

# CIT Courses InTouch

## User Guide

- **Class Lists**
- **Course Problem Notice**

# University of Pennsylvania

## Courses InTouch: Class Lists & Course Problem Notices

A new online system will be launched in February 2006 that will provide instructors with the ability to access their Class Lists and generate email notices to any student having difficulty in a course or courses.

The **CIT Class List** function will replace the IRQDB Class List and will be presented in similar format. All teaching faculty in the University will have access to the Class List function. Any user who previously used IRQDB will be transitioned to the new facility to ensure just one point of entry for both course and student information. For users of other systems, the CIT class list function is a another option and provides the point of entry to the Course Problem Notice function.

The **CIT Course Problem Notices (CPN)** function will provide instructors with an easy mechanism to alert students to potential problems in a course, in time for the student to take steps to correct the problem and obtain the appropriate support. Based on each school's configuration, the system can also inform the student's academic advisor(s) to ensure follow-up as needed. This new online system will replace the paper forms currently used in some schools.

In addition to creating and sending notices, the system will also store a history of CPNs that can be accessed by instructors and other administrative staff with a "need-to-know." Notation will also be added to the Notes section of the student's advising record, for easy reference when advising students.

CIT School Administrators will be designated to maintain and/or establish security access for individuals in their school and advising offices. In addition to teaching faculty, other individuals can be assigned access to the system. It is recommend that:

- **Course Proxies** --Teaching Assistants and Course Coordinators be added as instructors on the appropriate Course Section in the Student Record System (SRS), with a 0% teaching load and an appropriate CIT-Code on Screen 132.
- **Subject Proxies** - Departments and Programs designate administrative staff with a "need-to-know."

The greatest use of this system is expected to be at the undergraduate level, although the system is available to any instructor and any school at Penn. A pre-requisite for effective use of this process is a valid Email address for every student.

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### NOTES:

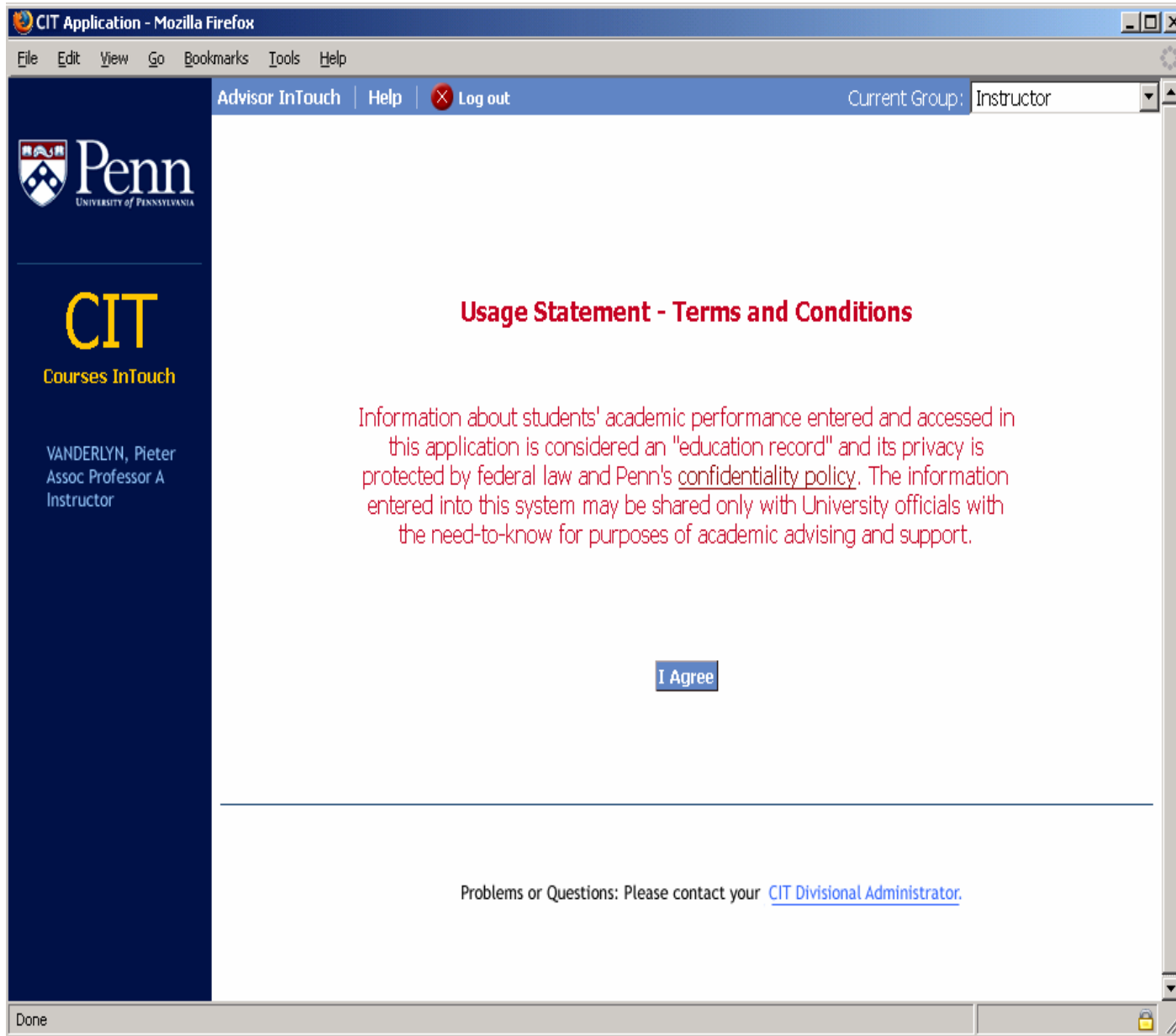
- Instructors and Course Proxies are only able to access Class Lists and send or view Course Problem Notices for the course section/s where they have been entered into the student record system as participating either with 100, partial or zero percent load.
- As of April 3, 2007, the CPN system was revised to enable utilization of the system for courses with special sessions, where the beginning or end dates fall outside of the traditional Fall, Spring or Summer timeframes.

