adjustment form as an attachment to the chair at histregapprove@gsu.edu.

Change of NR, I, or IP to a Letter Grade—The instructor needs to email the Grade Adjustment form as an attachment directly to gradeadjustment@gsu.edu. The instructor needs to email a form for each student who has an NR or I on his/her record; a list of students will not be accepted.

Extension of Incompletes—If an instructor would like to extend an Incomplete after the allowable terms, a Grade Adjustment form requesting the extension must be sent to the chair at histregapprove@gsu.edu. The chair's approval will then be forwarded to gradeadjustment@gsu.edu. Please remember that you cannot change an "F" back to an "I."

In all cases stated above, the instructor's email must originate from his/her Georgia State email account and must include the complete Grade Adjustment form as an attachment. Instructors can directly send the emails requesting a change of grade to gradeadjustment@gsu.edu only when the original/current grade is an NR, I, or IP. All other requests need to be submitted to histregapprove@gsu.edu for the chair's approval. The Grade adjustment procedure should not be used to "officially withdraw" a student from a course.

SUMMER TEACHING; MAYMESTER VS. 7-WEEK Maymester is a short three-week term; the "regular" summer term is seven weeks. Watch for an email from

the department's scheduler in fall if you want to teach during the summer.

FREE HISTORY TUTORING

The history department offers free tutoring to all students currently enrolled in history courses, including survey courses (HIST 1111, HIST 1112, HIST 1140 or HIST 2110) and upper-level history courses. Visit our website at gsu.edu/~wwwhis/14024.html.

WRITING STUDIO

The Writing Studio at Georgia State provides free writing tutorials for various writing projects. Services are available to all faculty, staff, and students. Faculty may request classroom visits to acquaint students with the services of the Writing Studio, or tutors can visit your classroom to work with students on a specific project. Visit writingstudio.gsu.edu/index.html for more information.

LIBRARY RESOURCES

GIL is the online catalog for the University Library and the Law Library, and lists the holdings of all libraries within the University System: library.gsu.edu/index.php

GALILEO is an initiative of the Board of Regents of the University System of Georgia and provides access to over 100 databases indexing thousands of periodicals and scholarly journals: galileo.usg.edu/scholar/gsu/subjects/

Galileo requires a password for off-campus entry, which can be found and the password may be found on the MyGIL page gil.gsu.edu/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=pbLogon.

GIL Express allows students, faculty, and staff of USG schools to search a single online catalog that includes the holdings of all 35 USG libraries, and request delivery of regularly circulating books to the library of your choice. Deliveries arrive within 2-3 days.

ADDITIONAL RESOURCES

InterLibrary Loan (ILL) is a borrowing service for GSU students, faculty and staff, where books, articles, and other materials that are not found in GSU collections can be requested. Login to Illiad is at:

illiad.gsu.edu/illiad/GSU/logon.html

Faculty may also borrow materials from the libraries at **Emory University**. Show your GSU ID card and you are able to check-out most items for four weeks.

The PAWS portal also links to library resources under the “library” tab.

LIBRARY LIAISON - JILL ANDERSON

Jill Anderson is the history liaison in the library. A great resource for students and faculty, Jill will hold library information sessions for particular classes upon request. Contact Jill at janderson73@gsu.edu or 404-413-2722.

BOARD OF REGENTS COPYRIGHT POLICY

POLICY ON THE USE OF COPYRIGHTED WORKS IN EDUCATION AND RESEARCH

The full Board of Regents USG Copyright Policy is located on the USG website: usg.edu/copyright. Below is a brief excerpt and links to specifics within the policy:

As a system devoted to providing the highest quality undergraduate and graduate education to students; pursuing leading-edge basic and applied research, scholarly inquiry, and creative endeavors; and bringing intellectual resources to the citizenry, the University System of Georgia is committed to respecting the rights of copyright holders and complying with copyright law. The University System of Georgia recognizes that the exclusive rights of copyright holders are balanced by limitations on those rights under federal copyright law, including the right to make a fair use of copyrighted materials and the right to perform or display works in the course of face-to-face teaching activities.

