

## Faculty Information System

The Faculty Information System (known as FIS) is a tool used by Thomas College faculty and instructors to complete administrative functions related to course management.

Dual Enrollment Instructors will use FIS to confirm the accuracy of your class list, view course evaluations, and enter final grades for their courses.

We highly recommend instructors become familiar with how to get to and log-in to the Faculty Information System prior to the beginning of the term to resolve any potential issues.

### To Access the Faculty Information System:

- Access the Thomas College Homepage – [www.thomas.edu](http://www.thomas.edu)
- Scroll to the bottom of the page and click “College Portal”
- Select “Intranet” from the list of links of the left side of the page
- Under the heading: “Faculty, Staff, and Trustees” select the link titled “Faculty Information System (FIS)”
- Enter your Thomas Username
- Enter your Password

**If you experience technical problems logging into the Intranet/FIS, please contact our I.T. Services at 207-859-1204. Explain that you are a Dual Enrollment Faculty having trouble accessing the Faculty Information System.**

### Confirming Accuracy of Class List/Class Rosters:

- Log-in to FIS
- At top of page under “My Courses for (Current Term)” the courses you are teaching will be listed.
- Confirm the courses you are teaching are accurate. Report any inaccurate information to your liaison immediately.
- Under the Heading “Courses”, click link #3 “Show a Class List”
- Enter the Thomas Course Number (example, College Algebra is MS197), Enter the Term (Fall or Spring) and the Year.
- Find the course which lists you as the instructor, click on the “Course #” link (the first column).
- Once the page loads, confirm the student list is accurate. Report any inaccurate information to your liaison immediately. This will allow your liaison to contact the Thomas liaison to communicate changes.
- Please check course lists/rosters for accuracy periodically throughout the term – communicate any changes immediately.

### Viewing Course Evaluations:

- Log-in to FIS
- Under the Heading “Grades and Evaluations”, click link #4 “Show Student Course Evaluations”
- When the page loads, click the provided link at the top of the page.