The following will provide a step-by-step guide to using the application.

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### Access

You may access the application on the [U@Penn Portal](#), in the section labeled "Student Advising & Administrative Resources."  
<http://www.upenn.edu/isc/apps/CoursesInTouch/>


### Authentication

You will be required to enter your PennKey and password to log into the system.

Read the Usage Statement and Agree.

If you have problems trying to authenticate yourself, please see the [PennKey website](#) for help.

### Tips

DO NOT use your browser's  BACK button, as this will disrupt your session!

CIT Application - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

Advisor InTouch | Help | Log out

Current Group: Instructor

**Class List Report**

Select the term and course from the lists below to view the Class List:

Term: 2006A (Spring)

Course: AAMW-995-002: Dissertation

- AAMW-995-002: Dissertation
- ARTH-995-017: Dissertation
- ARTH-420-401: **The American Limner**
- AAMW-420-401: Rom Houses/Villas/Palace
- AAMW-621-401: Roman Art & Architecture
- CLST-221-401: Roman Art & Architecture
- ARTH-621-401: Roman Art & Architecture
- ARTH-221-401: Roman Art & Architecture
- ARTH-398-017: Senior Thesis
- CLST-420-401: Topic In Roman Art

Picture options:

- Show no pictures
- Select some pictures
- Show all pictures

Problems or Questions: Please contact your [CIT Divisional Administrator](#).

Done

### Class List Menu for Teaching Faculty and Course Proxy

Select the Class list function from the menu.

Note that the Default Term is always the current term. Select the desired class from the drop down box.

Select the preferred picture option and continue.

#### Tips


Class list will generally take longer to display if you select the option to show all pictures.

The same menu structure is displayed for a Course Proxy. Course Proxies are typically Teaching Assistants and Course Coordinators, entered in the SRS 'Section Faculty Assignments' screen with a 0% teaching load.

CIT Application - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

Advisor InTouch Help Log out Current Group: Subject Proxy

 **Class List Report**

Select the term and course from the lists below to view the Class List:

Term:

Subject Area:

Course Number:

Section Number:  (Use % for wildcard)

Picture options:

Show no pictures

Select some pictures

Show all pictures

[Help](#)

[Continue](#)

Problems or Questions: Please contact your [CIT Divisional Administrator](#).

Done

### Class List Menu for a Subject Proxy

Subject Proxies can view Class Lists information for all courses in the subject area(s) to which they have been given proxy access.

Note that the Default Term is always the current term.

Enter the desired course number. Only the Section number may be wildcarded. Note: wild cards take longer to display.

Select the preferred picture option and Continue.

### Tips

Security access for a Subject Proxy is set up by the CIT School Administrator.

CIT Application - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

Advisor InTouch | Help | Log out

Current Group: Instructor

### Class List Report for Spring 2006

[New Class List](#) [Show All Pictures](#) [Download file](#)

**Warning! By federal law, class lists are private. Do NOT put your class list or pictures on a public web site without written permission from every student in the class.**

Class: *ARTH-420-401*: The American Limner      Instructor(s): Vanderlyn, Pieter

Name ▼	Penn Id	Classification ▼	Email Address	Primary Major ▼	Primary Division ▼	Registered Section ▼
Adams, John	12345678	SR	jadams@sas.upenn.edu	ARTH	COL	ARTH-420-401
Adams, Abigail	23456789	SA	aadams@sas.upenn.edu	CSA	CGS	ARTH-420-401
Corbin, Margaret	34567891	SR	mcorbin@sas.upenn.edu	BIBB	COL	ARTH-420-401
Franklin, Benjamin	45678913	SR	bfranklin@sas.upenn.edu	CLST	COL	ARTH-420-401
Franklin, Elizabeth	56789123	JR	efranklin@sas.upenn.edu	ARTH	COL	ARTH-420-401
Hancock, John	67891234	JR	jhandcock@sas.upenn.edu	CLST	CGS	ARTH-420-401
Ross, Betsy	78912345	SR	bross@sas.upenn.edu	ARTH	CGS	ARTH-420-401
Rush, Benjamin	89123456	SR	brush@sas.upenn.edu	UNDC	COL	ARTH-420-401

mailto:mla@sas.upenn.edu

### Class List View

(without pictures)

Class List displays for the selected course, with the name of the course and instructor(s).

