

## Instructor Permissions – Supplemental Information

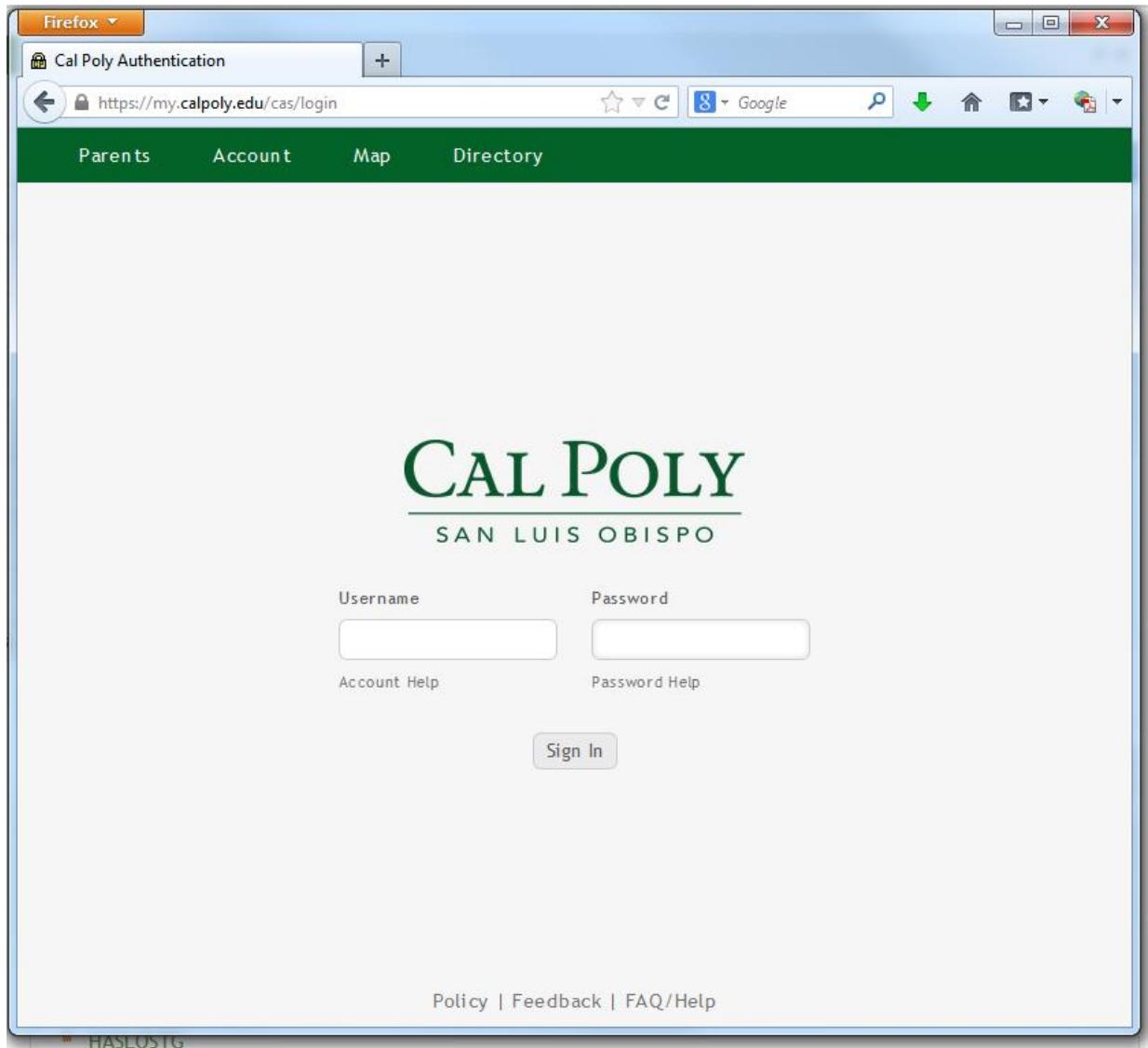
To obtain your Instructor Permissions:

**Login to the Cal Poly Portal:**

Launch Internet Explorer (IE) or Mozilla Firefox for PC users or Safari for Mac users. For full access pop-up blockers must be disabled.

