

Faculty Center – Faculty Center Tab

This document will discuss and look into the information contained in the “Faculty Center” tab of the Faculty Center.

- Basic Navigation 1
- FYI..... 1
- View my weekly class schedule..... 2
- View my class roster and import it to MS Excel..... 3
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- View past final and midterm grades 9
- Enter Grades 10

Basic Navigation

Home > Self Service > Faculty Center




The screenshot shows the Faculty Center interface for Marissa Northrop. At the top, there is a 'My Info' section with a 'Go to...' dropdown and a right arrow. Below this are buttons for 'faculty center', 'advisement', and 'class search'. The main heading is 'Faculty Center'. Underneath, there is a 'Select Term' dropdown set to 'Fall 2007-2008', a 'change' button, and a link to 'View FERPA Statement'. There are three radio buttons: 'Show all classes' (selected), 'Only classes with enrollment', and 'View My Weekly Schedule'. Below these are three icons: 'Class Roster', 'Grade Roster', and 'Learning Management System'. At the bottom, there is a table titled 'My Teaching Schedule > Fall 2007-2008 > Univ of Southern Mississippi' with a 'Find' button.

Class	Class Name	Days and Time	Location	Class Dates	Enrolled	
SCM 320-H004 LEC 7020	Bus And Prof Spking (Lecture)	TuTh 5:10PM - 6:25PM	LAB 206	Aug 22, 2007- Dec 14, 2007	23	

FYI...

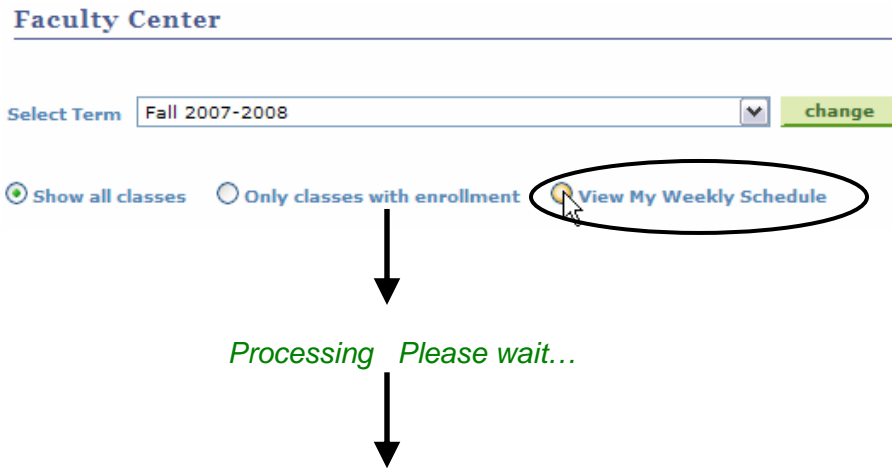
1. How to change the term
 - a. Click on the associated with the **Select Term** box.

b. When appropriate term displays in the box, click on the **change** button.


- 2.  = Class Roster
- 3.  = Grade Roster
- 4.  = Import to MS Excel

View my weekly class schedule

- 1. Click on the **View My Weekly Schedule** radio button.



View My Weekly Schedule

Show Week of  Start Time End Time [REFRESH CALENDAR](#)

Week of 8/20/2007 - 8/26/2007							
Time	Monday Aug 20	Tuesday Aug 21	Wednesday Aug 22	Thursday Aug 23	Friday Aug 24	Saturday Aug 25	Sunday Aug 26
8:00AM							
9:00AM							
10:00AM							
11:00AM							
12:00PM							
1:00PM							
2:00PM							
3:00PM							
4:00PM							
5:00PM				SCM 320 - H004 Lecture 5:10PM - 6:25PM Liberal Arts Building 206			
6:00PM				SCM 320 - H004 5:10PM - 6:25PM			


Display Options

<input checked="" type="checkbox"/> Show AM/PM	<input checked="" type="checkbox"/> Monday	<input checked="" type="checkbox"/> Thursday
<input type="checkbox"/> Show Instructor Role	<input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Friday
<input type="checkbox"/> Show Class Title	<input checked="" type="checkbox"/> Wednesday	<input checked="" type="checkbox"/> Saturday
		<input checked="" type="checkbox"/> Sunday

[REFRESH CALENDAR](#)

2. You can alter the display at the bottom of the page (days, times, etc).
 - a. Choose appropriate options.
 - b. Click on the [REFRESH CALENDAR](#) button.
3. Click the [CANCEL](#) button you have completed viewing this schedule.

