

Arts Corps Faculty Portal

User Guide and Documentation

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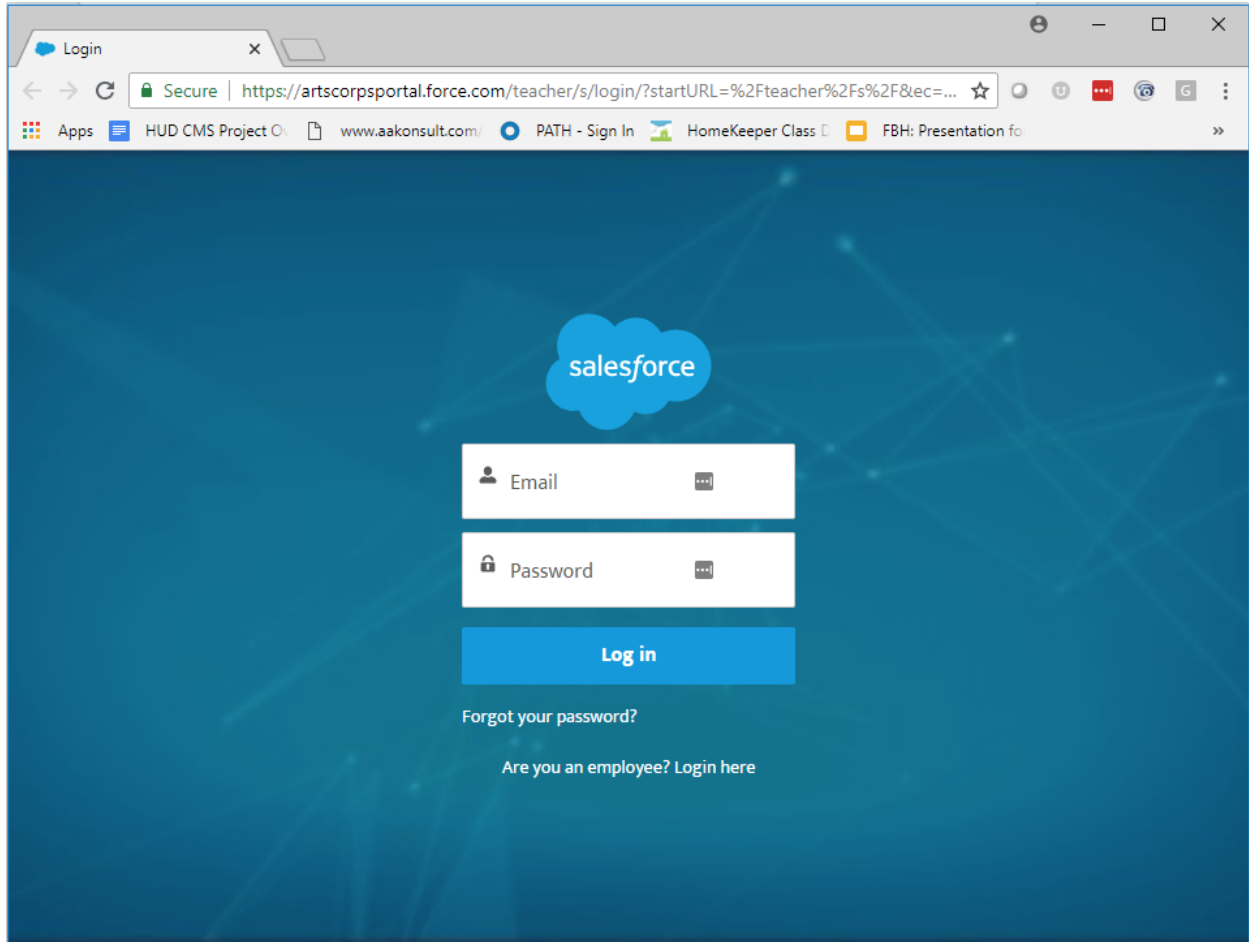
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Logging in as Faculty (Teaching Artist or Classroom Assistant)

You will receive an activation email when staff enables your access to the portal. Once you set up your password you will log in through the following URL:

<https://artscorpsportal.force.com/teacher/s/login>



Home Page

Each faculty person can view all their classes on the home page. The oldest class shows at the top and the most recent at the bottom. There is no way for us to change this function. Faculty must click “view all” at the bottom left corner to see all their classes.

Home My Classes 🔔 Jieyi Ludden ▾

Teacher Classes

START DATE	CLASS NAME	ART MEDIUM	DESCRIPTION
4/17/2017	Madrona Performers @ Madrona, Spring 2...	Interdisciplinary	Collaborative original performance composi...
4/5/2018	Movement/Visual Arts @ Madrona, Spring ...	Interdisciplinary	
7/9/2018	Interdisciplinary Arts 1 @ NF Arbor Heights...	Interdisciplinary	
7/9/2018	Interdisciplinary Arts 2 NF @ Arbor Height...	Interdisciplinary	
7/23/2018	Interdisciplinary Arts 1 @ NF Woodridge Pa...	Interdisciplinary	
7/23/2018	Interdisciplinary Arts 3 @ NF Woodridge P...	Interdisciplinary	
7/24/2018	Interdisciplinary Arts 2 @ NF Woodridge P...	Interdisciplinary	

[View All](#)

Class Page

Upon clicking on a class, faculty can see all the details of that class. You have the ability to edit the class description sub-categories of: description, learning objectives, assessment criteria, class activities and end of class reflection. Faculty does not have the ability to change their class details – only administrators. Only an administrator (ie. The Program Operations Manager) can establish a Class Record for each class, which then shows up in the faculty portal.

