



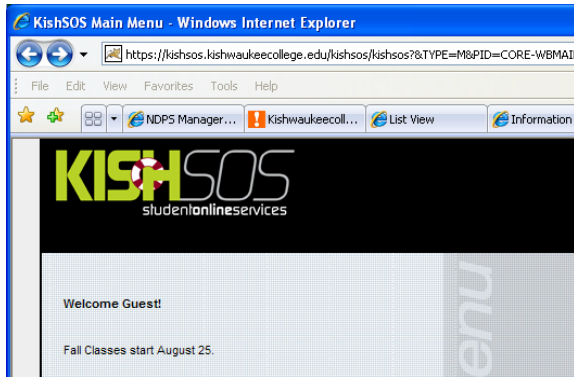
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KISHSOS FACULTY QUICK START GUIDE

HOW CAN I ACCESS KISHSOS?

<http://kishsos.kishwaukeecollege.edu/>

Enter your login and password; reference KishSOS Login Quick Start Guide, if you have not created a login.



WHAT ARE THE SERVICES AVAILABLE THROUGH KISHSOS FOR FACULTY?

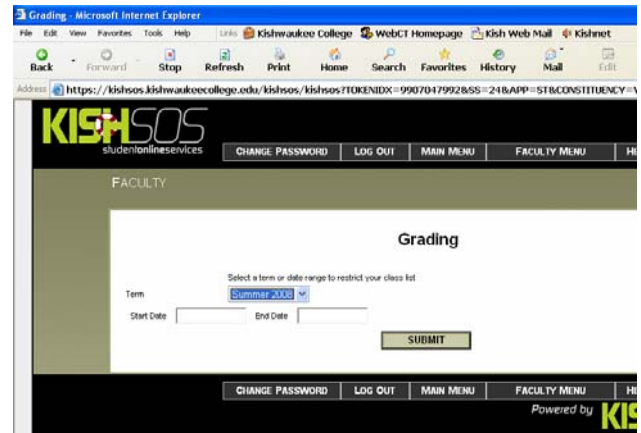
- My Class Schedule: To view your class schedule.
- Class Roster: To view your class list for the selected term.
- My Advisees: Student advisement information.
- Grading: To submit grades for the classes you are currently teaching.
- Search for Sections: This option is more commonly used by students when registering for classes.



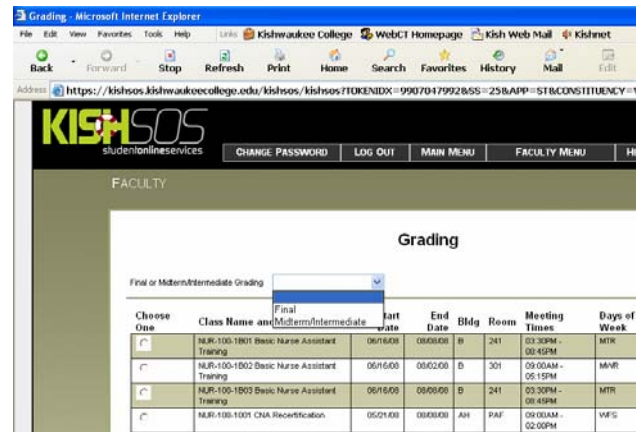
SUBMIT MIDTERM / FINAL GRADES



Click on Grading under the Faculty Information.



Choose the term you wish to work, click submit.



Choose Final or Midterm from the drop down menu.



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KISHSOS FACULTY QUICK START GUIDE

VIEW MY CLASS SCHEDULE

From the faculty menu choose **My Class Schedule** and enter a term and click on Submit.

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week
<input type="checkbox"/>	NUR-100-1001 Basic Nurse Assistant Training	06/16/08	06/08/08	B	241	03:30PM - 06:45PM	MTR
<input type="checkbox"/>	NUR-100-1002 Basic Nurse Assistant Training	06/16/08	06/02/08	D	301	09:00AM - 05:15PM	MNR
<input type="checkbox"/>	NUR-100-1003 Basic Nurse Assistant Training	06/16/08	06/08/08	D	241	03:30PM - 06:45PM	MTR
<input type="checkbox"/>	NUR-100-1001 CNA Recertification	05/21/08	06/08/08	AH	PAF	09:00AM - 02:00PM	WFS

Choose your class, then click submit.

You will see your schedule with meeting times and rooms. Click on the link to a class for more information. Clicking on OK will bring you back to the faculty menu.

VIEW MY CLASS ROSTERS

From the Faculty Menu choose **Class Roster**. Choose semester and click on submit. Place a check mark next to the course you want to view and click on Submit. You may check only one class at a time.

Enter your student's grades, click submit.

You will be returned to the main menu. Click Log Out when you are finished.

You will see a list of all registered students. If you have additional classes to view, use the back button. Remember to uncheck the current box and check the next class you want to view. If you click ok you will be brought back to the faculty menu.