View my class roster and import it to MS Excel

1. Choose the appropriate semester.
2. Click on the [change](#) button.
3. Click on the  button associated with the correct class.

Faculty Center

1 Select Term **Fall 2007-2008** [View FERPA Statement](#)

Show all classes Only classes with enrollment View My Weekly Schedule

Class Roster Grade Roster Learning Management System

My Teaching Schedule > Fall 2007-2008 > Univ of Southern Mississippi Find |

Class	Class Name	Days and Time	Location	Class Dates	Enrolled
SCM 320-H004 LEC 7020	Bus And Prof Spking (Lecture)	TuTh 5:10PM - 6:25PM	LAB 206	Aug 22, 2007- Dec 14, 2007	23

Processing Please wait...

Faculty Center

Class Roster

[View FERPA Statement](#)

7020 - SCM 320 - Bus And Prof Spking

Class Roster Information

Course	SCM 320	Institution	Univ of Southern Mississippi
Title	Bus And Prof Spking	Term	Fall 2007-2008
Class Number	7020	Session	Regular Academic Session
Class Section	H004	Career	Undergraduate
Component	Lecture		

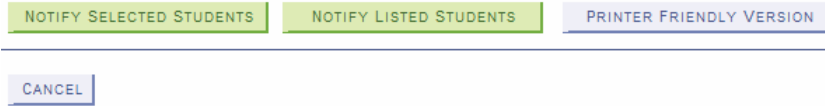
Day	Tues Thurs	Instructor	Northrop,Marlissa F
Time	5:10PM 6:25PM		
Location	LAB 206		



Enrollment Status **Enrolled**

Total Students 23 Enroll Capacity 27



Enrolled Students Customize | Find | First 1-23 of 23 Last

Notify	ID	Name	Grade	Units	Program and Plan	Level
<input type="checkbox"/>	ID	Name	Graded	3.00	Political Sci, Intl Devl, I.A. - Paralegal Studies BA	Freshman
<input type="checkbox"/>	ID	Name	Graded	3.00	Nursing - Pre-Nursing BSN	Sophomore
<input type="checkbox"/>	ID	Name	Graded	3.00	Biological Sciences - Biological Sciences BS	Senior
<input type="checkbox"/>	ID	Name	Graded	3.00	Chemistry & Biochemistry - Chemistry (Biochemistry) BS	Sophomore
<input type="checkbox"/>	ID	Name	Graded	3.00	Political Sci, Intl Devl, I.A. - Political Science BA	Senior
<input type="checkbox"/>	ID	Name	Graded	3.00	Management & Marketing - Management (General) G BSBA	Junior
<input type="checkbox"/>	ID	Name	Graded	3.00	Management & Marketing - Marketing BSBA	Sophomore






4. If you would like to download to MS Excel, click on the  button.
5. To return to Faculty Center homepage, click on the  button.




Email all students on roster


1. Choose the appropriate semester.
2. Click on the  button.
3. Click on the  button associated with the correct class.


Faculty Center

1 Select Term    View FERPA Statement

Show all classes Only classes with enrollment View My Weekly Schedule 2

 Class Roster  Grade Roster  Learning Management System

My Teaching Schedule > Fall 2007-2008 > Univ of Southern Mississippi Find 

Class	Class Name	Days and Time	Location	Class Dates	Enrolled	
SCM 320-H004	Bus And Prof Spking (Lecture)	TuTh 5:10PM - 6:25PM	LAB 206	Aug 22, 2007- Dec 14, 2007	23	 3
LEC 7020						

4. Click on the  button.

Faculty Center

Class Roster [View FERPA Statement](#)

7020 - SCM 320 - Bus And Prof Spking

Class Roster Information

Course	SCM 320	Institution	Univ of Southern Mississippi
Title	Bus And Prof Spking	Term	Fall 2007-2008
Class Number	7020	Session	Regular Academic Session
Class Section	H004	Career	Undergraduate
Component	Lecture		

