SOAR

Adjunct Faculty Portal

Navigation Quick Start

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Logging into SOAR

SOAR is National University's administrative computer system.

Use the following steps to log to SOAR:

1. Go to the National University login via Single Sign-On https://nu.okta.com/login.htm
2. Enter your User ID and Password
3. Select Student/Faculty Portal

Getting Started: SOAR Portal Home Page

Your SOAR portal home page is designed to offer faculty quick access to the tools they need most often. When you log in, you may see an indication that there are items that need your immediate attention listed in the **Alerts** section of your screen including new messages and pending contracts.
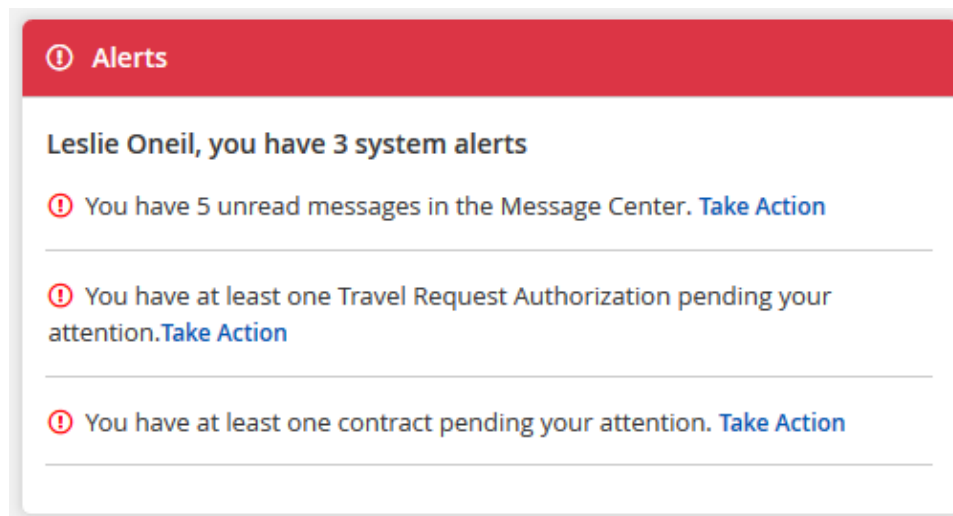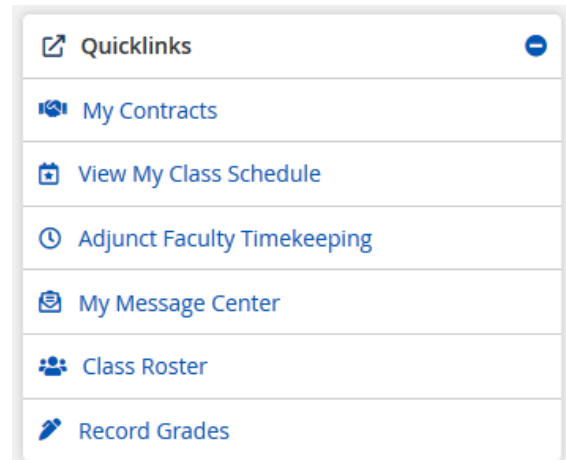

