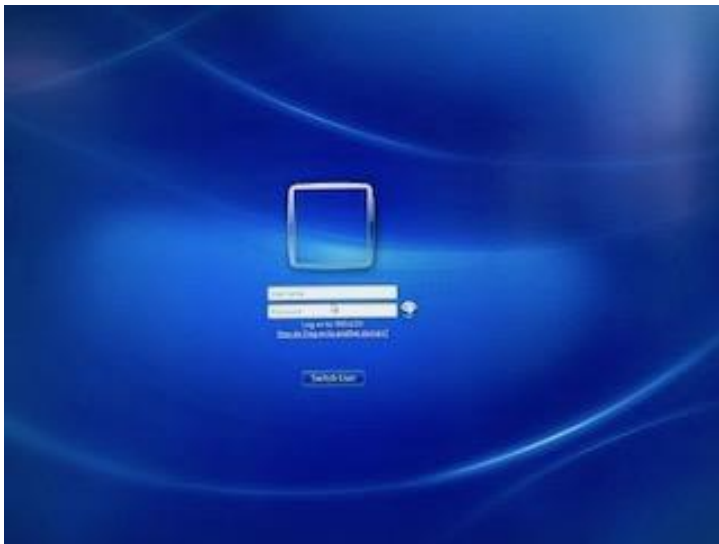


Faculty Orientation Quick Tips Cheat Sheet

HOW TO LOG ON TO A CLASSROOM COMPUTER:



Press CTRL + ALT + DELETE

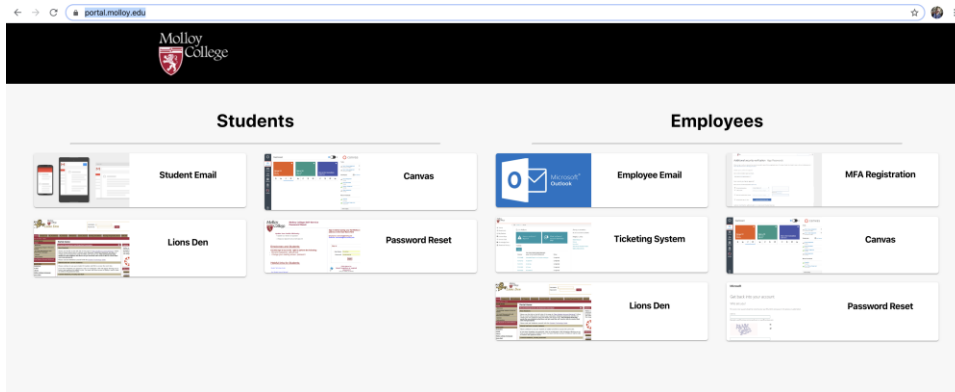


ENTER YOUR USERNAME WITH THE @MOLLOY.EDU AND YOUR PASSWORD

FOR ME IT WOULD BE: CMILLER@MOLLOY.EDU

FOR OFF CAMPUS EMAIL ACCESS:

TYPE portal.molloy.edu (into your web browser address bar)



Here you have access to Email, Canvas and LionsDen.

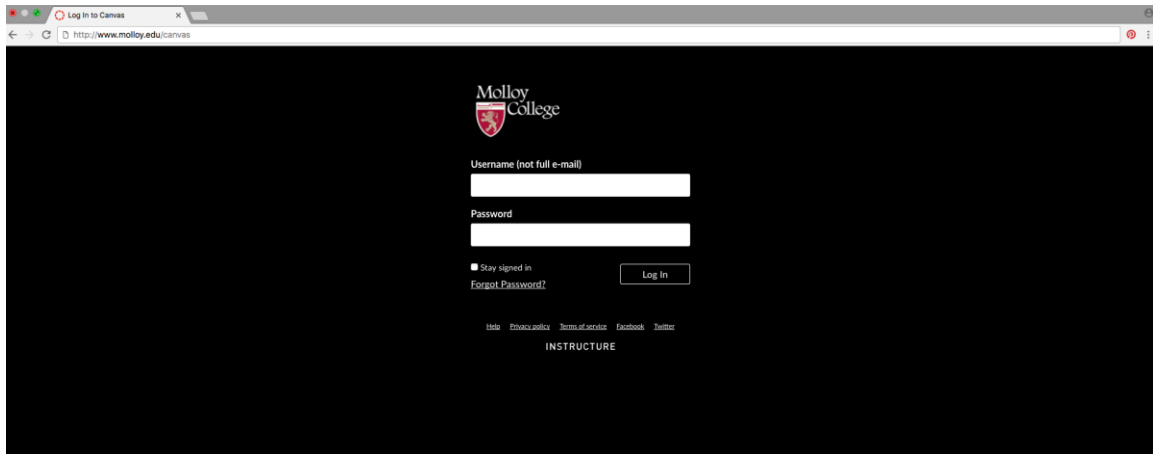
For email select the email option.