Day	Tues Thurs	Instructor	Northrop,Marlissa F
Time	5:10PM 6:25PM		
Location	LAB 206		

Enrollment Status:

Total Students 23 Enroll Capacity 27

Enrolled Students		Customize Find		First 1-23 of 23 Last		
Notify	ID	Name	Grade	Units	Program and Plan	Level
<input type="checkbox"/>	ID	A Name	Graded	3.00	Political Sci, Intl Devl, I.A. - Paralegal Studies BA	Freshman
<input type="checkbox"/>	ID	C Name	Graded	3.00	Nursing - Pre-Nursing BSN	Sophomore
<input type="checkbox"/>	ID	E Name	Graded	3.00	Biological Sciences - Biological Sciences BS	Senior
<input type="checkbox"/>	ID	E Name	Graded	3.00	Chemistry & Biochemistry - Chemistry (Biochemistry) BS	Sophomore
<input type="checkbox"/>	ID	E Name	Graded	3.00	Political Sci, Intl Devl, I.A. - Political Science BA	Senior
<input type="checkbox"/>	ID	E Name	Graded	3.00	Management & Marketing - Management (General) G BSBA	Junior
<input type="checkbox"/>	ID	E Name	Graded	3.00	Management & Marketing - Marketing BSBA	Sophomore

- If the student has not activated their xx.xx@usm.edu at the HelpDesk, the following panel will display:
- Click on the **CONTINUE** button.


Faculty Center

Students without Email Address

Missing Email Address		View All		First 1 of 1 Last	
1	At Student name				

NOTE: LEAVE ALL STUDENT EMAIL ADDRESSES IN THE BCC FIELD!!!
 All students show up in the BCC (blind carbon copy) field because of privacy issues. Using the blind carbon copy prevents the student seeing everyone else's email address when message is delivered.

- Enter your subject line in the **Subject:** line.

8. Enter the email body in the **Message Text:** line.
9. Click on the  button if you want the system to spell check.
10. Click on the **SEND NOTIFICATION** button to send email. You will receive a copy.

Send Notification

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

Notification from Marliisa Northrop

From: Marliisa.Northrop@usm.edu

To:

CC:

BCC:

Students' email addresses will appear here.

Subject:

Message Text:

Dear Students:
Sample Text.
Sincerely,
Mrs. Northrop





Diagram annotations:

- 7: Points to the Subject field.
- 8: Points to the Message Text field.
- 9: Points to the spell check icon.
- 10: Points to the SEND NOTIFICATION button.

Email select students from roster

1. Choose the appropriate semester.
2. Click on the **change** button.
3. Click on the  button associated with the correct class.

Faculty Center

1 Select Term **Fall 2007-2008** [View FERPA Statement](#)

Show all classes Only classes with enrollment View My Weekly Schedule

Class Roster Grade Roster Learning Management System

My Teaching Schedule > Fall 2007-2008 > Univ of Southern Mississippi Find

Class	Class Name	Days and Time	Location	Class Dates	Enrolled
SCM 320-H004 LEC 7020	Bus And Prof Spking (Lecture)	TuTh 5:10PM - 6:25PM	LAB 206	Aug 22, 2007- Dec 14, 2007	23

3

4. Check on boxes for the students you wish to email.
5. Click on the **NOTIFY SELECTED STUDENTS** button.

Class Roster [View FERPA Statement](#)

7020 - SCM 320 - Bus And Prof Spking

Class Roster Information

Course	SCM 320	Institution	Univ of Southern Mississippi
Title	Bus And Prof Spking	Term	Fall 2007-2008
Class Number	7020	Session	Regular Academic Session
Class Section	H004	Career	Undergraduate
Component	Lecture		

Day	Tues Thurs	Instructor	Northrop,Marlissa F
Time	5:10PM 6:25PM		
Location	LAB 206		