The University System of Georgia facilitates compliance with copyright law and, where appropriate, the exercise in good faith of full fair use rights by faculty and staff in teaching, research, and service activities. Specifically, the University System of Georgia:

- informs and educates students, faculty, and staff about copyright law, including the limited exclusive rights of copyright holders as set forth in 17 U.S.C. § 106, the application of the four fair use factors in 17 U.S.C. § 107, and other copyright exceptions;*
- develops and makes available tools and resources for faculty and staff to assist in determining copyright status and ownership and determining whether use of a work in a specific situation would be a fair use and, therefore, not an infringement under copyright law;*
- facilitates use of materials currently licensed by the University System of Georgia and provides information on licensing of third-party materials by the University System; and*
- identifies individuals at the University System and member institutions who can counsel faculty and staff regarding application of copyright law.*

....continued on page 16

BOARD OF REGENTS COPYRIGHT POLICY

COPYRIGHT GENERALLY POLICY:

usg.edu/copyright/copyright_generally

INTRODUCTION TO FAIR USE CHECKLIST

The fair use checklist is a tool to assist you in making a reasoned and balanced application of the four fair use factors in determining whether a given use of a work is a fair use. The checklist outlines various factual circumstances that are important to the evaluation of a contemplated fair use. It derives from the four fair use factors and from judicial decisions interpreting copyright law. Visit the following web page for complete list of considerations: [usg.edu/copyright/introduction to the fair use checklist](https://usg.edu/copyright/introduction_to_the_fair_use_checklist)

The Fair Use Checklist can be found at usg.edu/images/copyright_docs/fair_use_checklist.pdf

FAIR USE EXEMPTION:

One may make fair use of a copyrighted work without the copyright holder's permission. The determination of whether a use of a copyrighted work is within fair use depends upon making a reasoned and balanced application of the four fair use factors set forth in Section 107 of the U.S. Copyright Act. Those factors are found at [usg.edu/copyright/the fair use exception](https://usg.edu/copyright/the_fair_use_exception)

ADDITIONAL GUIDELINES FOR ELECTRONIC RESERVES

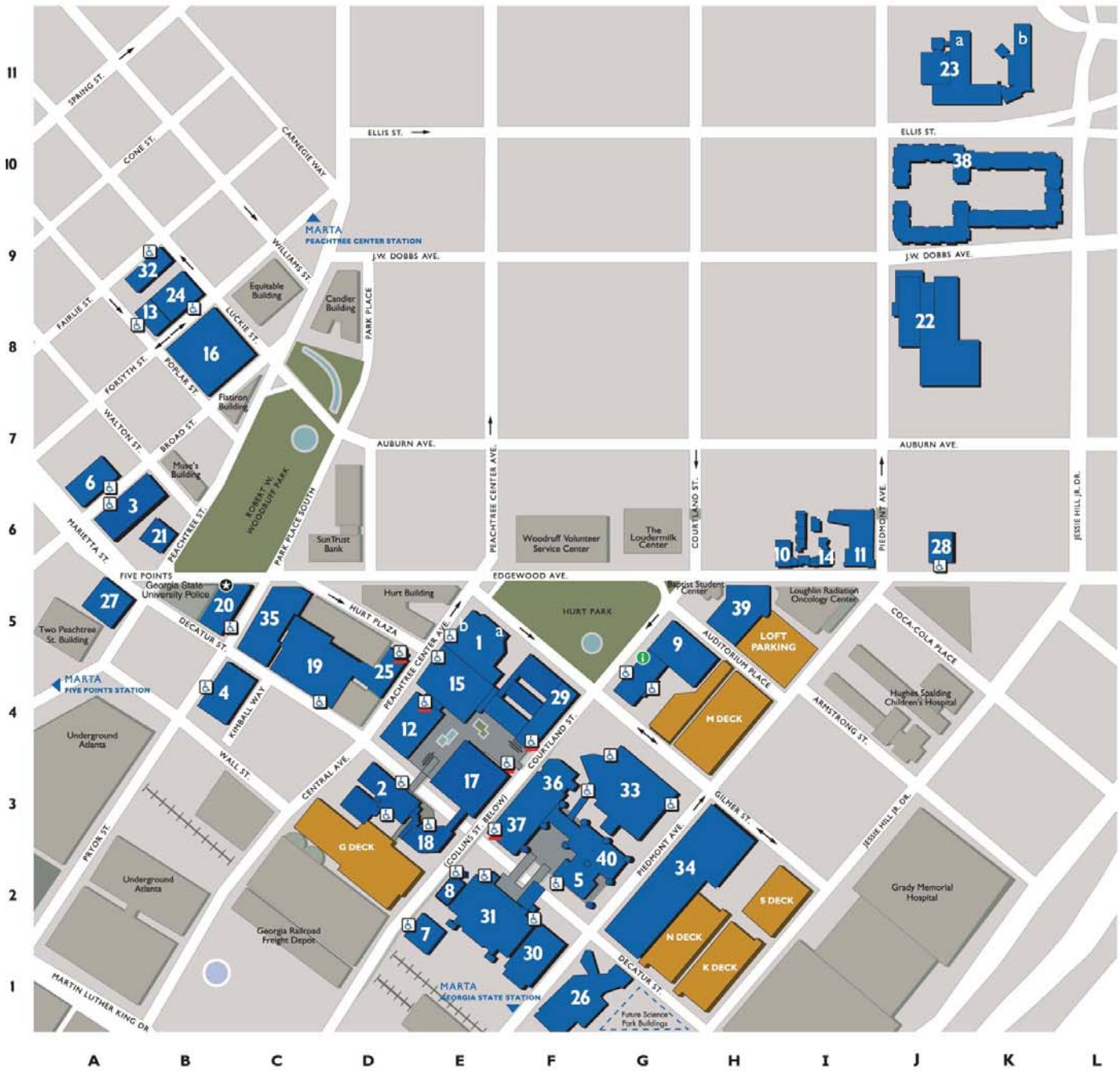
The University System of Georgia supports instruction with electronic reserves and similar electronic services. The primary function of these services is to assure that students and teachers will have timely access to course-related library resources. Course materials authored by professors, such as syllabi, lecture notes, or exams, may be made available on electronic reserves. The standards that apply to the use of copyrighted works for electronic reserves can be found at:

usg.edu/copyright/additional_guidelines_for_electronic_reserves

ADDITIONAL RESOURCES

Links to additional information regarding other exemptions, permissions, identifying the copyright owner, collective licensing agencies, Ophan Works and TEACH Act can be found at:

usg.edu/copyright/additional_resources



A B C D E F G H I J K L

- BUILDINGS OCCUPIED BY GEORGIA STATE
- GEORGIA STATE PARKING
- STREET LEVEL ACCESSIBLE ENTRANCE
- STREET LEVEL ACCESSIBLE ENTRANCE (ON COLLINS STREET BELOW COURTLAND)
- i INFORMATION & WELCOME CENTER

- | | | |
|---|--|--|
| <p>1 ARTS & HUMANITIES (ARTS) E5 2a Florence Kopleff Recital Hall 2b Ernest G. Welch Gallery</p> <p>2 CLASSROOM SOUTH (CLSO) D3 J. MACK ROBINSON</p> <p>3 COLLEGE OF BUSINESS (RCB) A6</p> <p>4 COLLEGE OF EDUCATION (COE) B4</p> <p>5 COLLEGE OF LAW (LAW) F2 BENNETT A. BROWN</p> <p>6 COMMERCE BUILDING (BBCOM) A7</p> <p>7 COURTLAND BUILDING (COURTB) E2</p> <p>8 COURTLAND NORTH (COURTN) E2</p> <p>9 DAHLBERG HALL (DBERG) G5</p> <p>10 148 EDGEWOOD (148EDG) I6</p> <p>11 FRESHMAN HALL (FRHALL) I6</p> <p>12 GENERAL CLASSROOM (GCB) D4</p> <p>13 HASS-HOWELL BUILDING (HASS) B8</p> | <p>14 INTEREST HOUSING (INTHOU) I6</p> <p>15 KELL HALL (KELL) E4 HELEN M. ADERHOLD</p> <p>16 LEARNING CENTER (ADHOLD) B8</p> <p>17 LIBRARY NORTH (LIBNO) E3</p> <p>18 LIBRARY SOUTH (LIBSO) E3</p> <p>19 NATURAL SCIENCE CENTER (NSC) C5</p> <p>20 ONE PARK PLACE (1PP) B5</p> <p>21 34 PEACHTREE ST. BUILDING (34PTRE) B6</p> <p>22 75 PIEDMONT (75PIED) J9</p> <p>23 PIEDMONT NORTH K11 41a Piedmont North Bldg A (PIEDNA) 41b Piedmont North Bldg B (PIEDNB)</p> <p>24 RIALTO CENTER FOR THE ARTS (RIALTO) B9</p> <p>25 SCIENCE ANNEX (SCIANX) D4 PARKER H. PETIT</p> <p>26 SCIENCE CENTER (PETIT) F1</p> | <p>ANDREW YOUNG</p> <p>27 SCHOOL OF POLICY STUDIES (AYSPS) A5</p> <p>28 SCULPTURE STUDIO (SCULP) J6</p> <p>29 SPARKS HALL (SPARKS) F4</p> <p>30 SPORTS ANNEX (SPTANX) F1</p> <p>31 SPORTS ARENA (ARENA) E2</p> <p>32 STANDARD BUILDING (STAND) B9</p> <p>33 STUDENT CENTER (STUCTR) G3</p> <p>34 STUDENT RECREATION CENTER (REC) G2</p> <p>35 TEN PARK PLACE (10PP) C5</p> <p>36 UNIVERSITY BOOKSTORE (BOOK) F3</p> <p>37 UNIVERSITY CENTER (UCTR) F3</p> <p>38 UNIVERSITY COMMONS (COMMON) K10</p> <p>39 UNIVERSITY LOFTS (LOFTS) H5</p> <p>40 URBAN LIFE BUILDING (URBAN) G2</p> |
|---|--|--|