Students in cross-listed courses are included in the list, with an indication of their specific "Registered Section."

### Tips

Use the ▲ and ▼ icons in the report header to sort the list in ascending or descending order by the selected element.



CIT Application - Mozilla Firefox

Advisor InTouch | Help | Log out | Current Group: Instructor

## Class List Report for Spring 2006

New Class List | Show All Pictures | Download file

**Warning! By fe pictures on a p class.**

Class: *ARTH-420-401:*

Name ▼	Penn	Primary Division ▼	Registered Section ▼			
Adams, John	12345	COL	ARTH-420-401			
Adams, Abigail	23456	CGS	ARTH-420-401			
Corbin, Margaret	34567	COL	ARTH-420-401			
Franklin, Benjamin	45678	COL	ARTH-420-401			
Franklin, Elizabeth	56789	COL	ARTH-420-401			
Hancock, John	67891234	JR	jhandcock@sas.upenn.edu	CLST	CGS	ARTH-420-401
Ross, Betsy	78912345	SR	bross@sas.upenn.edu	ARTH	CGS	ARTH-420-401
Rush, Benjamin	89123456	SR	brush@sas.upenn.edu	UNDC	COL	ARTH-420-401

VANDERLYN, Pieter  
Assoc Professor A  
Instructor

- Class List
- Course Problem Notices
  - Create Notices
  - View Notices

mailto:mla@sas.upenn.edu

Opening ARTH420401-2006A-2006-01-12.csv

You have chosen to open

ARTH420401-2006A-2006-01-12.csv

which is a: Text Document  
from: https://TBA.upenn.edu

What should Firefox do with this file?

Open with Notepad (default)

Save to Disk

Do this automatically for files like this from now on.

