

Concordia Online Services for Faculty

Step by Step

Concordia offers a number of services to its instructors via the Web. Instructors can check their class lists, obtain graphical course schedules and more — on or off campus where Web access is available. This guide outlines how to log in and use these services.

To Sign In:

1. Open your preferred browser.
2. In the address bar of your web browser, enter onlineservices.concordia.ab.ca and then click on **Online Services for Faculty**.



3. Some services, such as Your Courses and Grades require you to log on before you can use them.
4. **If you have not used Concordia Web Sign-in before, or you have forgotten your password**, click the **Set or reset your password** link. If you have used Concordia Web Sign-in before, skip to step 5.

- To request a password reset, enter your non-Concordia email address on file with HR, along with your date of birth, and then click the **EMAIL ME A RESET LINK** button. You will then see a message reporting that the reset link has been sent to your email account. Follow the directions in the email to complete the password reset process.

5. In the Web Sign-in box, enter your Concordia email address (firstname.lastname@concordia.ab.ca) and your network password, and then click the **Sign In** button.

To View Enrollment & Enter Final Grades:

- Click **Your Courses & Grades** from the **My Courses** menu, and then follow the procedure to sign (if you are not yet signed-in).
- The first time you access the class listing it will show the current term. To view another term, simply click the **drop-down arrow**, select the term you want to view, and then click the **View** button.

Class Listing

2013 Winter Term (Jan.)

Beginning: Jan. 7, 2013
Ending: Apr. 12, 2013

- To view the enrollment & enter final grades, click the **[View/Edit]** link under *Enrollment & Grades* for the desired course.

Course	Sect	Days	Start	End	Room	Wait List	Enrollment & Grades
IT 201	A	TW	17:00	18:30	HA107	0 [View]	9/24 [View/Edit]

- The enrollment list is displayed; for each student you can see their Photo, Student ID, Name, Email Address and Grade. You may click on a column heading to change the sort order, on a photo to view a full-size photograph, or on the email address to send an email.

Photo	Student ID	Name	Email Address	Grade
			@student.concordia.ab.ca	
			@student.concordia.ab.ca	

- **NOTE:** *The grades listed here are not visible to students until approved by the Registrar's Office. Also, if this is a current term course, all grades will show as **IP (In Progress)** – grades will only show when the course is complete. **Final grades can only be entered when this feature is activated by the Registrar at the end of each term.***

- Once your grades are entered, click the **Apply Changes** button at the bottom of the page. A notification will be automatically sent to the Registrar's Office.

- To return to your class listing, click the link in the upper right corner of the page that says, **Return To Class Listing**.

Enrollment and Grades: IT 201A

[Return To Class Listing](#)

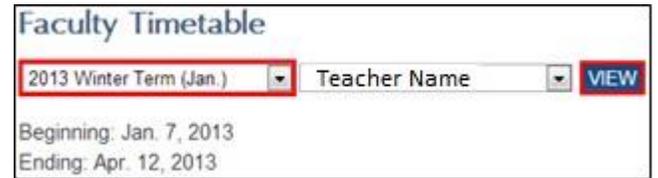
2012 Winter Term

Note: You may click on a column heading to change the sort order, or on a photo to view the full-size photograph. Also note that these grades are **not** visible to students.

To View Instructor Timetables

- Click the **Instructor Timetables** link from the **My Courses** menu, and then follow the procedure to sign in (if you are not yet signed-in).

- The timetable listing will default to your timetable for the current term. To view your timetable for another term, click the **term** listing drop-down box, select the desired term and click the **View** button.



- To view the timetable of another instructor, select the **term**, then select the **instructor** whose timetable you wish to view, and then click the **View** button.

To Change Your Online Services Password:

- When signed in, click the **Change Password** link from the **My Account** menu.
- Enter your **old password**, then enter your **new password** in the box provided and enter it again to confirm it. When finished, click the **Change Password** button.

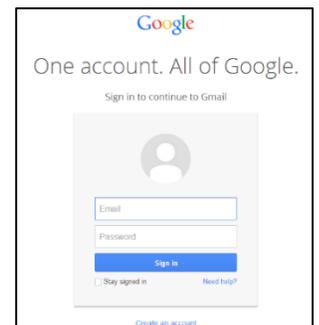


To Access Your Email:

- Open your preferred browser.
- In the address bar of your web browser, enter onlineservices.concordia.ab.ca and then navigate to **My Account**, and then choose **Email**. Click on **Take me to the Google Mail login page**.

Alternatively, you can go directly to gmail.com from your preferred browser.

- In the sign-in box, enter your Concordia email address (firstname.lastname@concordia.ab.ca) and your network password, and then click the **Sign In** button.



If you have any questions or concerns about Online Services, please feel free to contact the IT Services Help Desk by email at helpdesk@concordia.ab.ca, or by telephone at 780.479.9316