

Quick Guide to MyNaropa for Faculty

MyNaropa: <https://my.naropa.edu/ics>

Logging In:

Enter your User Name in the top right of the page.

Hint: your user name is the same as your Naropa.edu email, minus the @naropa.edu piece.

For example, if your email address is NaropaTeacher@naropa.edu, your User Name for MyNaropa is NaropaTeacher.

If you do not know your password, please feel free to contact the Registration Office by calling (303) 546-3500 or sending an email to registration@naropa.edu.

If you are having difficulty with your Naropa.edu email, you'll need to contact IT by sending an email (from your personal account) to helpdesk@naropa.edu.

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Viewing Class Lists:

- Once you are logged in, click on the **Faculty and Advising** tab;
- Click on Your Course(s) with Class List, Grading and Textbooks link found under the **Faculty** heading;
- Set Term to correct term;
- Click on **View Courses**;
- Click on the arrow next to "Select Area..." found under "**Go Directly To**" to the right of the class title;
- Select Class Lists and you will see the students registered for your course.
- To see all students, including those who are waitlisted for your course, click on the **Set Options** link found directly under "View Class List and Course Details – Class List" heading near the top of the page;
- Check the box next to Include Waitlisted and then Save.

Sending Email to Students:

- Once you see the class list, click on the **Email All Students** link found at top and bottom of class list;

- Or, click on the box next to a few student names and click on **Email Selected Students** to send only to a few students in the class;
- Remember to check the “Send a copy to myself” box – otherwise you won’t have a copy of the email;
- Use the “Attach File” option if you’d like to send an attachment;
- Hit Send;

Entering Grades:

- Once logged in, click on **Faculty and Advising** tab;
- Click on **Grade Entry** link found under the Faculty heading;
- Select correct Program and Term for which you are entering grades;
- Click on **View Course** list;
- Click on the course for which you are entering grades;
- Enter grades for one or all students;
- Click on **Save**;
- If you do not see a large circulating blue arrow, look for a red error message which will tell you what you need to correct and try again;
- Wait for circulating blue arrow to finish and you will receive a message that grades have successfully been submitted.

Entering Textbook Information:

- Click on the **Faculty and Advising** tab;
- Under the Faculty heading, click on **Your Course(s) With Class List, Grading & Textbooks**;
- Set to the correct term; if your class does not immediately appear, click on View Courses to pull the information onto the screen.
- To the right of your course title, click on the arrow next to “Select Area” under the “Go Directly To” and select Textbooks.
- Enter new textbook information by clicking on “Add New Textbook to Assign to the Course”. Be sure to fill in all required information – especially the ISBN 10 or 13 (both are not required);
OR, search for your textbook in the existing database by clicking on “Search Existing Textbooks to Assign to Course”. If your textbook is found, this will save you from re-entering all the required information!
Please be aware that this search option is a useful tool but it does not always function as one would expect. Here are some Search tips:
 - ❖ Simple, one-word searches work best! Instead of putting in the entire title, just enter one key word to search.
 - ❖ Searches work better by Author than by Title. You should only enter the last name of the author while doing a search for textbooks that have previously been entered in the database.
- Once you have found the textbook that you would like to add, select the textbook by clicking on the box under “Select’ and then hit the “Assign Selected Textbook” button at the bottom of the page.
- Once the Textbook is assigned to your course, you can click on the “pencil” icon next to the title to check and edit the information associated with this textbook. Clicking

on the “trashcan” icon next to the title will remove this book from the required textbooks for your course.

Adding Course Authorizations:

- Click on **Faculty and Advising** tab;
- Click on **Course Authorization**, found under the Faculty heading;
- Set the Term to the term for which you are adding an authorization;
- Click on **Course List** link, found below your list of courses;
- Click on the course for which you are adding an Authorization;
- Click on **Add New Authorizations** link, found to the right of the page;
- Enter student’s name or ID, hit Search;
- Click on “Add” box for the Authorization(s) you want to enter;
- Select appropriate reason (when it doubt, it is fine to enter two authorizations such as Course Requisites and Course Requirement);
- Click on **Add Authorizations**;
- Inform student that the Authorization has been added and that s/he will now need to register for the course.

How to View Waitlists:

- Click on **Faculty and Advising** tab;
- Click on **Waitlist Order**, found under the Faculty heading;
- Set the Term to the term for which you are trying to view waitlists;
- Be sure the Program is set correctly to either Graduate or Undergraduate;
- Click on **View Waitlist Order**;
- Find the student. Classes are listed alphabetically and students are listed under those classes in the order which they were added to the waitlist (1st student name on next to your course number is the 1st on the waitlist, etc.).


How to Find a Student’s Phone Number in MyNaropa

- Log into MyNaropa;
- Click on the **Faculty and Advising** tab;
- Click on **Student Information** found under the **Advising** heading;
- Enter student’s name or ID and hit Search (remember, less information is better when searching in MyNaropa. Instead of entering the entire first and last name of a student, try just entering the first few characters of the name);
- Scroll down to see the student’s name;
- Click on the student name;
- Click on **Biographical Details** tab (found right next to the Academic Details tab in the middle of the page);
- Biographical Details shows a student’s phone number, email, address, etc.

How to Add Your Office Hours in MyNaropa

(viewable by any person who clicks on the small blue icon  found next to your name in MyNaropa)


- Log into MyNaropa;
- Click on the “Personal Info” link found next to your name at the top right of the page




Welcome back **Mari Dark** ([Personal Info](#) | [Logout](#))

- Click on the **Office Hours** tab;
- Set the times and click on the days you are available;
- Add a note if you’d like or use this Note field to add your telephone number
- Save;
- If you have different hours on different days, repeat the process for each day.

How to Upload your Photo in MyNaropa

(viewable by any person who clicks on the small blue icon  found next to your name in MyNaropa)

- Log into MyNaropa;
- Click on the “Personal Info” link found next to your name at the top right of the page



Welcome back **Mari Dark** ([Personal Info](#) | [Logout](#))

- Click on the **Photo** tab;
 - Select “Browse” to find a photograph saved on your computer;
 - Save;
- (Please note that students do not have the option to upload their own photos at this time.)