OK Cancel

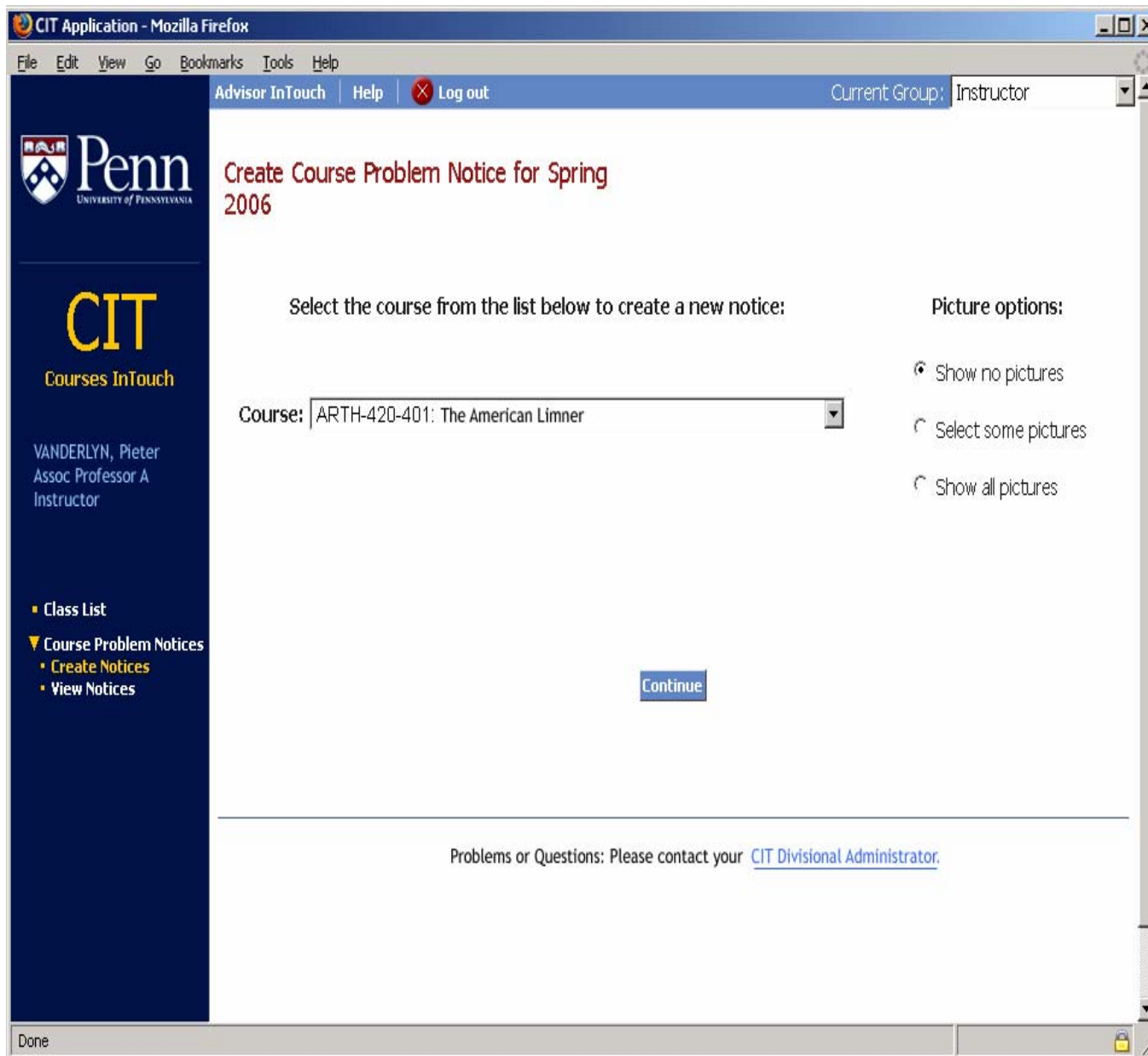
### Download the Class List

You can Download the class list file to your computer and open it with Excel.

### Tips

You will be prompted to Open or Save the file (and asked where to save it). You should always choose the "Save" option. Opening the file while you are still in CIT may disrupt your session.





### Create Notice - Instructor or Course Proxy

Select the Create Notices function from the menu.

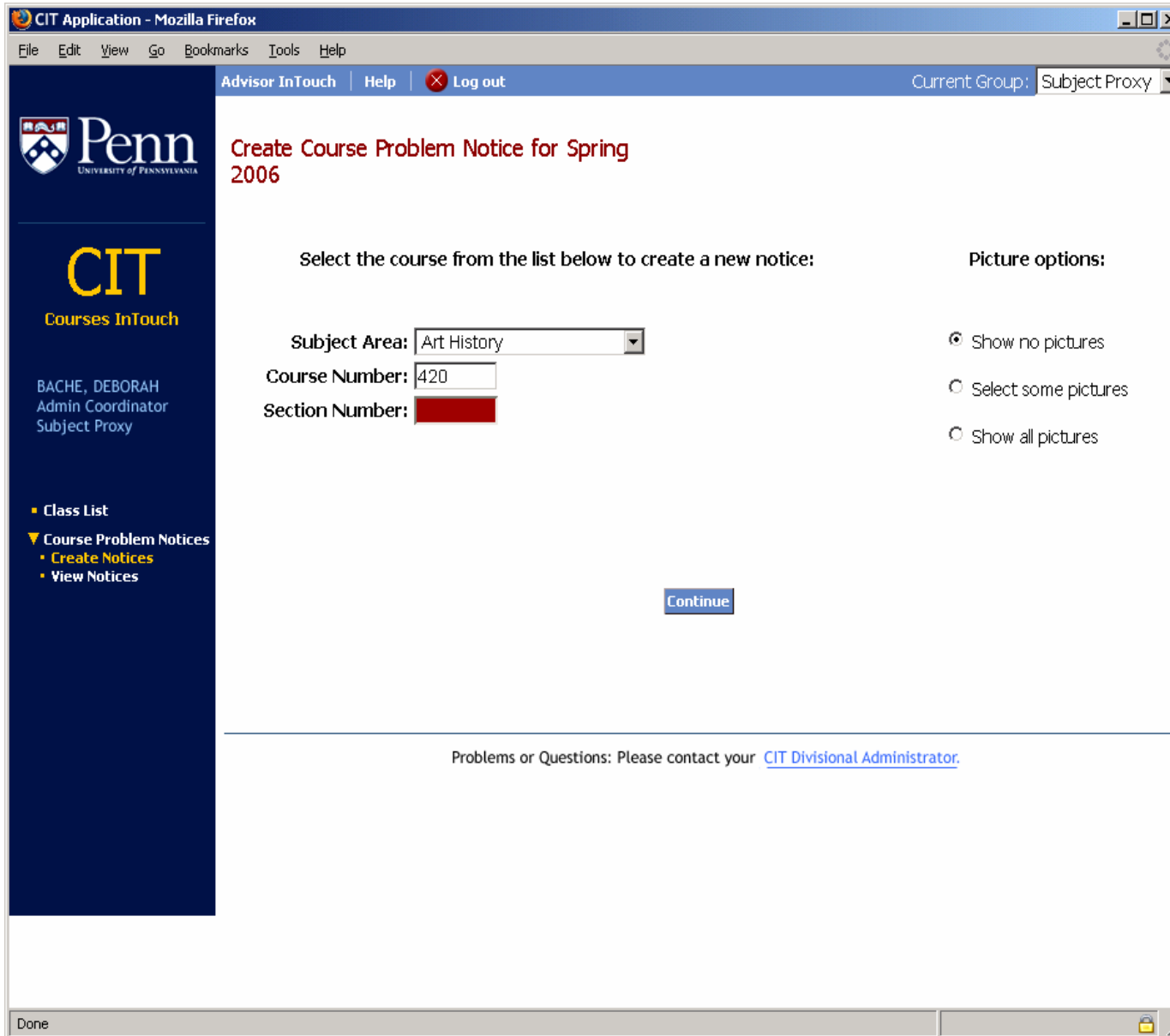
Select the desired course.

