

Faculty Center Documentation

In the Faculty Center, instructors can do the following:

1. View their Teaching Schedule
2. View their class rosters and email students
3. View posted grade rosters and enter grades (during specified periods)
4. Search for classes, browse the course catalog, and perform a faculty search

Instructions for accessing this information and screen shots for each of these follows:

1. View Your Teaching Schedule

- Go to the “my schedule” tab to view the courses you are scheduled to teach for that term.
To change the term, click on the “change term” button and select the appropriate term.
- Class title, total enrolled, day/time, building, and class dates display on the schedule. To view more details about a particular class, you can click on the class (in the “Class” column), i.e., click on “BCOR 2300-300 (35704)” link in the example below.
- You can also view your teaching schedule in a weekly format by selecting the “View Weekly Teaching Schedule” link at the bottom of the page.

Faculty Center

my schedule | class roster | grade roster

Faculty Center

My Schedule

Fall 2013 | CU Boulder

change term

click here to view class details

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management

My Teaching Schedule > Fall 2013 > CU Boulder

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	BCOR 2300-300 (35704)	Adding Value with Management (Lecture)	48	Mo 6:00PM - 8:00PM	KOBL 255	Sep 9, 2013- Dec 16, 2013
	BCOR 2300-500 (27871)	Adding Value with Management (Lecture)	172	TuTh 2:00PM - 3:15PM	FLMG 155	Aug 26, 2013- Dec 13, 2013
	INBU 3300-001 (27551)	Intl Business & Mgmt (Lecture)	40	MoWeFr 12:00PM - 12:50PM	KOBL 308	Aug 26, 2013- Dec 13, 2013
	INBU 3300-002 (27619)	Intl Business & Mgmt (Lecture)	40	MoWeFr 1:00PM - 1:50PM	KOBL 308	Aug 26, 2013- Dec 13, 2013

[View Weekly Teaching Schedule](#)

2. View Your Class Rosters

- On the “my schedule” page, click on the Class Roster icon next to the class on your schedule to view the class roster. **To change the term, click on the “change term” button and select the appropriate term.**
- On the class roster
 - o You can view how many students are enrolled, dropped, or waitlisted (and can change this view in the drop down in the “Enrollment Status” box)
 - o You can select to include photos in the roster by selecting this option under “Select display option”
 - o You can view further details about the students by selecting the Program/Plan Details tab or Contact Details tab at the top of the roster. You can also see all tabs in one view by selecting the show all columns icon to the right of the “Contact Details” tab.
 - o You can email the students. Either select individual students you want to email by clicking the “Notify” box to the left of the student on the roster and then select “notify selected students” at the bottom of the page. Or if you want to email ALL students on the roster, just selection “notify all students” at the bottom of the page
 - o You can download the class roster to an excel spreadsheet by selecting the grid-like icon at the top of roster.
 - o If you’re on the class roster page and want to go to another class roster, select the “change class” button next to the class at the top of the page

Faculty Center
Search

my schedule
class roster
grade roster

Faculty Center

My Schedule

Select the class roster icon to view the class roster

Fall 2013 | CU Boulder change term

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management

My Teaching Schedule > Fall 2013 > CU Boulder

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	BCOR 300-300 (35704)	Adding Value with Management (Lecture)	48	Mo 6:00PM - 8:00PM	KOBL 255	Sep 9, 2013- Dec 16, 2013
	BCOR 2300-500 (27871)	Adding Value with Management (Lecture)	172	TuTh 2:00PM - 3:15PM	FLMG 155	Aug 26, 2013- Dec 13, 2013
	INBU 3300-001 (27551)	Intnl Business & Mgmt (Lecture)	40	MoWeFr 12:00PM - 12:50PM	KOBL 308	Aug 26, 2013- Dec 13, 2013
	INBU 3300-002 (27619)	Intnl Business & Mgmt (Lecture)	40	MoWeFr 1:00PM - 1:50PM	KOBL 308	Aug 26, 2013- Dec 13, 2013

[View Weekly Teaching Schedule](#)

Sample Class Roster:

Faculty Center	Search	
my schedule	class roster	grade roster

Class Roster

Fall 2013 UC Boulder | Boulder Main Campus Semester | CU Boulder | Undergraduate

▼ [BCOR 2300 - 500 \(27871\)](#) [change class](#)

Adding Value with Management (Lecture)