Your SOAR portal home page also includes a summary of your personal information. Use the "Update Information" link and follow the instructions to make any changes to your personal data.
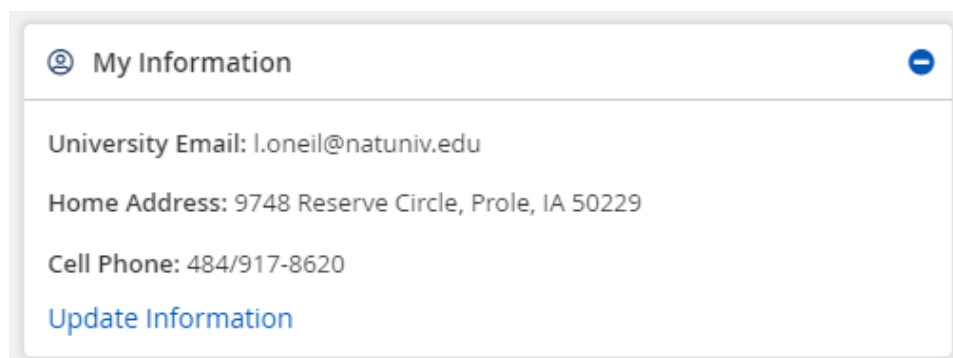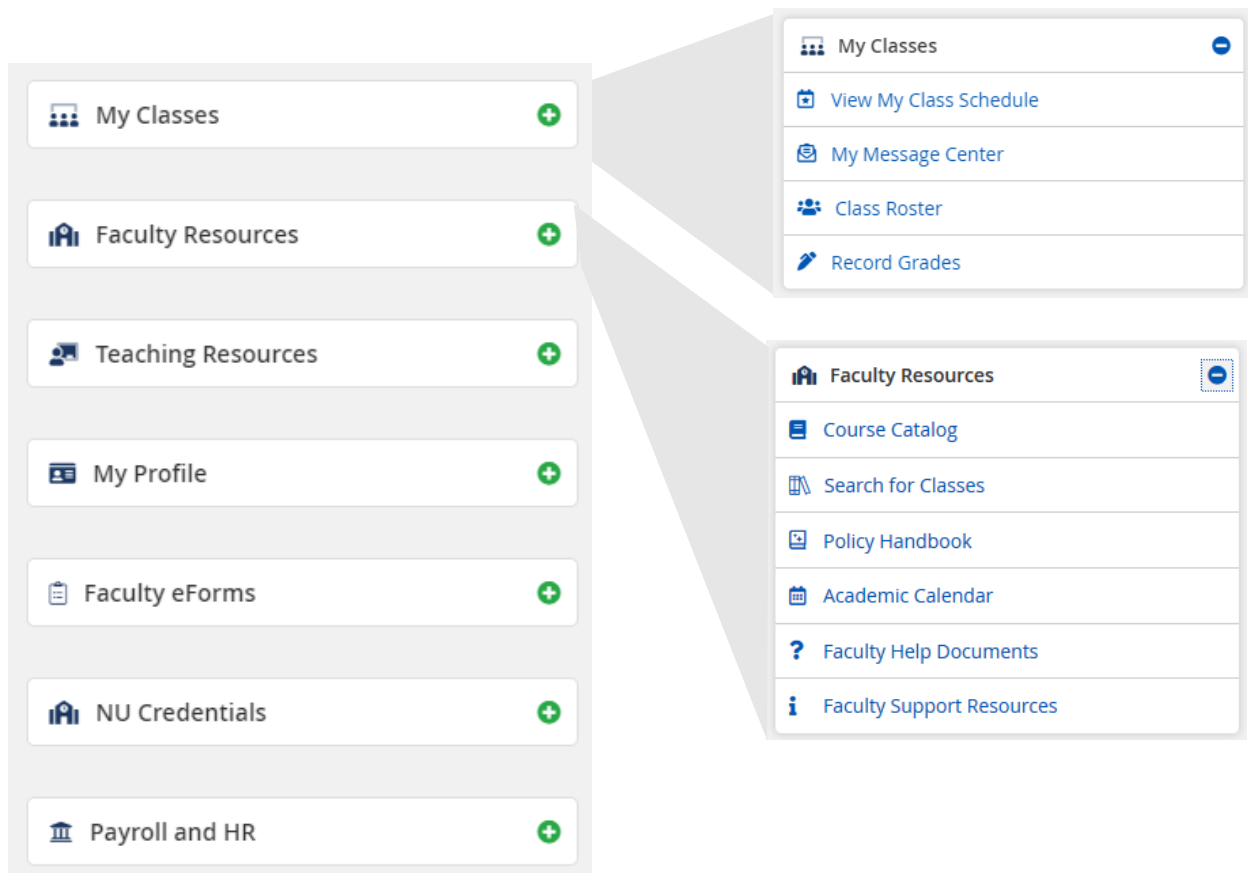
SOAR Portal Quicklinks

The SOAR portal home page **Quicklinks** section includes links to the tools that adjunct faculty frequently access. Use the Quicklinks to:

- Access your contracts
- View your class information (class times, dates, enrollment)
- Record hours on your timesheet
- Access messages and notifications
- View class rosters and student contact information
- Access the grade roster to input final grades

Quicklinks
- My Contracts
- View My Class Schedule
- Adjunct Faculty Timekeeping
- My Message Center
- Class Roster
- Record Grades

SOAR Portal Menus

Below the Quicklinks section are a series of **expandable menus**. To expand a menu, click on the green plus sign to the right of the menu name.

