Faculty Center Quick Reference

Purpose:

Feature	Details
Textbook Summary	Use the **Textbook Summary** tab to view textbook details (status, ISBN, description)

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
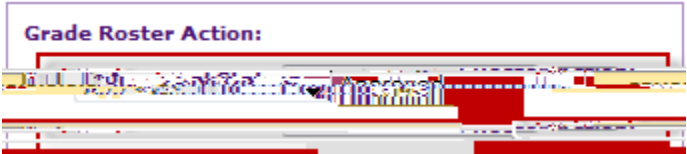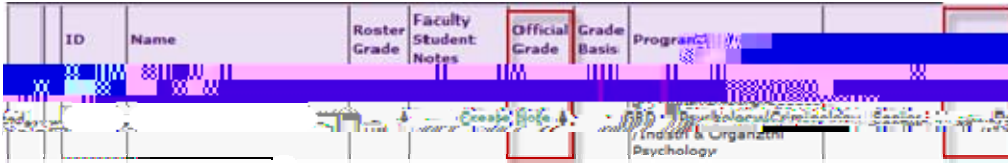
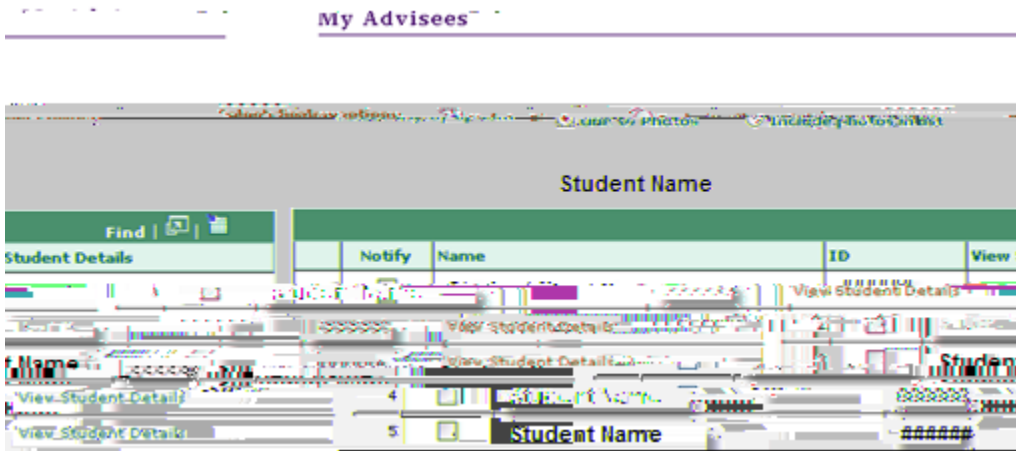| Feature	Details

Search
  Classes – Schedule of Classes
  Courses – Course Catalog
	Use the **Search** tab to search the schedule of

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.

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

Exam Schedule	Use the **Exam Schedule** tab to view exam schedule details. NOTE: This functionality will be available once final exams are scheduled.