Days and Times	Room	Room Capacity	Instructor	Instructor's Email Addresses	Dates
TuTh 2:00PM-3:15PM	FLMG 155	209	Antonio Papuzza	ANTONIO.PAPUZZA@COLORADO.EDU	08/26/2013 - 12/13/2013

*Enrollment Status

Enrollment Capacity 0 **Enrolled 172** Dropped 84 Waitlisted 17

Select display option Include photos in list Link to Photos

Enrolled Students Customize | Find | [download](#) First 1-172 of 172 Last

[Student Details](#) [Program/Plan Details](#) [Contact Details](#) [show all columns](#)

	Notify	Photo	FERPA	ID	Primary Name	Preferred Name	Level
1	<input type="checkbox"/>			[REDACTED]			Sophomore
2	<input type="checkbox"/>						Sophomore
3	<input type="checkbox"/>						Sophomore
4	<input type="checkbox"/>						Sophomore
5	<input type="checkbox"/>						Freshman

3. View Posted Grade Rosters

- On the “my schedule” page, for a class that has been graded, click on the Grade Roster icon next to the class on your schedule to view the graded roster. **To change the term, click on the “change term” button and select the appropriate term.**
- When grading opens for a current term, follow the same procedures as indicated above to access the grade roster. More information about grading can be found on the registrar’s web site under Grading and Graduation Information at <http://registrar.colorado.edu/staff/staff.html>

Faculty Center Search

my schedule class roster grade roster

Faculty Center

My Schedule

Summer 2013 | CU Boulder

[change term](#)

Select the Grade Roster icon to view the grade roster

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management

My Teaching Schedule > Summer 2013 > CU Boulder

								First	1-5 of 5	Last
	Class	Class Title	Enrolled	Days & Times	Room	Class Dates				
	BCOR 1020-200 (14921)	Business Statistics (Lecture)	31	MoTuWeThFr 11:00AM - 12:35PM	KOBL 230	Jul 9, 2013-Aug 9, 2013				
	BCOR 2300-001 (14937)	Adding Value with Management (Lecture)	38	MoTuWeThFr 12:30PM - 3:30PM	KOBL 220	May 13, 2013-May 31, 2013				
	INBU 3300-200 (14702)	Intl Business & Mgmt (Lecture)	23	MoTuWeThFr 4:30PM - 6:06PM	KOBL 308	Jul 9, 2013-Aug 9, 2013				
	MGMT 3030-201 (18010)	Critical Leadership Skills (Lecture)	29	MoTuWeThFr 2:30PM - 4:05PM	KOBL 308	Jul 9, 2013-Aug 9, 2013				
	MGMT 4040-100 (18011)	Indiv Team/Org Develop (Lecture)	12	MoTuWeThFr 2:30PM - 4:05PM	KOBL 308	Jun 3, 2013-Jul 5, 2013				

[View Weekly Teaching Schedule](#)

4. Search for Classes and Browse the Course Catalog

- On the "Search" tab, you can select "search for classes", "browse course catalog", or "faculty search". (See screenshots below.)

Search for Classes

Faculty Center	Search
search for classes	browse course catalog faculty search

Search for Classes

Enter Search Criteria

Search for Classes

Institution

Term

Select at least 2 search criteria. Click Search to view your search results.

▼ **Class Search**

Campus

Course Subject

Course Number

Course Career

Show Open Classes Only

Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

▶ **Additional Search Criteria**

Browse Course Catalog

Faculty Center		Search
search for classes	browse course catalog	faculty search

Browse Course Catalog

Select Institution

Search by School/College

Search by Course Attribute Attribute Value

Search by Department

Search by Course Subject

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
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COLLAPSE ALL	EXPAND ALL	SEARCH
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Select subject code to display or hide course information.

- ▶ **ACCT - Accounting**
- ▶ **AIRR - Air Force Aerospace Studies**
- ▶ **ANTH - Anthropology**
- ▶ **APPM - Applied Math**
- ▶ **ARAB - Arabic Languages**
- ▶ **ARCH - Architecture**

Faculty Search

Faculty Center		Search
search for classes	browse course catalog	faculty search

Faculty Search

Select the search by name button to start the search process.

search by name	Using Instructor/Advisor Table
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[Faculty Center](#) [Search](#)

[Search For Classes](#) [Browse Course Catalog](#) [Faculty Search](#)