



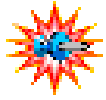
SOAR

Systems, Organizations and Resources

**NATIONAL UNIVERSITY  
ADJUNCT FACULTY  
GUIDE**



# Logging on to SOAR



If you do not remember your password, call the Help Desk at 866-682-2237 x2647.

SOAR is the name National University has adopted for its web portal system. You will sign on using your nine-digit National University ID and your MIS seven-digit ID preceded by two zeros (ex: 001234567). Your password, which will be in all capital letters, will be the first two letters of your first name, the first two letters of your last name, and the last four digits of your National University employee ID in that order. (Ex: John Doe's password would be JODO4567.) You will be required to change your password the first time you log on.

Your user ID is important because it is a unique identifier that is attached to each transaction you perform in the system.

Use the following steps to log on to SOAR.



## To log on to SOAR:

1. Launch Internet Explorer (IE).
2. Sign on to the National University homepage at [www.nu.edu](http://www.nu.edu).
3. Click on the [Login](#) link at the top of the page.



4. Under the For Faculty section, click on the [New! SOAR Faculty Portal](#) link.




Do not create a shortcut on your desktop to this URL as the location and path may change. Please use the login link on the National University home page.

The following page will appear.



For security purposes, SOAR automatically logs you off after 20 minutes of inactivity, without an option to save.

5. Enter your User ID and Password.
  - **Adjunct Faculty:** Your User ID will be your nine-digit faculty ID (former seven-digit ID preceded by two zeros, ex: 001234567). Your initial password will be the first two letters of your first name, followed by the first two letters of your last name, followed by the last four digits of your National University ID (ex: John Smith would be JOSM4567), all letters capitalized. Once logged in, you may change your password.
  - **Fulltime and Associate Faculty:** Use your regular SOAR User ID and password.
6. Click  and the SOAR home page will appear.

## SOAR Home Page


This is the SOAR home page:

The screenshot shows the SOAR Home Page interface. At the top left is the National University logo. The navigation header includes links for "Sign In Page", "PortalHome", and "NU Home". The main content area is divided into three columns:

- Personal Portfolio:**
  - Contact Information:** Manage your name, addresses, phones, internet locations and emergency contacts.
    - [Names](#)
    - [Addresses](#)
    - [Phone Numbers](#)
    - [Email Addresses](#)
    - [Internet Addresses](#)
    - [Emergency Contacts](#)
  - Demographic Information:** View a summary of your demographic information.
    - [Demographic Information](#)
  - Security Settings:** Maintain your personal identification numbers, and set personal directory restrictions.
    - [Password and Personalization](#)
- Learning Management:**
  - Management:** Review your class schedule information, view your class rosters and enter grade information.
    - [View My Class Schedule](#)
    - [View My Weekly Schedule](#)
    - [Access Class Rosters](#)
    - [Record Grades](#)
  - Advisement:** Review advisee information, transcripts and degree progress reports.
    - [View Advisees' Information](#)
    - [New/Drop-In Advisees](#)
  - Course Catalog and Schedule:** View course catalog information and look for specific class sections.
    - [View Course Catalog](#)
    - [View Schedule of Classes](#)
- Help:**
  - [SOAR faculty help document](#)

You can always return to the home page by clicking the [PortalHome](#) link, found on the navigation header at the top of each page.

## Signing out of SOAR

Do not use the close button on Internet Explorer  to exit SOAR. Always use the **SOAR Sign Out button**, found on the navigation header at the top of each page.

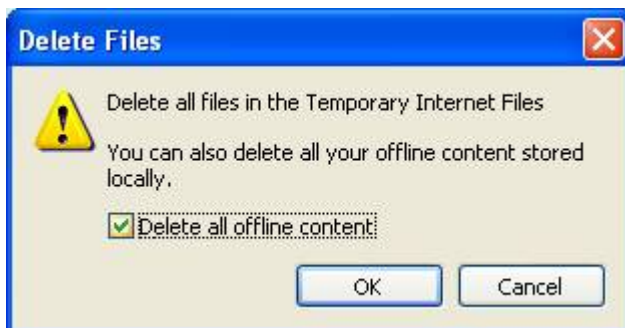
This close-up view of the navigation header shows the National University logo on the left. On the right side, there are two buttons: "Sign Out" and "PortalHome". A yellow hand cursor is pointing directly at the "Sign Out" button, indicating it is the correct action to take for logging out.