Select the preferred picture option and Continue.

Note that you can only create CPNs for the current academic term.

### Tips

When you select a picture option, the system will also display dates for other notices already sent to the student for this particular class. These dates are listed directly under the image.



### Create Notice - Subject Proxy

Select the Create Notices function from the menu.

Select the desired course. No wildcarding can be used; course and section number must be entered.

Select the preferred picture option and Continue.

Note that you can only create CPNs for the current academic term.

### Tips

When you select a picture option, the system will also display dates for other notices already sent to the student for this particular class. These dates are listed directly under the image

CIT Application - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

Advisor InTouch | Help | Log out

Current Group: Instructor

**U Penn**  
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VANDERLYN, Pieter  
Assoc Professor A  
Instructor

- Class List
- Course Problem Notices
  - Create Notices
  - View Notices

**Create Course Problem Notice for Spring 2006**

To create a Course Problem Notice for *ARTH-420-401: The American Limner* select one or more students:

Select	Name	Penn Id	Classification	Primary Major	Primary Division	Registered Section
<input checked="" type="checkbox"/>	Adams, John	12345678	SR	ARTH	COL	ARTH-420-401
<input type="checkbox"/>	Adams, Abigail	23456789	SA	CSA	CGS	ARTH-420-401
<input type="checkbox"/>	Corbin, Margaret	34567891	SR	BIBB	COL	ARTH-420-401
<b>No Email!</b>	Franklin, Benjamin	45678913	SR	CLST	COL	ARTH-420-401
<input checked="" type="checkbox"/>	Franklin, Elizabeth	56789123	JR	ARTH	COL	ARTH-420-401
<input checked="" type="checkbox"/>	Hancock, John	67891234	JR	CLST	CGS	ARTH-420-401
<input type="checkbox"/>	Ross, Betsy	78912345	SR	ARTH	CGS	ARTH-420-401
<input type="checkbox"/>	Rush, Benjamin	89123456	SR	UNDC	COL	ARTH-420-401

Cancel Continue

Done

### Create Notice


Select student(s) to receive a problem notice.

You may select one or more students to notify before beginning to create the notices. You will be presented with a separate "creation" screen for each student you selected from the class list. The system keeps track of the student you are on, i.e., 1 of 3, 2 of 3, etc.

### Tips

No Email address for the student? You will NOT be able to create a CPN for students who do not have email addresses. Please notify by other means, such as contacting the student directly or following up with the school office.

Advisor InTouch | Help | Log out | Current Group: Instructor




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Assoc Professor A  
Instructor

- Class List
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### View Course Problem Notices



**Name:** Franklin, Benjamin  
**Penn Id:** 4567891  
**Classification:** SR  
**Primary Major:** ARTH  
**Primary Division:** COL  
**Registered Section:** ARTH-420-401

**Notice Date:** 01/11/2006  
**Sent by:** VANDERLYN, PIETER  
**Course:** ARTH-420-401: The American Linner  
**Term:** 2006A

**Your work is unsatisfactory at this time due to:**

- Poor test results
- Too many classes/labs missed
- Assignment(s) not well prepared
- Work far from commensurate with ability
- Unsatisfactory lab performance
- Unsatisfactory clinical performance
- Too often late in arriving
- Other (see Comments below)

**We advise you to discuss this problem with your:**

- Instructor
- T.A.
- Advisor
- Advising Office
- Tutor
- Weingarten Learning Resources Center
- Penn Writing Center

**Comments:**

Your recent paper was not well crafted.

### Create Notice

Select at least one item from each of the two columns: indicate the problem and the person(s) the student should contact.

If additional comments are needed, use the text box below. If you select "Other," use the Comments box for further details. Please keep in mind the need for objective communication: all "comments" will be included in the email to the student.

Once you have completed your entries, you can do one of the following:

- Cancel this notification
- Cancel remaining students
- Continue

If you "Cancel remaining students" at this point, you will also cancel the note to this student.

CIT Application - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

Advisor InTouch Help Log out Current Group: Instructor

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VANDERLYN, Pieter  
Assoc. Professor A  
Instructor

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**Create Course Problem Notice for Spring 2006**

**FINAL REVIEW**

Please review this message carefully and select [Revise Notice] to make any changes. Once you are ready to send the notice out by email to the student, select [Send Notice Now].

