

View Faculty Schedule

- ❖ Click **My Courses** in the **Faculty Tools** category under **My Tools** (see illustration below).



- ❖ The **Faculty Schedule** window will display (see illustration below). This window lists all the courses you are teaching for the semester.

A screenshot of the "Faculty Schedule" window. At the top, there are two dropdown menus: "Term:" set to "WI 2010" and "Program:" set to "Undergraduate". Below these is a "Search" button and a link "View My Faculty Schedule". The main content is a table with the following data:

WI 2010				
Course	Title	Catalog	Program	Go Directly To
CIS150-AA	Microcomputer App:Software Pres.	UG09	Undergraduate	Select Area ...
EDU485C-AA	Special Topics	UG09	Undergraduate	Select Area ...
EDU485C-AB	Special Topics	UG09	Undergraduate	Select Area ...
EDU485C-AC	Special Topics	UG09	Undergraduate	Select Area ...
SED421-AA	Edu Technology & Assistive	UG09	Undergraduate	Select Area ...
SED521-AA	Edu Technology & Assistive	GR09	Graduate	Select Area ...

- ❖ To change the semester for which the courses are listed, click the **Term** list arrow.
- ❖ Select the program from the **Program** list.
- ❖ Click the **Search** button
- ❖ The courses for the specified semester will display.

Go Directly To List

This area is used to display information about the course, to obtain a list of the students in the course, or to enter grades for the course.

Course Details

This area provides information about the course such as the semester hours, meeting dates and times, and a course description.

- ❖ Click the list arrow under **Go Directly To** for the course for which the information is to be displayed.

A screenshot of the "Faculty Course Control - Course Details" page. The page title is "Faculty Course Control - Course Details". The breadcrumb is "Faculty Course Control > Course Details". The main heading is "Course Details". The course information is: "Microcomputer App:Software Pres. (CIS150-AA)". The instructor is "House, Wanda Ilene". The course details are: "Winter - 2010 , Undergraduate", "1.00 Credit(s), Letter Grade", "Course Fee: \$0.00", "Dept: CIS", "Course Format: Classroom", and "Status: Open (4 out of 20 seats taken)". A "Note" says "Meets Jan 11 - Mar 10". The "Course Schedules" table is:

Day & Time	Date(s)	Location
MW 01:00-01:50PM (01/11/2010 - 03/10/2010)	01/11/2010 - 03/10/2010	Adrian Campus, Windows Teaching Lab, LAB

The "Course Description" section says "No Course Description is available for this course."

- ❖ Select **Course Details** from the list.
- ❖ The **Course Details** window will display (see illustration on previous page).
- ❖ Click the **Faculty Course Control** link or the **Back** button on the right side of the window to return to the previous window (see illustrations below). **DO NOT** use the **Back** button on the **Browser** toolbar.

[Faculty Course Control](#) > [Course Details](#)



Class Lists

This option will display a list of the students in the course.

- ❖ Click the list arrow under **Go Directly To** for the course for which the information is to be displayed.
- ❖ Select **Class Lists** from the list.
- ❖ The **Class Lists** window will display (see illustration below).

- ❖ To send a list of the students to Microsoft Excel, click the **Export to Excel** button.
- ❖ To email students in the course:
 - Click the check box under **Email** for the student(s) to whom the message is to be sent.
 - Click the **Email Selected Students** link.
 - The **Email** window will display. For an explanation of this window, see the section on **Emailing Selected Students** earlier in this document.
- ❖ Click the **Faculty Course Control** link (see illustration below). **DO NOT** use the **Back** button on the **Browser** toolbar.

[Faculty Course Control](#) > [Course Details](#)

Set Options for Class Lists

- ❖ Click the **Set Options** button in the upper left corner of the window.
- ❖ The **Set Options** window will display (see illustration on next page).
- ❖ Click the check boxes for any of the desired options.
- ❖ Click the **Save** button.

NOTE: Setting these options will affect the Class Lists portlet on all pages of the portal.

Faculty Course Control - Class List Options

Faculty Course Control > Class List > Class List Options

Portal User Options

Changing these user options will affect this portlet on all pages in the portal.

Search Options	Display Options
<input checked="" type="checkbox"/> Include Registered	<input type="checkbox"/> Show If Graduating
<input type="checkbox"/> Include Withdrawn	<input type="checkbox"/> Show Grading Type
<input type="checkbox"/> Include Waitlisted	<input type="checkbox"/> Show Grade (If Permission)
	<input checked="" type="checkbox"/> Show Credit Hours
	<input type="checkbox"/> Show Only Graduating Students
	<input type="checkbox"/> Show Photos

Save Cancel

Grade Entry

This area is used to enter the Midterm and Final grades for the selected course.

- ❖ Click the list arrow under **Go Directly To** for the course for which the information is to be displayed.
- ❖ Select **Grade Entry** from the list.
- ❖ The **Update Student Grade** window will display (see illustration below).

Faculty Course Control - Update Student Grades

Faculty Course Control > Update Student Grades

CIS150-AA Microcomputer App:Software Pres. - Update Student Grades

Student List for: Undergraduate Winter - 2010

Catalog: UG09

Instructors: House, Wanda Ilene

Cross-listed Courses:

Course Grading Type: Letter Grade Default Grade:

If the grading period is open and you have permission to enter grades, the default grade you select will be applied to students that have no grade and that have a grading type that matches the course grading type. Please note that the midterm grading type is not displayed on this screen, but if it is available, it is compared to the course grading type to determine whether or not to apply the selected default grade.

Default Last Date of Attendance:

The default date you select will be applied to students that have no last date of attendance.

- ❖ In the **Student List** select the class for which the grades are to be entered.
- ❖ Click the **Default Grade** list arrow to view a list of grades that will appear in all the grade boxes for the students.
- ❖ Click the **Set Default Grade** button to insert the grades for the students.
- ❖ To set the **Default Last Date of Attendance**:
 - Input a date into the appropriate text box.
 - Click the **Calendar Icon** and select the appropriate date.
- ❖ Click **Set Default LDoA** button.
 - This date is required if a student receives an "E" or an Incomplete (I) in the course.
- ❖ It is also required if a student quits attending before the end of the semester.