## Problems Logging on to SOAR

If you are having trouble accessing the SOAR sign on page, go to Tools on your toolbar, click on Internet Options, and clear your cache by clicking the “Delete Cookies” button.




Also, clear your Internet files including offline content.






## Navigating in SOAR



Even though you use the web browser to access SOAR, **NEVER** use the  browser button to move from page to page. Instead, use the menu links, buttons, and other features in SOAR to navigate the system.

You can access a variety of pages in SOAR by clicking on the menu links under Personal Portfolio and Learning Management.

## SOAR Lookup Feature


Whenever you see the magnifying glass icon , you may click it to view a list of lookup options. For a more specific search, enter a partial word or alphanumeric string correlating to what you want to look up. For example, if the subject area you want to look up begins with a "T", enter T into the field and click the  icon. A list of subjects that begins with the letter T will appear as a result. To view the complete list of subjects available, leave the field blank and then click on the  icon.

### Lookup Subject Area

Academic Institution: NATLU

Subject Area:

Description:

Academic Organization:  


[Basic Lookup](#)

### Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

[View All](#) First  1-100 of 300  [Last](#)

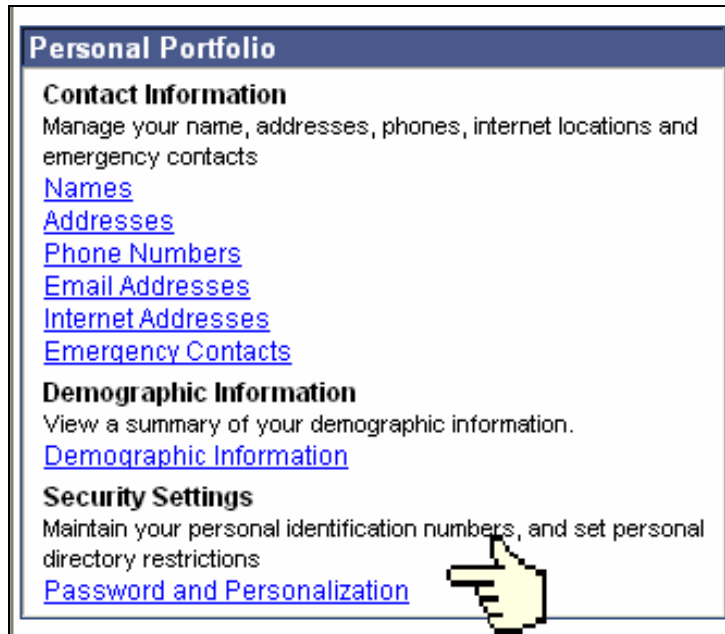
Subject Area	Description	Academic Organization
<a href="#">ACC</a>	<a href="#">Accounting</a>	<a href="#">FIN_ECON</a>
<a href="#">ADC</a>	<a href="#">Alcohol and Drug Counseling</a>	<a href="#">CMI</a>
<a href="#">ADL</a>	<a href="#">ADL</a>	<a href="#">CE</a>
<a href="#">ADR</a>	<a href="#">Alternative Dispute Resolution</a>	<a href="#">PROF_STDY</a>
<a href="#">ADV</a>	<a href="#">ADV</a>	<a href="#">CE</a>
<a href="#">AIM</a>	<a href="#">AIM Faculty Tracking</a>	<a href="#">CE</a>
<a href="#">ALS</a>	<a href="#">Alis Department</a>	<a href="#">CE</a>
<a href="#">APL</a>	<a href="#">APL</a>	<a href="#">PSYCHOLOGY</a>
<a href="#">ART</a>	<a href="#">Art</a>	<a href="#">ART_HUM</a>
<a href="#">ASL</a>	<a href="#">ASL</a>	<a href="#">ART_HUM</a>

Some searches may yield too many results to display on one page. If this happens, select the [View All](#) link or click on the  icon or the [Last](#) link to view the remaining records.