Enrollment Status **Enrolled**

Total Students 23 Enroll Capacity 27

Enrolled Students Customize | Find First 1-23 of 23

	Notify	ID	Name	Grade	Units	Start Date	End Date	Program and Plan	Level
1	<input type="checkbox"/>	1	ID Name	Graded	3.00	08/22/2007	12/14/2007	Political Sci, Intl Devl, I.A. - Paralegal Studies BA	Freshman
2	<input checked="" type="checkbox"/>	6	ID Name	Graded	3.00	08/22/2007	12/14/2007	Nursing - Pre-Nursing BSN	Sophomore
3	<input type="checkbox"/>	5	ID Name	Graded	3.00	08/22/2007	12/14/2007	Biological Sciences - Biological Sciences BS	Senior
4	<input type="checkbox"/>	5	ID Name	Graded	3.00	08/22/2007	12/14/2007	Chemistry & Biochemistry - Chemistry (Biochemistry) BS	Sophomore
5	<input checked="" type="checkbox"/>	4	ID Name	Graded	3.00	08/22/2007	12/14/2007	Political Sci, Intl Devl, I.A. - Political Science BA	Senior
6	<input checked="" type="checkbox"/>	4	ID Name	Graded	3.00	08/22/2007	12/14/2007	Management & Marketing - Management (General) G BSBA	Junior
7	<input type="checkbox"/>	5	ID Name	Graded	3.00	08/22/2007	12/14/2007	Management & Marketing - Marketing BSBA	Sophomore


4

5

6. As before, enter your subject line in the **Subject:** line.
7. As before, enter the email body in the **Message Text:** line.
8. As before, click on the button if you want the system to spell check.

- As before, click on the **SEND NOTIFICATION** button to send email. You will receive a copy.




View past final and midterm grades


- Choose appropriate term in **Select Term** box and click on the **change** button.
- Click on the  button.





Faculty Center

1 **Select Term** Summer 2006-2007 **change** [View FERPA Statement](#)

Show all classes Only classes with enrollment View My Weekly Schedule

 Class Roster  Grade Roster  Learning Management System

My Teaching Schedule > Summer 2006-2007 > Univ of Southern Mississippi Find | 

Class	Class Name	Days and Time	Location	Class Dates	Enrolled		
SCM 499CA-H001 LEC 6854	Brit Studies Comm (Lecture)	TBA	TBA	May 28, 2007- Aug 3, 2007	6		

2

- Select the type of roster you would like to view in the ***Grade Roster Type** box (Midterm or Final Grades).
- Select the approval status that you would like to view in the ***Approval Status** box (Ready for Review, Approved, or Not Reviewed).


Grade Roster [View FERPA Statement](#)


7324 - SCM 320 - Bus And Prof Spking

Grade Roster Information

Course	SCM 320	Institution	Univ of Southern Mississippi
Description	Bus And Prof Spking	Term	Spring 2006-2007
Class Number	7324	Session	Regular Academic Session
Class Section	H004	Career	Undergraduate
Component	Lecture		

Day	Tues Thurs	Instructor	Northrop,Marlissa F
Time	5:10PM 6:25PM		
Location	LAB 104		

***Grade Roster Type** Mid-Term Grade  Display Unassigned Roster Grade Only

***Approval Status** Ready for Review 

3

4

- When you completed viewing these grades, click on the **RETURN** button on the bottom of the page.

Grade Roster

 [View FERPA Statement](#)

7324 - SCM 320 - Bus And Prof Spking

Grade Roster Information			
Course	SCM 320	Institution	Univ of Southern Mississippi
Description	Bus And Prof Spking	Term	Spring 2006-2007
Class Number	7324	Session	Regular Academic Session
Class Section	H004	Career	Undergraduate
Component	Lecture		
<hr/>			
Day	Tues Thurs	Instructor	Northrop,Marlissa F
Time	5:10PM 6:25PM		
Location	LAB 104		