My Classes

Faculty Resources

Teaching Resources

My Profile

Faculty eForms

NU Credentials

Payroll and HR

My Classes
- View My Class Schedule
- My Message Center
- Class Roster
- Record Grades

Faculty Resources
- Course Catalog
- Search for Classes
- Policy Handbook
- Academic Calendar
- Faculty Help Documents
- Faculty Support Resources

My Classes Menu

Within the My Classes menu, you can:

- View your class schedule
- Access your message center
- Review your class roster
- Record final grades

View Your Class Schedule

When you click on the View My Class Schedule link, a new tab will open and bring you to your Instructor Class Schedule view. This page includes details about the term, start and end dates, enrollment, days and times of class meetings (if any), and the location of class meetings (if any).

__This page also includes links to view:__

(**a**) the **required textbooks** for your course

(**b**) the **Class Roster**

(**c**) the **Grade Roster** where you will enter your final grades at the end of the term*

*   Please refer to the **Recording Final Grades** job aid which can be found in SOAR by accessing the **Faculty Resources** menu and clicking on the **Faculty Help Documents** link.

Faculty Resources Menu

Within the Faculty Resources menu, you can:

- View the course catalog
- Search for classes
- View the adjunct faculty policy handbook
- Access the current academic calendar
- View faculty help documents
- Access faculty support resources
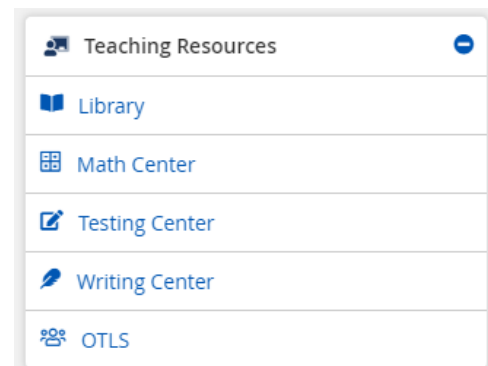
Faculty Help Documents

The Faculty Help Documents section of the SOAR portal offers resources for faculty looking for more information about timekeeping policies, compensation schedule, as well as how to complete administrative tasks in SOAR. This includes:

- Instructions for entering your hours on the adjunct faculty timekeeping page
- Downloadable copy of National University's bi-weekly pay schedule
- Adjunct faculty policies
- Instructions for logging in to LawRoom training
- Job aids for recording final grades, incomplete grades, accessing your contracts, etc.

Teaching Resources Menu

Within the Teaching Resources menu, you can:

- Access NU's online library resources
- Learn about the Math, Testing, and Writing Centers
- Visit the NU Office of Teaching and Learning Strategies (OTLS) website

Office of Teaching and Learning Strategies

NU's Office of Teaching and Learning Strategies is dedicated to the professional development of faculty in the National University System. Our department provides relevant andragogical and technological consultation to support the advancement of all faculty in their facilitation of learning.

My Profile Menu

Within the My Profile menu, you can:

- Review and update your contact information
- Access your Faculty Assessments
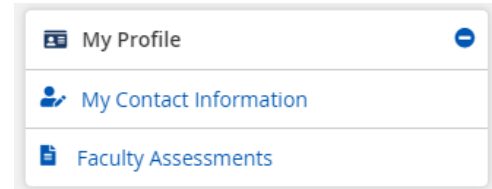
Faculty Assessments

The Faculty Assessments section of the SOAR portal gives faculty quick access to their Course Assessments including the scores received and comments from students. To review your assessment, click on the **Administrative Approvals** button for the course and term you want to view.

Faculty Assessments (GPA/Assessments)   Student End of Course Survey

Empl ID: 006611115   Oneil,Leslie

To read Student Comments click on the Administrative Approval button and click on the Read Student Comments link.

Course Evaluations and GPA

Institution	Term	Class Nbr	Course	Start Date	End Date	Responses	Location	Class Mean GPA	Assessment Date	Administrative Approvals	Printable PDF
NATLU	1906	35330	ITM 320	06/04/2019	06/29/2019	3 / 12	SPECTRUM	3.675	07/22/2019	Administrative Approvals	Printable PDF
NATLU	1805	30296	ITM 420	05/07/2018	06/02/2018	5 / 24	KEARNYMES	3.733	06/18/2018	Administrative Approvals	Printable PDF
NATLU	1711	60595	ITM 230	10/30/2017	11/25/2017	4 / 18	KEARNYMES	3.477	12/13/2017	Administrative Approvals	Printable PDF
NATLU	1611	60787	ITM 230	10/24/2016	11/19/2016	12 / 21	KEARNYMES	2.966	12/05/2016	Administrative Approvals	Printable PDF
NATLU	1510	55664	ITM 230	09/28/2015	10/24/2015	11 / 30	ONLINE	3.273	11/09/2015	Administrative Approvals	Printable PDF

This opens a new window where you review the results of the assessment. For more detail, you can click the **Read Student Comments** button.