# Changing Your Password

Though you are not required to change your SOAR password, the IT department highly recommends that you do so. To change your password:

1. Click on the Password and Personalization link under the Personal Portfolio menu.



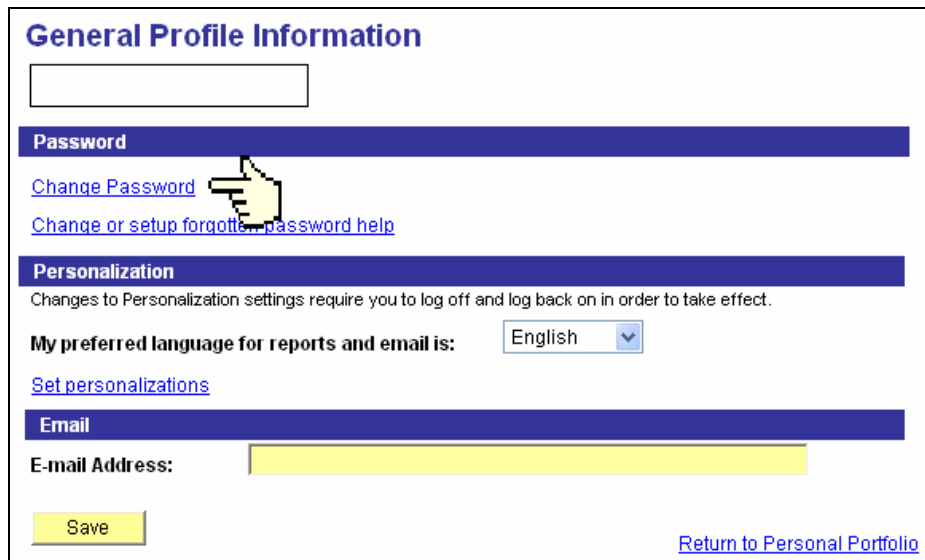
**Personal Portfolio**

**Contact Information**  
Manage your name, addresses, phones, internet locations and emergency contacts  
[Names](#)  
[Addresses](#)  
[Phone Numbers](#)  
[Email Addresses](#)  
[Internet Addresses](#)  
[Emergency Contacts](#)

**Demographic Information**  
View a summary of your demographic information.  
[Demographic Information](#)

**Security Settings**  
Maintain your personal identification numbers, and set personal directory restrictions  
[Password and Personalization](#)

2. Next, click on the Change Password link and enter the information as requested.



**General Profile Information**

**Password**  
[Change Password](#)  
[Change or setup forgotten password help](#)

**Personalization**  
Changes to Personalization settings require you to log off and log back on in order to take effect.  
**My preferred language for reports and email is:**

[Set personalizations](#)

**Email**  
**E-mail Address:**

[Return to Personal Portfolio](#)

# View My Class Schedule

View My Class Schedule provides instructors with information on all of their current and future scheduled classes.

**Learning Management**

**Management**  
Review your class schedule information, view your class rosters and enter grade information.  
[View My Class Schedule](#)  
[View My Weekly Schedule](#)  
[Access Class Rosters](#)  
[Record Grades](#)

**Advisement**  
Review advisee information, transcripts and degree progress reports.  
[View Advisees' Information](#)  
[New/Drop-In Advisees](#)

**Course Catalog and Schedule**  
View course catalog information and look for specific class sections.  
[View Course Catalog](#)  
[View Schedule of Classes](#)

SOAR will display the information for the next class the instructor is scheduled to teach.

## View My Class Schedule

**Instructor Name** 2005 - May

[Select a different term](#)

Instructor Schedule    **Instructor Schedule 2**

Class Number	Subject	Catalog	Sect	Component	Start Time	End Time	Meeting Days	Building	Room
30345	FIN	633	002	LEC	5:30PM	10:00PM		4141 MisVal	221
30345	FIN	633	002	LEC	8:30AM	12:30PM		4141 MisVal	221

[Select a different term](#)      [Return to Learning Management](#)

To view a list of all the months in which the instructor has taught or is scheduled to teach, click on the [select a different term](#) link. Then click on the month for which you want the information displayed.