*Grade Roster Type
 *Approval Status

Display Unassigned Roster Grade Only

Notify	ID	Name	Roster Grade	Official Grade	Program and Plan	Level
<input type="checkbox"/>	ID	Student Name	B	A	Management & Marketing - Marketing BSBA	Junior
<input type="checkbox"/>	ID	Student Name	NA	NA	Nursing - Pre-Nursing BSN	Freshman
<input type="checkbox"/>	ID	Student Name	B	B	Nursing - Pre-Nursing BSN	Freshman
<input type="checkbox"/>	ID	Student Name	A	A	General Studies - GS [University Curriculum]	Sophomore
<input type="checkbox"/>	ID	Student Name	A	A	Biological Sciences - Biological Sciences BS/Science & Tech (Pre-phys Ther)	Sophomore
<input type="checkbox"/>	ID	Student Name	B	B	Mass Communication & Journalism - Journalism (News-Editorial) BA	Freshman


NOTIFY SELECTED STUDENTS

NOTIFY ALL STUDENTS

PRINTER FRIENDLY VERSION

RETURN

Enter Grades

- Verify the correct semester is displayed. Change if needed.
- Click on the  button associated with the class for which you wish to enter grades.

Faculty Center

1 → **Select Term** [View FERPA Statement](#)

Show all classes
 Only classes with enrollment
 View My Weekly Schedule

My Teaching Schedule > Fall 2007-2008 > Univ of Southern Mississippi						Find	
Class	Class Name	Days and Time	Location	Class Dates	Enrolled		
SCM 320-H004 LEC 7020	Bus And Prof Spking (Lecture)	TuTh 5:10PM - 6:25PM	LAB 206	Aug 22, 2007- Dec 14, 2007	23		

2 →

3. Choose the correct roster type (midterm or final) in the ***Grade Roster Type** box.

4. Enter LETTER GRADES into the box in the **Roster Grade** column.

NOTE: STUDENTS NOT ATTENDING CLASS – If a student is not attending class, enter **NA** (not attending) beside the student’s name on the midterm roster.

This helps us to comply with the U.S. Department of Education regulations that the university must identify students who are not attending class. Non-compliance will affect federal funding of students’ financial aid.

The Registrar’s Office and Financial Aid Office will send a correspondence to all students who are not attending classes. It is the student’s responsibility to withdraw from these classes by completing a drop form or withdrawing from the university. Failure to do so will result in a grade F for each class the student did not attend.

5. Once there is a grade entered for each student and they have been reviewed for accuracy, choose “Approved” for the ***Approval Status** box.

NOTE: Once the grade roster has been set to “Approved,” a change of grade form must be submitted to the Registrar’s Office to change a grade.

6. Click on the button.

7. You may print a copy of this roster for your records if you so choose. Click on the button for a sleek looking report.

Grade Roster

[View FERPA Statement](#)

7020 - SCM 320 - Bus And Prof Spking

Grade Roster Information			
Course	SCM 320	Institution	Univ of Southern Mississippi
Description	Bus And Prof Spking	Term	Fall 2007-2008
Class Number	7020	Session	Regular Academic Session
Class Section	H004	Career	Undergraduate
Component	Lecture		
Day		Tues Thurs	Instructor
Time		5:10PM 6:25PM	Northrop,Marlissa F
Location		LAB 206	

3

*Grade Roster Type

Display Unassigned Roster Grade Only

*Approval Status 5

<- add this grade to all students

Notify	ID	Name	Roster Grade	Official Grade	Program and Plan	Level
<input type="checkbox"/>	ID	Name	<input type="text" value="A"/>		Political Sci, Intl Devl, I.A. - Paralegal Studies BA	Freshman
<input type="checkbox"/>	ID	Name	<input type="text" value="B"/>		Nursing - Pre-Nursing BSN	Sophomore
<input type="checkbox"/>	ID	Name	<input type="text" value="C"/>		Biological Sciences - Biological Sciences BS	Senior
<input type="checkbox"/>	ID	Name	<input type="text" value="D"/>		Chemistry & Biochemistry - Chemistry (Biochemistry) BS	Sophomore
<input type="checkbox"/>	ID	Name	<input type="text" value="F"/>		Political Sci, Intl Devl, I.A. - Political Science BA	Senior
<input type="checkbox"/>	ID	Name	<input type="text" value="NA"/>		Management & Marketing - Management (General) G BSBA	Junior
<input type="checkbox"/>	ID	Name	<input type="text" value="A"/>		Management & Marketing - Marketing BSBA	Sophomore

4

6

7 (Optional)