Faculty Course Assessment

‹ Faculty Evaluations   **Faculty Course Assessment**

New Window | Help | Personalize Page

Faculty Course Assessments

Faculty Course Assessment

Course Number: ITM 320	**Institution:** NATLU National University	
Description: Information Technology Mgmt	**Class Nbr:** 35330 2019-Jun	
Location Code: SPECTRUM	**Instructor(s):**	
Number of Responses: 3 of 12	**Class Mean GPA:** 3.675	

Read Student Comments

Student Perception of Learning

Institution	Question*	Mean	Median	N/A	01	02	03	04	05	Total	Question Text
NATLU	01:	5.00	5.00						3	3	My ability to write about this subject has improved.
NATLU	02:	5.00	5.00						3	3	The required speaking assignment(s) improved my oral communication skills. If there was no oral requirement, please mark NA.
NATLU	03:	4.67	5.00					1	2	3	I gained significant knowledge about this subject.
NATLU	04:	5.00	5.00						3	3	My ability to think critically about topics in this class has improved

Faculty eForms Menu

Within the Faculty eForms Profile menu, you can:

- Access and review a variety of eForms
- Check the status of submitted eForms
- Find and submit additional forms through the Travel and Expense and Employee Forms Dashboard

📋 Faculty eForms	⊖
✅ Attendance Verification	
⇄ Grade Change eForm	
📅 Incomplete Grade Extension	
🏛 Field Service Provider Payment eForm	
📄 Travel and Expense Dashboard	
📂 Employee Forms Dashboard	
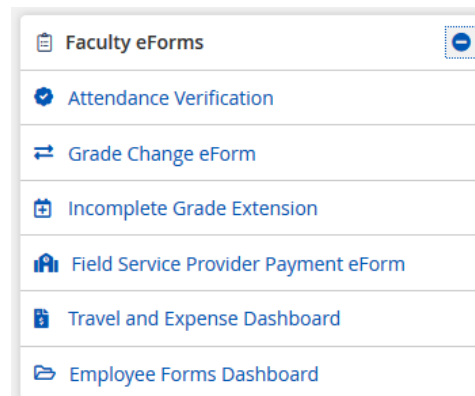
* For grade changes and incomplete grade extensions, please refer to the **Recording Final Grades** job aid which can be found in SOAR by accessing the **Faculty Resources** menu and clicking on the **Faculty Help Documents** link.

eForm Status

To check the status of an eForm that you have previously submitted, click on the **Attendance Verification** link in the Faculty eForms menu and then click on **Check the Status of a submitted e-form**.

Check the Status of a submitted e-form

Department	e-Form Detail	Nature of Request for Form
Student Records	Attendance Verification	Attendance Verification e-form requests are required to officially enroll a student during the "late add" period (3rd to 9th day of the term), this includes adding a new class or swapping to another course in the term. The Office of the Registrar will only process requests for the current term. Any scheduling requests submitted after the term ends must be addressed to the Committee on the Application of Standards for students with exceptional circumstances. Refer to the University catalog for more information. Requests requiring additional review and/or approval may increase the processing time.

NU Credentials Menu

Within the NU Credentials menu, you can:

- Access the Clinical Practice Assessments and Observations Dashboard
- Enter information for Intern Support Verification

🏛 NU Credentials	⊖
🖥 Clinical Practice Dashboard	
👤 Intern Support Verification	
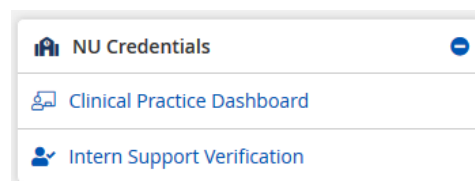
Payroll and HR Menu

Within the Payroll and HR menu, you can:

- Access your contracts*
- Record hours on your timesheet**
- View Human Resources policies
- Review and update federal and state tax information

* Please refer to the **Teaching Contract** job aid which can be found in SOAR by accessing the **Faculty Resources** menu and clicking on the **Faculty Help Documents** link.

** Please refer to the **Navigating Your Timesheet** job aid which can be found in SOAR by accessing the **Faculty Resources** menu and clicking on the **Faculty Help Documents** link.

Logging out of SOAR

Do not use the close button your web browser to close SOAR. Always use the SOAR Sign Out link, found on the navigation header at the top of each page.