## View My Class Schedule

### Instructor Name

Select the term for which you would like to see your Class Schedule.

Term
<a href="#">2005 - May</a>
<a href="#">2005 - April</a>
<a href="#">2005 - March</a>
<a href="#">2005 - February</a>
<a href="#">2004 - December</a>
<a href="#">2004 - November</a>
<a href="#">2004 - October</a>
<a href="#">2004 - August</a>
<a href="#">2004 - June</a>

# View My Weekly Schedule

View My Weekly Schedule provides instructors with information on the days and times they are scheduled to teach each week.

**Weekly Schedule**

**Instructor Name**

As of Date:  Start Time:  End Time:

**Week of 04 April 2005 - 10 April 2005**

Short Description	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00AM							
9:00AM							
1:00PM							
2:00PM							
3:00PM							
4:00PM							
5:00PM	FIN 632 (001) MANAGING FIN. RESOURCES Lecture / Primary Instructor 4141 Miss.Vall.Learning Center 302 5:30PM - 10:00PM		FIN 632 (001) MANAGING FIN. RESOURCES Lecture / Primary Instructor 4141 Miss.Vall.Learning Center 302 5:30PM - 10:00PM				
6:00PM	FIN 632 (001) 5:30PM - 10:00PM		FIN 632 (001) 5:30PM - 10:00PM				

Change the fields to review other weeks and/or times.

As of Date:  Start Time:  End Time:

## Access Class Rosters

The Access Class Rosters screen provides instructors with a current class roster for the classes they are scheduled to teach.

**Learning Management**

**Management**  
Review your class schedule information, view your class rosters and enter grade information.


[View My Class Schedule](#)  
[View My Weekly Schedule](#)  
[Access Class Rosters](#)   
[Record Grades](#)

A list of terms in which the faculty member has taught or is scheduled to teach will be displayed. Click on a term to view the class roster. Each student's name and ID number (blocked here for privacy purposes) will be displayed. You may also change the enrollment status line to view wait-listed or dropped students. (National University is not currently using the wait-listed feature.)

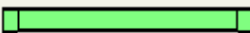







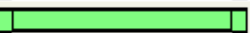

**Class Roster**

EDA 619A 2005 - January

FIN. ASPECTS OF ED

**Enrollment Status:**  

**Total Students:** 5 [Detail](#)

Name	Student ID	Short Description	Units Taken	Primary Academic Program
		Graded	4.50	Graduate - FA eligible
		Graded	4.50	Graduate - FA eligible
		Graded	4.50	Credential - FA eligible
		Graded	4.50	Graduate - FA eligible
		Graded	4.50	Graduate - FA eligible

**Note:**

The "Graded" descriptor under Short Description indicates that the student is classified to be graded for this class (vs. audit or pass/fail). It does not indicate that a grade has been assigned.

## Student Contact Information

If students have provided contact information to National University, it will be accessible to you via the Class Roster page on the Contact Data Tab.

Find   View All    First ◀ 1-20 of 20 ▶ Last				
Class Roster		Contact Data 		
Name	Student ID	Short Description	Units Taken	Primary Academic Program

Columns may include the following contact information:

- Home phone
- Work phone
- E-mail address


Total Students: 20		<a href="#">Detail</a>		
Find   View All    First ◀ 1-20 of 20 ▶ Last				
Class Roster		Contact Data		
Name	Student ID	Home Phone	Work Phone	Email
Doe, John	009876543	555/555-5555	444/444-4444	john.doe@xyz.com

# Record Grades

Record Grades allows an instructor to record class grades via the Internet.

Click on the following links to view and enter grade information:

- [View My Class Schedule](#)
- [View My Weekly Schedule](#)
- [Access Class Rosters](#)
- [Record Grades](#)

**Advisement** 

A list of terms in which the instructor has taught or is scheduled to teach will be displayed. Click on the month and then the class for which you want to enter grades.

## Select Grade Roster

**Instructor Name** 2005 - February

Select the Course Title of the roster you wish to view.

