

# As JALC faculty and staff, where do I go when I need to...

## ...find general information about the College including:

- Departments and Forms
- Program Guides and Course Descriptions
- College News and Events
- Hours and Contact Information
- Students Right to Know/ Consumer Information
- Resources Offered by the College

## ...share and work together with other employees on internal projects?

SharePoint functions as the College's web-based intranet. This makes it possible for employees to work together and share information.

SharePoint is mainly an internal resource that only employees can view, there are a couple of exceptions to this rule.

- All current students can view the Syllabi Portal (but not the Syllabi Archive)
- Supervisors may request that specific student workers are given access to particular pages, lists or libraries, but only if such access is necessary to perform their job duties.

## ...access student information, and perform tasks such as:

- See Your Class List
- Enter Grades
- Advise Students
- Schedule a Room
- Run Reports Based on Data from our Jenzabar System

## ...access my hybrid (H), virtual/online (V), and face-to-face courses.

Desire2Learn allows John A. Logan College the ability to deliver an online enhanced learning experience for students in hybrid (H), virtual/online (V), and face-to-face courses. All faculty have the option to utilize D2L.

Trainings: D2L Orientation, ID Theft Prevention, Tutor Training, Orientation to Financial Services, etc.

Surveys: Student Trustee Election, D2L Student Survey, D2L Faculty Survey, etc.

**[jalc.edu](http://jalc.edu)**

**SharePoint**

**MyJALC**

**Desire2Learn**