Home My Classes Search... Jieyi Ludden

Class Interdisciplinary Arts 1 @ NF Arbor Heights, Summer 2018 Edit Enter Attendance Enter Timesheet

Class Name	Interdisciplinary Arts 1 @ NF Arbor Heights, Summer 2018	Start Date	7/9/2018
Art Medium	Interdisciplinary	End Date	7/19/2018
Time	1:00 PM - 3:30 PM	No Class Days	N/A
Days	Mon-Thurs		

Class Description

- Description
- Learning Objectives
- Assessment Criteria
- Class Activities
- End of Class Reflection

Taking Attendance

Once logged in faculty can see their classes, edit some class information and record attendance for classes by clicking the “enter attendance” button in the top right corner. Teaching Artist can record attendance only for the dates that were set up by Arts Corps administrator for each class. **A faculty person who is NOT the Teaching Artist for the class will not have permission to enter attendance even if they do see the class in the portal.**

Enter attendance for Test Class Title Changed

Class starts on 06/27/2018 and ends on 08/27/2018

First Name	Last Name	DOB	Gender	District ID	06/28	07/02	07/06	07/09	07/11
TestStudent	TestStudent	1/1/1990	Two-Spirit	123456	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test	Test	1/1/2001	Non-Binary		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			--None--		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			--None--		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			--None--		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			--None--		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Entering Payroll Information

All teaching artists, classroom assistants and substitute teaching artist granted access by Arts Corps administrators should be able to Enter Payroll/ Timesheet Information once logged in. You can click the “Enter Timesheet” button at the top right corner found on each class page. A timesheet is submitted per class.

Payroll is entered per Pay Period (each 2 weeks). Once you’ve completed your timesheet and expenses for a Pay Period, you can submit it. At that point the Status will change to Submitted and the timesheet will become read-only.

Enter timesheet for No Rhyme No Reason

Class starts on 05/01/2018 and ends on 07/24/2018

Select Pay Period: Status: Pay Rate: Total Amount For Pay Period:

	04/29	04/30	05/01	05/02	05/03	05/04	05/05	05/06	05/07	05/08	05/09	05/10	05/11	05/12	Total
Instructional Hours	0	0	<input type="text" value="2.00"/>	<input type="text" value="2.00"/>	<input type="text" value="2.00"/>	<input type="text" value="2.00"/>	0	0	<input type="text" value="2.00"/>	<input type="text" value="2.00"/>	<input type="text" value="2.00"/>	<input type="text" value="2.00"/>	<input type="text" value="2.00"/>	0	18.00
Class Preparation	0	0	1	1.00	1.00	1.00	0	0	1.00	1.00	1.00	1.00	1.00	0	9.00

	Rates	Dates	Hours	Amount
Class Orientation	55.00		<input type="text" value="1.00"/>	\$55.00
Mid-Qtr Check-In	55.00		<input type="text" value="1.00"/>	\$55.00
Recruitment	55.00		<input type="text" value="1.00"/>	\$55.00
Site Performance	55.00		<input type="text" value="1.00"/>	\$55.00
Preparation Activity for "The Residency"	30.00		<input type="text" value="1.00"/>	\$30.00
Other				
Meeting at Arts Corps Office	55.00	<input type="text" value="1/1/2018"/>	<input type="text" value="1.00"/>	\$55.00
Total			33.00	\$1,790.00

Mileage Reimbursement for Long Distance Commute

Box 1. Enter the distance (in miles) from your departure point to your class site.

Box 2. Enter the number of round trips. (This # should match the # of sessions you taught).

Note: Arts Corps reimburses employees for commute mileage only when they travel over 5 miles one way to work directly with youth in the capacity of teaching artist or classroom assistant to a maximum of \$25 bi-weekly per class. (We use 50.535mile for the mileage.)

Distance to Class (Miles) How many round trips did you take? Commute Mileage Reimbursement Amount

If a teaching artist or classroom assistant submitted a timesheet and wishes to make changes after submission, they need to contact Arts Corps staff. Arts Corps staff can revert the Status back to “In Progress” which will allow the teaching artist/classroom assistant to edit and re-submit the timesheet.

Updating Faculty profile

Teaching Artists and Classroom Assistants can change some of their profile information through the portal by going to the My Profile menu in the top right corner. When a TA/CA changes their email address, address information, About Me or Phone the changes will be reflected in Salesforce on both their User and Contact record.

Staff will be notified when the TA/CA updates their address information.

Home My Classes

Search...

Test Teacher

Profile

Settings & Preferences

Test Teacher
DaizyLogik Learning Company

Edit

Name	Test Teacher	Manager	
Title		Company Name	DaizyLogik Learning Company
Email	nineta@daizylogik.com	Phone	425-456-7894
Address	1234 Main St Bellevue, WA 98004	Mobile	916-768-1082
About Me	This is a test test test bio.		

What Do the Various Statuses Mean on Payroll Items?

Payroll Items are used to track the timesheet and expense information by Class and Teaching Artist/Classroom Assistant (TA/CA) and can have one of the following statuses:

- **In Progress** - Editable by TA/CA, it's been saved but it is still open to changes by teaching artist.
- **Submitted** - Read-only for TA/CA. Editable to staff.
- **Approved** - Read-only for TA/CA. Staff has reviewed the entry, everything looked good and they approved it to be paid.
- **Paid** - Read-only for TA/CA. Payment has been issued for this payroll item. No changes should be made from this point on.