Course Title	Subject Catalog Nbr	Section	Class Nbr	Institution
<a href="#">ADVANCED COMPOSITION</a>	ENG 240	002	15833	National University

[Select a Different Term](#)      [Return to Learning Management](#)

The grade roster will appear enabling you to enter final class grades in the Grade Input column.

[Home](#) > [SA Self Service](#) > [Learning Management](#) > [Management](#) > **Record Grades**

## Grade Roster





05/01/2005

ED 619A      **Section:** 001      National University  
 FIN. ASPECTS OF ED      Undergraduate      2005 - May  
**Class Nbr:** 30089      Lecture      Regular Academic Session


**Select Desired Roster**      First ◀ 1 of 1 ▶ Last

Roster Type  
 Final Grade      Final Grade       **Display Ungraded Students Only**

Approval Status:

ID	Name	Grade Input	Official Grade	Grading Basis	Short Description
		<input type="text"/> 	Graded	Graduate	<a href="#">Detail</a> <a href="#">Note</a>
		<input type="text"/> 	Graded	Graduate	<a href="#">Detail</a> <a href="#">Note</a>
020002717	Records10,Student	<input type="text"/> 	Graded	Undergrad	<a href="#">Detail</a> <a href="#">Note</a>
		<input type="text"/> 	Graded	Graduate	<a href="#">Detail</a> <a href="#">Note</a>

[Select a Different Class](#)



After entering the grades, change Approval Status from “Not Reviewed” to “Approve”. Once the grades have been accepted by the system, the Grade Input column will disappear and the grades you entered will appear in the Official Grade column.

*Please Note:*

You will be able to change grades once you change the Approval Status to “Ready for Review”. The grades will not be accepted until you have awarded every student in the class a grade.

Home > SA Self Service > Learning Management > Management > Record Grades

## Grade Roster

09/01/2001

ED 604A	<b>Section:</b> 002	National University
MGT.IS&HUMAN&FISCAL RES.	Undergraduate	2001 - September
<b>Class Nbr:</b> 2036	Lecture	Regular Academic Session

Select Desired Roster First ◀ 1 of 1 ▶ Last

Roster Type

Final Grade Final Grade  Display Ungraded Students Only

Approval Status:

ID	Name	Official Grade	Grading Basis	Short Description
		A	Graduate	<a href="#">Detail</a> <a href="#">Note</a>
		A	Graduate	<a href="#">Detail</a> <a href="#">Note</a>
		A	Graduate	<a href="#">Detail</a> <a href="#">Note</a>
		A	Graduate	<a href="#">Detail</a> <a href="#">Note</a>
		A	Graduate	<a href="#">Detail</a> <a href="#">Note</a>
		A	Graduate	<a href="#">Detail</a> <a href="#">Note</a>

## Notes about Grade Input

When opting to select a grade from the Grade Input Description table, you may notice a few new options. Some are not used by National University (we are working on removing these) and others are used only for certain classes or under certain circumstances. Please note the following:

GRADE	DESCRIPTION	
<a href="#">I</a>	<a href="#">Incomplete</a>	See directions below on how to enter an Incomplete grade online.
<a href="#">IP</a>	<a href="#">In Progress</a>	IP replaces the "K" grade for project classes where the allowable timeline exceeds the class-end date on the schedule.
<a href="#">IX</a>	<a href="#">Incomplete Extension</a>	IX should only be used by the Grades Department (ext. x8261) if a student needs to extend his/her original Incomplete.
<a href="#">NC</a>	<a href="#">No Credit</a>	NC is not used by National University.
<a href="#">S</a>	<a href="#">Satisfactory</a>	S is used for Pass/Fail classes, such as student teaching.
<a href="#">U</a>	<a href="#">Unsatisfactory</a>	U is used for Pass/Fail classes, such as student teaching.
<a href="#">W</a>	<a href="#">Withdrawal</a>	W should not be entered by an instructor. Students must contact their advisor to officially withdraw from the class by the third week.

## Fax Your Grades

If you prefer to submit your grades via fax, send them to 858-642-8718 (or ext. 8718 from any National University fax machine).