Dear Benjamin Franklin:

We have been informed by your instructor(s) that your performance in ARTH-420-401 (The American Limner) is unsatisfactory for the following reasons:

- Assignment(s) not well prepared
- Too often late in arriving
- Other (see Comments below)

We advise you to discuss this problem with one or more of the following:

- Instructor
- Tutor

Comments:  
Your recent paper was not well crafted. Please seek help with theme construction.

This email was generated through the University of Pennsylvania Course Problem Notice System. PLEASE DO NOT REPLY. The details in this notice will only be available to University personnel with a need to know for purposes of advising and/or support.

Cancel Remaining Students Skip This Student Revise Notice Send Notice Now

Problems or Questions: Please contact your [CIT Divisional Administrator](#).

Done

### Review Notice to Be Sent

A final review screen presented in the format of the email that will be sent to the student.

You will have the option to:

- Cancel remaining students
- Revise the Notice
- Send Now

If you choose Send Now, you will be presented with an “are you sure” message. Confirmation of the action sends the email immediately.

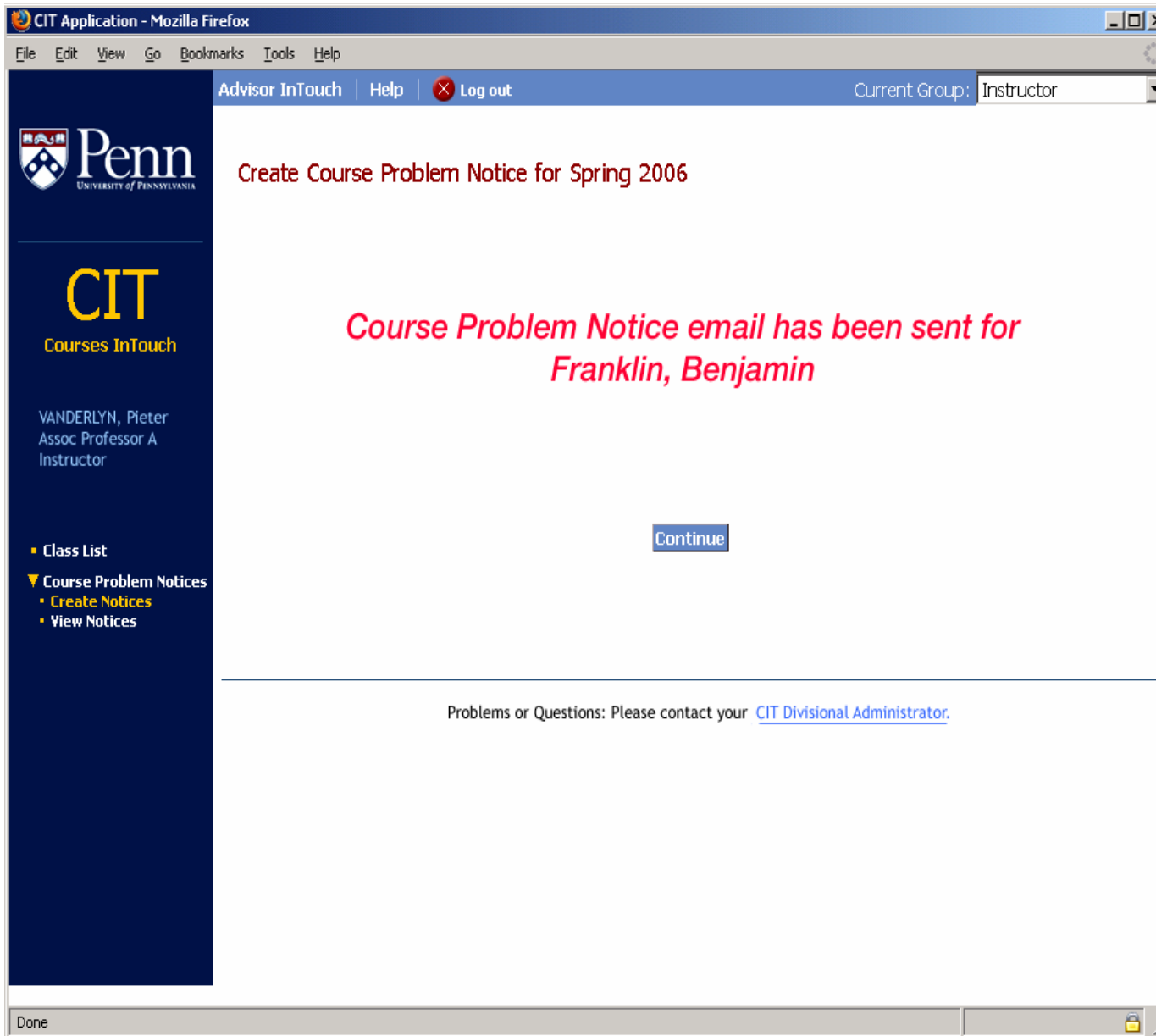
Depending on the specific setup for the school, a Cc: of the notice may also be sent to the student’s advisor(s).

