Faculty Center Quick Reference

Purpose: Faculty may access Faculty Center via **My Universe**, *Resources* tab, to view their teaching schedule, textbook summary, exam schedule, class rosters, grade rosters, and schedule of classes search.
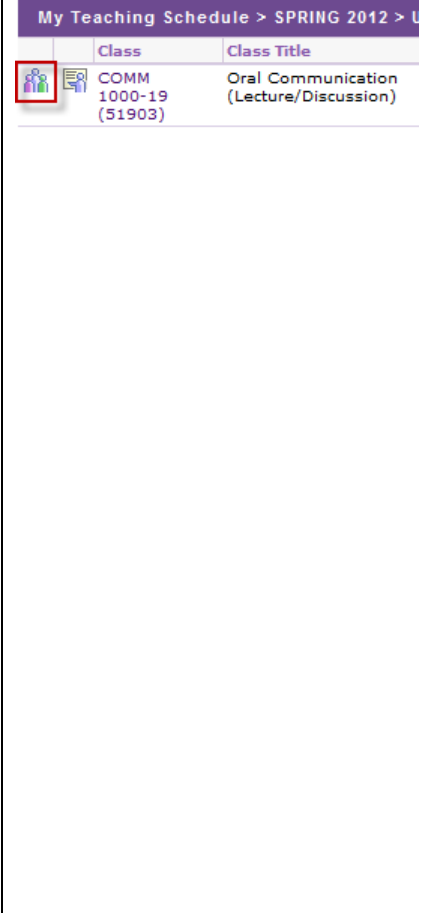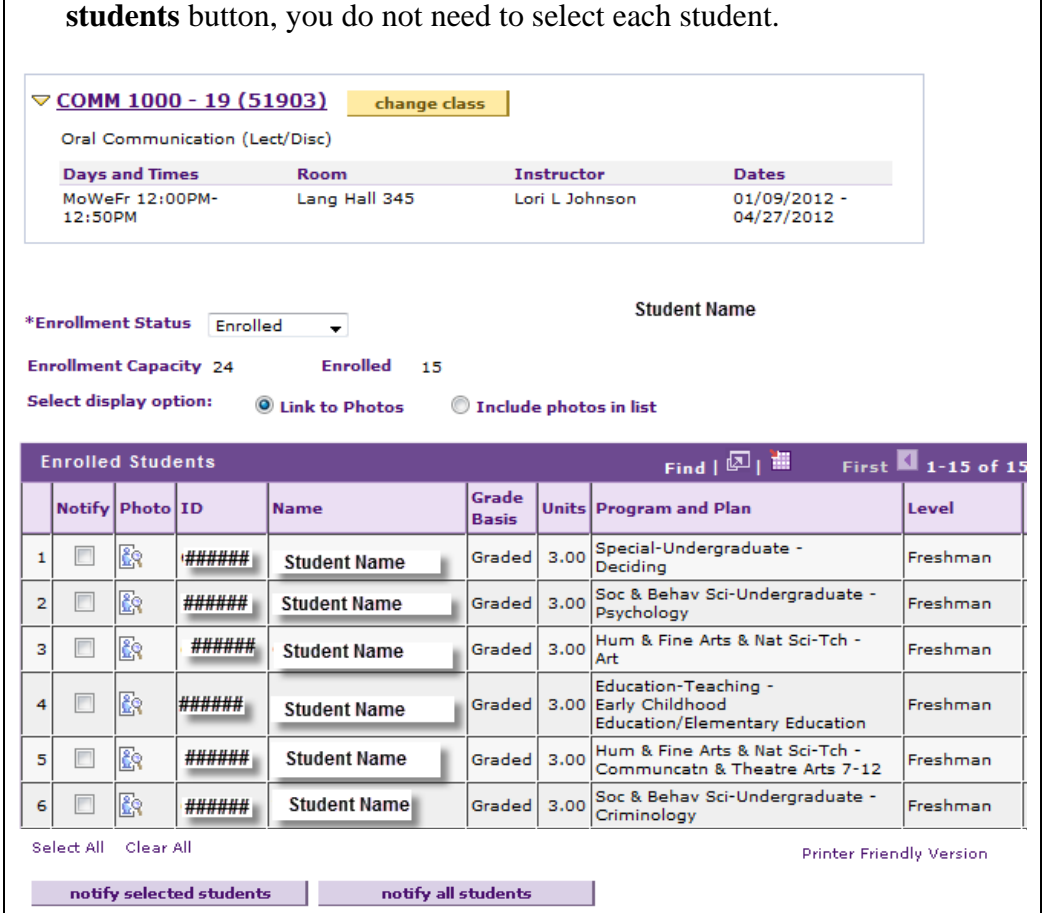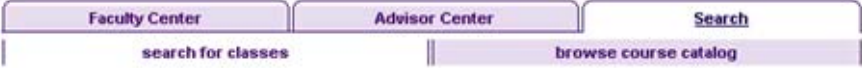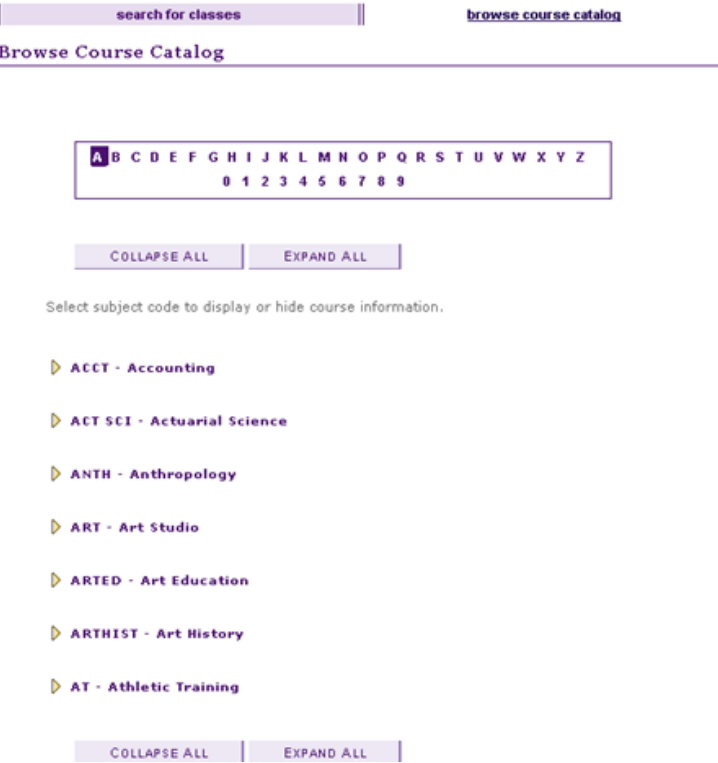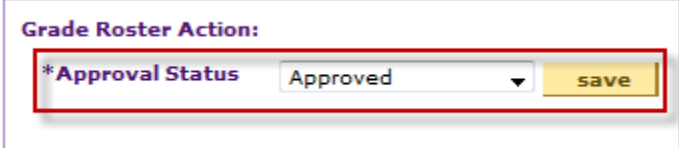
Feature	Details
Teaching Schedule	- Use the **change term** button to view a specific term (semester) - Select the display option: *Show All Classes* or *Show Enrolled Classes Only* - The **Class Roster** icon next to the *Class Name* indicates there are students on the roster. Click the icon to view the class roster. - Click the **View Weekly Teaching Schedule** link, at the bottom, to see your schedule in a weekly grid view **My Schedule** SUMMER 2011 | University of Northern Iowa change term View Textbook Summary My Exam Schedule Select display option: ⦿ Show All Classes ◯ Show Enrolled Classes Only Icon Legend: Class Roster Grade Roster Learning Management **My Teaching Schedule > SUMMER 2011 > University of Northern Iowa** Class: 130 101-80 (10036), Class Title: Principles Of Marketing (Lecture/Discussion), Enrolled: 26, Days & Times: MoTuWeThFr 9:50AM - 12:00PM, Room: Curris Business Building 126, Class Dates: Jun 6, 2011- Jul 1, 2011 View Weekly Teaching Schedule Go to top **Weekly Schedule View:** View My Weekly Schedule << previous week Week of 6/6/2011 - 6/12/2011 next week >> Show Week of 06/06/2011 Start Time 8:00AM End Time 6:00PM refresh calendar Time / Monday Jun 6 / Tuesday Jun 7 / Wednesday Jun 8 / Thursday Jun 9 / Friday Jun 10 9:00AM–11:00AM: 130 101 - 80 Lecture/Discussion 9:50AM - 12:00PM Curris Business Building 126 (all five days)