Type in your FULL Molloy University email address and password.

This brings you to the Office 365 homepage, where you can click on Outlook for email.

TO ACCESS CANVAS (our Learning Management System)

TYPE portal.molloy.edu (into your web browser address bar) and select the Canvas option.



Enter your username and password. This same username and password is used to access your LIONSDEN account. The username is the part BEFORE @molloy.edu in your email address. So for example, my username is cmiller.

TO ACCESS LIONSDEN:

TYPE: portal.molloy.edu (into your web browser address bar)

The screenshot shows the Molloy College Lions Den portal home page. At the top, there is a navigation bar with links for Home, Admissions, Course Search, My Academics, My Finances, HS Program, Professional Development, Visiting Non-Degree, Nursing Orientation, and Campus Life. Below this is a login section with fields for Username and Password, and a Login button. The main content area is divided into several sections: 'Portal Home' with a dropdown menu, 'Quick Links' including Internships/Jobs, Bookstore, Library, Molloy College Homepage, Rave Alert, and TutorTrac; 'New Students' with information about account creation and a 'New Student Account Retrieval' tool; 'Current and Returning Students, Faculty, Administrators and Staff' with login instructions and a 'self-service website' link; and 'Canvas' with a message about the transition to Canvas LMS and a 'Download' button for 'Personal & Emergency Contact Info Update for New & Returning Students' (pdf, 261K). There is also a 'Guides' section with a link to the 'Student Technology Guide'.

Enter your username and password. This same username and password is used to access both your EMAIL account and CANVAS account. The username is the part BEFORE @molloy.edu in your email address. So for example, my username is cmliller.

Lions Den is where you will submit non-attending reports, mid-semester appraisals and final grades for students.



No Sweat...

2 Easy Steps to Enter Grades Online

Canvas Grades Must **Also** Be Entered in Grade Entry!

Step 1

- Go to www.molloy.edu & Click on the "Online Faculty and Student" Link located on top left corner of screen
- Login to Lions den online account using your ID and PIN
- Click "**My Courses**" tab
- Under "Grade Entry" open the link for "**View Course List**"

Step 2

- Select term you are working on from drop down "**Term**" box, then click on **Search**
- Click on **Course Code** Link
- Go to the "**Default Last date of attendance**" box and enter the final exam date/last class meeting date as the Default Last Date of Attendance then click on "**set default LDoA**" Button (The date must be within the start and end dates for the term.)
- Enter **Grade**, the **EXACT Last date of Attendance** for grades of "**WA**", "**WF**", "**I**", & "**F**" and **Days Absent**
- Click **SAVE** and you will see the following message: "**GRADES SUCCESSFULLY UPDATED**" (Edit corrections allowed after you save grades during collection period. Check emails. You must use Grade Change Forms to change grades after that.)

NOTE:

- **Please be accurate reporting Last Date of Attendance for students getting grades of "WA", "WF", "F", or an "I".**
- **The collection of Last date of attendance for grades of "WA", "WF", "F", or an "I" is required by the government to determine the return of Title IV financial aid.**



Useful for Pass/Fail grading, you can set a grade to populate for whole class then edit as needed using the "**Default Grade**" feature. To clear default grade entry, change grade to "select" then save.

Molloy University WiFi

SSID: **'MolloyWiFi'**

Password: **MolloyLions2024**

Helpful Phone Numbers:

Technology Learning Services 516-323-4816

- For Canvas assistance
- For Panopto assistance
- 8-5 Monday-Friday

Technology Support Services (HELPDESK) 516-323-4800

- General computing issues
- Password reset
- Classroom technology not working
- Printer issues
- 7:30AM – 10PM with limited weekend hours

Canvas Support Hotline 844-408-6455

- 24/7 support from Canvas
- Ability to answer ALL Canvas questions

Faculty Professional Center 516-323-3070

- General Faculty questions and concerns related to faculty development, teaching and learning

Faculty Council 516-323-3072

- Governance questions and concerns related to faculty policies and academic responsibilities