

## COMMON FORMS HELP

### WEB BASED COMMON FORMS

[http://www.nicholls.edu/ir/db/CF\\_test/Login.php](http://www.nicholls.edu/ir/db/CF_test/Login.php)

Assessment and Institutional Research

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### PLEASE USE INTERNET EXPLORER WHEN YOU WORK ON COMMON FORMS.

#### How to get there:

- Click on “**Site map**” on Nicholls home page. Click on “**Assessment & Institutional Research**” link. Click on “**Common Forms**” option. Click on “**WEB BASED COMMON FORMS ENTRY SYSTEM**” to login.

#### Logging in:

- Your user name will be your groupwise user name. For example, math-xxx or cmps-xxx or educ-xxx etc.
- The password for the first time users will be “air231”. The password is case sensitive. Once you login you can change the password.
- If you forgot your password you can either click on “Forgot Password” link on the login page. This will email you a random system generated password to your Nicholls email. Copy and paste this password in the “Password” field.
- Or you can call “Office of Assessment and Institutional Research” at extension 4006 and someone will help you with it.

#### Changing Password and updating Profile:

- Login into the common forms system. Click on Profiles option. This option is on the top right hand corner of your screen. In the middle of the screen you will find the change password option. Click on that and enter your old password and enter your new password and click on change password button.
- Type in the data that you want to be changed in the profile. The phone number will be in the format “xxxxxxx”. For example, “4480000” without any hyphens or brackets.
- To change the date, common forms does not allow you to type in the date. So click on the calendar next to the date box and CHOOSE THE YEAR FIRST, THEN THE MONTH AND THEN CLICK ON THE DAY. You can use the minus symbol “-“ to go back and “+” symbol to scroll to the future years.
- Please make sure that your email address is correct. The system will send a random password to the email address mentioned here.
- Click on update button to update your profile.

### Previous year's data

- Your previous year's data will be in archives. Please click on teaching or any option and click on "Archives" link. This option is next to the "Add" option. This will display last year's link. Click this link to get last year's data. Click on "Current" link to go to the present year's data. The current year's data will be saved in archives after your department head and the Dean do the evaluation.

### Teaching

- To enter the teaching details, click on teaching and there is an add option in the middle of the screen. A window will popup with empty fields where you can type in the information. If the window does not show up, there can be two reasons. You have a popup blocker on your system. So hold the "Ctrl" or "control" key on the keyboard and click on "Add". If the add window does not show up, please check the minimized windows.
- Under teaching option, course taught accepts the 4 letter code for the course. For example, "MATH" or "CMPS" or "ACCT" or "MACO" etc.
- The course number is "101" or "201" etc
- The section would be "2M" or "3T" etc
- The credit hours is the total credit hours earned for that particular course
- The contact hours are the total number of hours you stay in contact with the student for a week for that particular course.
- No. of students refers to the total number of students in that class.
- No of non-completers and W's and F's – Sum the students with W, F grades and I and type it.
- Some of the fields are mandatory and if you do not have data for those fields, put "0" for numeric fields for example credit hours and put n/a or some sample text and save it. You can edit that information later and put the correct data.
- The numbers in brackets next to the text boxes suggest the maximum number of characters that text box accepts. (4) means you can type only 4 characters in that textbox.
- Check the check box (last option) and click the "when selected delete" button to DELETE that record. A new screen appears to confirm the delete. Click on "Delete" option to delete the record or click on "Cancel" option to cancel the deletion. DATA ONCE DELETED WILL BE PERMANANTLY REMOVED FROM THE DATABASE.
- Please click on "save" to save your data. DATA THAT IS NOT SAVED CANNOT BE RETRIEVED BACK. Please enter data in one window at a time. Do not open Multiple "Add" windows as it might not save the data properly in the database.

### Entering Date

- While entering the date, click on the calendar, next to the date box and **choose the year first, then the month and then click on the day.** You can use the minus symbol "-" to go back and "+" symbol to scroll to the future years.

### **Content Help**

- Click on help file once you logon to get an idea about the content for the common forms.

### **Service**

- Under Student Advising, add all the students you advised in a semester. Put the exact number under each option.

**Please logout as soon as you finish entering the data or if you are leaving the computer for a while. The session will automatically expire after 20 minutes if you do not use it. You will have to login again to enter the data.**