Note the message at the bottom, reassuring the student of their privacy.

### Tips

If you wish to send a notice to this student but change your mind about notifying any “remaining” students you selected, send this notice first, and then cancel the others after the confirmation screen.

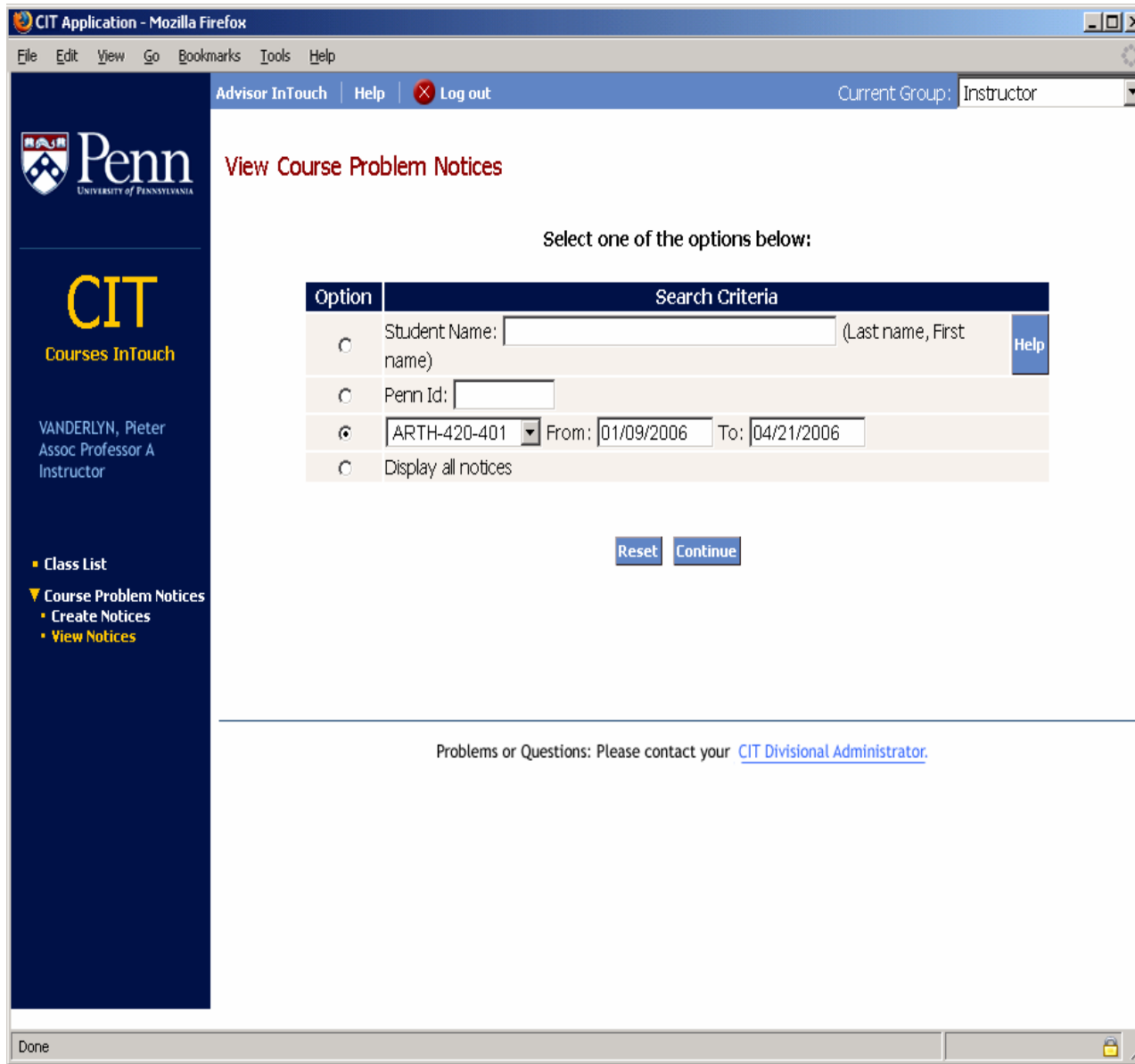
Once a CPN email has been sent to a student, it cannot be recalled or cancelled.



### Confirmation of Notice Sent

You will receive a confirmation of the sent email.

If you have selected more than one student to notify, the system will move on to the next student as soon as you click on "Continue."



### View Notices – Instructor, Course Proxy and Subject Proxy

You can view CPN notices for students in the courses you are teaching in the current term.