## Entering Incomplete Grades

A grade of Incomplete is allowed under certain circumstances as outlined in the current *National University General Catalog*.

- Put an "I" on the grade roster under Grade Input.

The screenshot shows the 'Select Desired Roster' interface. At the top, it says 'Select Desired Roster' with navigation buttons for 'First', '1 of 1', and 'Last'. Below this is a 'Roster Type' section with 'Final Grade' selected and a checkbox for 'Display Ungraded Students Only'. The 'Approval Status' is set to 'Not Reviewed'. A table lists students with columns for ID, Name, Grade Input, Official Grade, Grading Basis, and Short Description. The 'Grade Input' column for 'Bird, Big' contains the letter 'I'. Hand icons point to the 'I' and the 'Note' hyperlink in the 'Short Description' column.

ID	Name	Grade Input	Official Grade	Grading Basis	Short Description
	Bird, Big	I		Graded	Undergrad <a href="#">Note</a>
	Khan, Chaka			Graded	Undergrad <a href="#">Detail</a> <a href="#">Note</a>
	Charles, Prince			Graded	Undergrad <a href="#">Detail</a> <a href="#">Note</a>

- Then click on the [Note](#) hyperlink.

The screenshot shows the 'Transcript Note' dialog box. At the top, it says 'Transcript Note' with a 'New Window' link. Below this is a 'Class Section' section with fields for Name (Beard, Terrance H), ID (006962989), Term (2005 - April), Subject (ACC), Catalog Nbr (201), Class Nbr (25509), and Sect (001). A yellow button labeled 'Incomplete Detail' is visible. The 'Note ID' field is set to 'INC' and labeled 'Instructor Inc Grade Notes'. Below this is a 'Transcript Note' section with a 'Transcript Note Sequence Nbr' field set to '1' and a text area containing the note text: 'Student must a) submit mid-term essay b) Do a financial budget'. At the bottom, there are 'OK' and 'Cancel' buttons.

- Use INC for the Note ID field and then enter the required student criteria to clear the incomplete. (This note will only print on the unofficial transcript.)
- Click OK.
- Continue to enter the remaining grades.



**ONCE GRADES HAVE BEEN ENTERED IN THE OFFICIAL GRADE COLUMN, DO NOT CHANGE THEM ON THE WEB PAGE. YOU WILL NEED TO SUBMIT A "CHANGE OF GRADE" FORM TO THE GRADES DEPARTMENT IN THE REGISTRAR'S OFFICE.**

**Copies of this form will be available from the Grades Department in Torrey Pines North or from authorized staff at your campus.**

# View Course Catalog

The View Course Catalog screen provides instructors with information about individual courses taught at National University.

### Catalog Search Results

**Institution:** NATLU National University  
**Subject:** TED Teacher Education

[Return to Search](#)

Course Offering			
TED	666	CULT. FOUND. OF LINGUIST	4.5 units
<b>Course Component</b>			
Lecture		Required	

# View Schedule of Classes

The View Schedule of Classes screen provides instructors with information about scheduled classes by term. This search can be sorted by several criteria shown on the Advanced Class Search screenshot below.

National University

Home Help Sign Out

Home > SA Self Service > Learning Management > Catalog > View Schedule of Classes [New Window](#)

### Class Search

#### Advanced Class Search

**Institution:** NATLU National University  
**Term:** 0412 2004 - December

Select at least 2 criteria below then click Search to see the results.  
 Only one entry is required if you enter Course ID or Class Number.

**Subject:**

**Catalog Number:**

Open Classes Only  
 Open Entry/Exit Classes Only

**Course ID:**   **Class Number:**

**Description:**

**Course Component:**

**Mode of Instruction:**

**Course Career:**

**Session:**

**Campus:**

**Location:**

**Class Days:** M  Tu  W  Th  F  Sa  Su

**Start Time:**  **End Time:**  (example: 1:00PM)

**Instructor Last Name:**

**First Name:**

[Basic Search](#) [Return to Select Institution and Term](#)

## Notes

- To view closed (enrollment full) and open classes, you need to uncheck the "Open Classes Only" box.

Open Classes Only

Open Entry/Exit Classes