Type: **my.calpoly.edu** in the address line and Enter.

Enter your **Cal Poly User Name and Password** and select **Login**.



## Accessing Faculty, Course and Student Information:

This brings you to the **Home** page or tab.

Select the **Academics** tab.

*All Faculty, Staff and Students have access to this tab. The content within the tab (portlet) varies depending on an individual's role within the University community (e.g., faculty, staff, new student, continuing student, etc.)*

The screenshot shows the My Cal Poly Portal homepage. At the top, there is a navigation bar with links for Home, Academics (which is circled in red), Money Matters, Personal Info, Housing, Library, ASI, My Tab, Add Tab, and Customize. The main content area is divided into several portlets:

- Single Click Links:** A sidebar with links to PASS (Plan A Student Schedule), Student Center, Email & Calendar, Student & HR Administration, PolyData Dashboards, MustangJOBS: Job Listings for Students, Electronic Workflow, Technical Service Request, Facilities Requests, and PolyCard Services. There is also an "Edit Links" button.
- My Classes:** A portlet for the Summer Quarter 2013. It shows a message: "You have no classes this term."
- Campus Announcements:** A portlet listing campus announcements:
  - PolyData (Data Warehouse) Finance Will Not Be Refreshed 8/17/2013 (Aug 14, 2013) - Scheduled Outage of Data Source
  - Zimbra Email/Calendar Unavailable Sat 8/17 (Aug 9, 2013) - 5pm - 11pm: Zimbra email and calendar will be down for scheduled maintenance on Saturday, 8/17, from 5:00 pm - 11:00 pm.
- Weather:** A portlet showing weather information for San Luis Obispo, CA and Paso Robles, CA.
  - San Luis Obispo, CA:** Currently 69° F, Wind: 160 at 3.0 mph, Humidity: 63.0%, Pressure: 29.93 in. Forecast: Thu 83° | 56°, Fri 81° | 55°, Sat 80° | 56°, Sun 75° | 54°.
  - Paso Robles, CA:** Currently 73° F, Wind: 0 at 3.0 mph, Humidity: 49.0%, Pressure: 29.96 in. Forecast: Thu 104° | 58°, Fri 101° | 57°, Sat 100° | 56°, Sun 96° | 55°.Weather provided by [Yahoo! Weather](#). There is an "Edit Locations" link.
- CMS PeopleSoft Alternate Login:** A portlet for logging into CMS PeopleSoft.
- Directory Information:** A portlet for searching the directory for Cal Poly student, faculty, and staff, department, club, and unit information.

As Faculty, these portlets will be available to you:

## Printable Course Info and Faculty Course Info

The screenshot shows the My Cal Poly Portal interface. At the top, there is a navigation bar with links for Home, Academics (which is currently selected), Money Matters, Personal Info, and Library. On the right side of the header, there are buttons for Sign Out, Search, Add Tab, and Customize.

The main content area features two portlets:

- Printable Course Info**: This portlet is circled in red. It contains fields for Term (Fall Quarter 2013), Course (CHEM 312-01), Document Type (Enrolled Students), and File Format (PDF). There is also a checkbox for Show EmplIDs and a Download button.
- Faculty Course Info**: This portlet is also circled in red. It includes a Faculty Center section with links for View My Class Schedule, View My Weekly Schedule, Class Roster (Note: a blank page may appear while processing), Grade Roster (to record grades and view grades for past class sections), and Student Data (Drop in Advisee on Advisement tab). Below this is an Academic Catalog section, followed by Class Search, Academic Calendar, Current Final Exam Schedule, and a PASS section.

On the left side of the portal, there is a sidebar with various icons and links, including Poly Profile, Advising Tools, and a note about data refresh frequency.

The **Printable Course Info** Portlet includes:

The ability to access and print lists for **Enrolled Students**, **Waitlisted Students**, **Enrolled/Waitlisted Students**, **Enrolled Student Photos** and **Permissions** (when available) for your classes. The lists may be downloaded as PDF or Excel documents.