#### By Student:

- Select a single student by entering all or part of name
- Select student by entering the Penn Id

#### By Course:

- Choose the course for which you would like view notices generated

#### By range of dates

- You may choose a specific range of dates within the current term MM/DD/YYYY

#### By all notices

- Display all notices issued in the current term for all classes in which you were an instructor. Notices sent by Course Proxies (TAs) or Subject Proxies for your class/es will also be displayed

**NOTE: Subject Proxies** may only view notices for the subject area/s to which they have been given proxy access.




CIT Application - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://TBA.upenn.edu

AIT AIT-ACPT OED Please Log In Login to penncomm-e... Penn: Office of Univ... Google UP Google Registrar IRQDB DTA

Advisor InTouch Help Log out Current Group: Instructor

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Assoc Professor A  
Instructor

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**View Course Problem Notices**

Click the button next to the desired student:

Select	Student Name ▼	Penn Id ▼	Div ▼	# of Notices ▼
Select	Franklin, Benjamin	4567891	COL	2
Select	Hancock, John	6789123	COL	1
Select	Ross, Betsy	7891234	COL	1

[New Search](#)

Problems or Questions: Please contact your [School Administrator](#).

Done

### View Notices by Student

Based on your search selection in the previous screen, you will see either some or all of the students in your courses with CPNs.

Use the ▲ and ▼ icons in the report header to sort the list in ascending or descending order by the selected element.


Select the student for whom you would like to see more details of the specific notices sent.

CIT Application - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

Advisor InTouch | Help | Log out

Current Group: Instructor



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Assoc Professor A  
Instructor

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### View Course Problem Notices

Click on "View Details" to review the notice:

Student name: Ross, Betsy

Select	Course Section ▼	Sender ▼	Date ▼
<a href="#">View Details</a>	ARTH-420-401	VANDERLYN, PIETER	01/11/2006
<a href="#">View Details</a>	ARTH-420-401	VANDERLYN, PIETER	01/12/2006

[Back](#) [New Search](#)

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Problems or Questions: Please contact your [CIT Divisional Administrator](#).

Done


## View Notices by Student

### Details

This option will provide you with a list of all notices sent to the student you selected--for the course/s for which you are listed as an instructor.

The list will include information on the course, sender and date of each CPN. Click View Details for more detailed information on the notice/s sent.

Advisor InTouch | Help | Log out | Current Group: Instructor




**CIT**  
Courses InTouch

VANDERLYN, Pieter  
Assoc Professor A  
Instructor

- Class List
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  - View Notices

### View Course Problem Notices



**Name:** Franklin, Benjamin  
**Penn Id:** 4567891  
**Classification:** SR  
**Primary Major:** ARTH  
**Primary Division:** COL  
**Registered Section:** ARTH-420-401

**Notice Date:** 01/11/2006  
**Sent by:** VANDERLYN, PIETER  
**Course:** ARTH-420-401: The American Limner  
**Term:** 2006A

**Your work is unsatisfactory at this time due to:**

- Poor test results
- Too many classes/labs missed
- Assignment(s) not well prepared
- Work far from commensurate with ability
- Unsatisfactory lab performance
- Unsatisfactory clinical performance
- Too often late in arriving
- Other (see Comments below)

**We advise you to discuss this problem with your:**

- Instructor
- T.A.
- Advisor
- Advising Office
- Tutor
- Weingarten Learning Resources Center
- Penn Writing Center

**Comments:**

Your recent paper was not well crafted.

Done

### View Details of Notice Sent

You can view the full details of any notice sent: student information, course, sender, the stated problem and the recommended contact person.

Note that this is a non-editable screen. It is provided for view only.

### Logging Off

You can logout of the system from any of the CIT screens and at any point by clicking on the "Log Out" icon.

You can also logout by simply closing the application window.

### SECURITY WARNING


If you access the CIT application by using the U@Penn portal, be sure to close the portal session also, after logging off the CIT application.

CIT Application - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

Advisor InTouch | Help | Log out

Current Group: Advisor

 **View Course Problem Notices**

Select one of the options below:

Option	Search Criteria
<input checked="" type="radio"/>	Student Name: <input type="text"/> (Last name, First name) <a href="#">Help</a>
<input type="radio"/>	Penn Id: <input type="text"/>
<input type="radio"/>	Display students with multiple Course Problem Notices for the current term
<input type="radio"/>	Course: <input type="text" value="ASAM-270-301"/> Term: <input type="text" value="2006A (Spring)"/> From: <input type="text" value="ASAM-270-301"/> To: <input type="text" value="04/21/2006"/> <input type="text" value="ECON-002-003"/> <input type="text" value="ECON-101-002"/>

[Reset](#) [Continue](#)

Problems or Questions: Please contact your [CIT Divisional Administrator](#).

Done

### View Notices – ADVISORS

You can view CPN notices for your advisees in the current term.

By Student:

- Select a single student by entering all or part of name
- Select student by entering the Penn Id
- Select by students with multiple notices

By Course:

- The drop down box will display only the courses in which your advisees have received notices

By range of dates

- You may choose a specific range of dates within the current term  
MM/DD/YYYY

### Tips

If no course is listed in the drop down box, your advisees are doing well.