





## Faculty Center – Faculty Center Tab (Cheatsheet)

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

### *Basic Navigation*

Home > Self Service > Faculty Center

### *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*



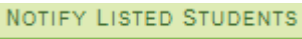

1. Click on the  **View My Weekly Schedule** radio button.
2. You can alter the display at the bottom of the page (days, times, etc).
  - a. Choose appropriate options.
  - b. Click on the **REFRESH CALENDAR** button.
3. Click the **CANCEL** button you have completed viewing this schedule.

### *View my class roster and import it to MS Excel*


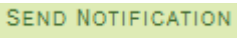
1. Choose the appropriate semester.
2. Click on the **change** button.

3. Click on the  button associated with the correct class.
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.
4. Click on the  button.
5. If the student has not activated their [xx.xx@usm.edu](mailto:xx.xx@usm.edu) at the HelpDesk, the following panel will display:
6. Click on the  button.

**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.


7. 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  button to send email. You will receive a copy.

### *Email select students from roster*


1. Choose the appropriate semester.
2. Click on the  button.

3. Click on the  button associated with the correct class.
4. Check on  boxes for the students you wish to email.
5. Click on the **NOTIFY SELECTED STUDENTS** button.
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.
9. As before, click on the **SEND NOTIFICATION** button to send email. You will receive a copy.

### *View past final and midterm grades*

1. Choose appropriate term in **Select Term** box and click on the **change** button.
2. Click on the  button.
3. Select the type of roster you would like to view in the **\*Grade Roster Type** box (Midterm or Final Grades).
4. Select the approval status that you would like to view in the **\*Approval Status** box (Ready for Review, Approved, or Not Reviewed).
5. When you completed viewing these grades, click on the **RETURN** button on the bottom of the page.

### *Enter Grades*

1. Verify the correct semester is displayed. Change if needed.
2. Click on the  button associated with the class for which you wish to enter grades.
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 **SAVE** button.
7. You may print a copy of this roster for your records if you so choose. Click on the **PRINTER FRIENDLY VERSION** button for a sleek looking report.