*NOTE: Actual Permissions and the button to select Permissions will not show until the Friday before classes begin.*

The portlet defaults to the current term.

*NOTE: Permissions are available to Instructors the Friday prior to the beginning of classes until the end of the add / drop period. They will appear on the Printable Course Info portlet when available.*

The following are guidelines that apply to the majority of the courses offered at Cal Poly. The exceptions are noted at the bottom of this document. All **enrollment** section classes\* require a permission number in addition to the class number in order to enroll from the first day of classes until the end of the add/drop period.

There are three sections in the document:

The top portion shows information about the selected class: Course, Term, Class Number, Units, Days, Times, Location, etc., as well as the enrollment capacity, room capacity and the number of enrolled students. Room capacity limits the course enrollment. Larger classrooms must be secured before the enrollment limit can be adjusted.

The middle section indicates if the permission number has been used and by whom. All used permission numbers will be filtered to the top of the list with any unused numbers following.

The bottom section duplicates the permission numbers from the middle section in a format intended to be cut apart and distributed to students. Students should be reminded to use both the class number with the permission number to complete their enrollment in the class. The 'Yes' or 'No' with the permission number indicates whether the permission will override requisites (Yes) or will not override requisites (No). Any system-enforced requisites are noted in the top section of the Instructor Permissions.

Fall Quarter 2013		Instructor Permissions				
Instructor	Course	Class - Number	Number of Units	Enrollment Capacity	Effective Date	
	CHEM 312-01 Survey of Organic Chemistry	1521	5.00	54	Nov 19, 2013	
Days	Class Time	Building - Room	Room Capacity	Enrolled Students	Waitlisted Students	
TR	9:10 AM - 11:00 AM	010 - 0231	56	54		

**Course Requisites:**

Prerequisite: CHEM 111 or CHEM 124 or CHEM 127. Not open to students with credit in CHEM 212 or CHEM 216/316.

Keep this section for your records						
Permission Number	Override Requisite	Status	Date Used	Student ID	Student Name	Student Username
523365	Yes	Used	2013-09-24			
122850	No	Unused				
760905	No	Unused				
920676	No	Unused				
556308	No	Unused				
233554	No	Unused				
295575	No	Unused				
980766	No	Unused				
662694	No	Unused				
928519	No	Unused				
806751	No	Unused				
761572	No	Unused				
924000	No	Unused				
860895	No	Unused				
361119	No	Unused				
860008	No	Unused				
477180	No	Unused				
640740	No	Unused				
603517	Yes	Unused				
638088	Yes	Unused				
477622	Yes	Unused				
194040	Yes	Unused				
570228	Yes	Unused				
590940	Yes	Unused				
889200	Yes	Unused				

**Permission numbers are valid until used in a successful enrollment by the individual student.** Students may encounter problems when attempting to use permission numbers such as not meeting requisites for a course, attempting to enroll in excess units or may have a time conflict. If an error occurs, the student will receive a message indicating why they are unable to successfully enroll in the course. After resolving the restriction, the permission number can be **reused** to attempt enrollment again. Upon successful enrollment, the permission number will be used and no longer available.

*NOTE: Classes that have been set up with Student Specific Permissions will remain from the beginning of registration and throughout the add/drop period. Students with Student Specific Permissions do not need/use Instructor Permission Numbers during the add/drop period, as this permission has been granted through the Department office specifically for those students.*

\***Enrollment** section classes are the primary component of the course, generally. For example, CHEM 127-01 is a lecture course (the enrollment section) and sections 02 through 05 are labs (the non-enrollment sections). If there is a seat available in a lab section and a student wants to enroll in

the lab, they must obtain a permission number from the instructor of the lecture (the enrollment section) that is supporting the corresponding lab section. If a student wants to “swap” lab sections, they must obtain a permission number from the instructor of the lecture. To accomplish the “swap,” the student must drop both the existing lecture and lab before re-enrolling into an open seat in the same lecture and the new lab section.

11/21/2013