University of
NorthernIowa

Feature	Details
Textbook Summary	Use the **Textbook Summary** tab to view textbook details (status, ISBN, description) **Textbook Summary** **FALL 2011 | University of Northern Iowa** COLLAPSE ALL EXPAND ALL Select class to display or hide textbook information. ▽ **MKTG 3116-01 Marketing Research (30256) LEC** Textbook Assignment Complete **Textbook** **Status** Required Marketing Research:In a Digital Information Enviro, Author: Hair, Bush, Ortinau, Publisher: McGraw-Hill, **ISBN** 9780073404707 Edition: 4th

Feature	Details
Class Roster **Note:** The class roster view is independent of the class details. You must use the **Class Roster** icon on the **my schedule** view to display the class roster for that class.	Use the **Class Roster** tab to: • View the class roster and/or the wait list, if applicable. • Print the class roster and/or the wait list, if applicable. • Download the class roster to Excel. Ensure that you enable pop-ups. • View the *Enrollment Capacity* and current number of students enrolled. • Send an email to specific student(s) or the entire roster. *Note:* To email one student, click the student's name. Use the *Notify* checkbox to select multiple students. To email all students, simply click the **notify all students** button, you do not need to select each student.

Feature	Details

Search
   Classes – Schedule of Classes
   Courses – Course Catalog
	Use the **Search** tab to search the schedule of classes or browse the course catalog.
	
	![Search for Classes screen]
	
	• Click **browse course catalog** to view the current catalog.
	
	![Browse Course Catalog screen]

Feature	Details
Grade Roster	Grade Rosters will be available approximately two weeks prior to the grades due date for the course. Once the **Grade Roster** is available for entry, the **Grade Roster** icon will display next to the class on the **my schedule** tab. Click the icon to access the **Grade Roster**. Entering grades on the Grade Roster: • Use the drop-down box in the **Roster Grade** field to select the desired grade for each student. • You may add the same grade to multiple students by using the select checkbox to choose the students, select the grade, and click the **add this grade to selected students** at the bottom. • Once all grades are entered, click the **Save** button at the bottom. Approving grades: • All grades must be approved before the Registrar's Office can post. • To approve grades, select *Approved* in the Approval Status field and click the **save** button on the Grade Roster tab. When grades have NOT been approved, this message displays: ✖ **Final Grade Entry is Not Complete** Once you have approved grades, this message displays: ✔ **Final Grade Entry is Complete** Once the Registrar's Office posts the grades, the **Official Grade** displays on the roster and the *Status* will show **Posted**. *Note:* Grades may be changed up until the time they are posted. If you have approved a **Grade Roster**, you must change the *Approval Status* back to **Not Reviewed**; update the grade(s) and Approve & Save. After grades have been posted, contact the Registrar's Office to request a grade change.

University of Northern Iowa

Feature	Details
Advisor Center (Only if you are an Advisor)	Use the **Advisor Center** tab to view your advisees and student details (student center, transfer credit, and academics). • Click the *student name* to send an email to the student • Click the **View Student Details** link to go to the student's student center **My Advisees** Select display option: ⦿ Link to Photos ○ Include photos in list ###### Student Name Find | ▣ | 📄 <table><tr><td></td><td>Notify</td><td>Name</td><td>ID</td><td>View Student Details</td></tr><tr><td>1</td><td>☐</td><td>Student Name</td><td>######</td><td>View Student Details</td></tr><tr><td>2</td><td>☐</td><td>Student Name</td><td>######</td><td>View Student Details</td></tr><tr><td>3</td><td>☐</td><td>Student Name</td><td>######</td><td>View Student Details</td></tr><tr><td>4</td><td>☐</td><td>Student Name</td><td>######</td><td>View Student Details</td></tr><tr><td>5</td><td>☐</td><td>Student Name</td><td>######</td><td>View Student Details</td></tr></table>
Exam Schedule	Use the **Exam Schedule** tab to view exam schedule details. NOTE: This functionality will be available once final exams are scheduled.