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Faculty Center Documentation

In the **Faculty Center**, instructors can do the following:

- View their Teaching Schedule.

- View their class rosters and email students.

- View posted grade rosters and enter grades (during specified periods).

- Search for classes, browse the course catalog and perform a faculty search.

1. **To View Your Teaching Schedule:**

    a. Click the **My Schedule** tab to view the courses you're scheduled to teach for the specified term.

    b. To change the term, click the **Change Term** button.

    c. The schedule displays the class title, total enrolled, day/time, building/room and class dates. To view more details about a class, click the class number link.

    d. Click the **View Weekly Teaching Schedule** link at the bottom of the page to view your schedule in a weekly format.

2. **To View Your Class Rosters:**

    a. Click the **My Schedule** tab to view the courses you're scheduled to teach for the specified term.

    b. To change the term, click the **Change Term** button.

    c. Click the **Class Roster** icon to open the class roster, where you can:

        i. Use the **Enrollment Status** dropdown to see how many students have enrolled, dropped or waitlisted.

        ii. Use **Select display option** to include photos in the roster or provide photo link on roster.

        iii. Select the **Program/Plan Details** tab or **Contact Details** tab to view additional details about the students. (Note: Select the **Show All Columns** icon to the right of the **Contact Details** tab to see all tabs in one view.)

        iv. Use **Notify** options to email one or more students.

            1. To email an individual student, click the Notify box to the left of the student's name on the roster, then select **Notify Selected Students** at the bottom of the page.

            2. To email all students on the roster, select **Notify All Students** at the bottom of the page.

        v. Click the grid-like icon at the top of the roster to download the roster as an Excel spreadsheet.

        vi. Click the **Change Class** button next to the class at the top of the page to go to another class roster.

3. **To View Posted Grade Rosters:**

    a. Click the **My Schedule** tab to view the courses you're scheduled to teach for the specified term.

b. To change the term, click the **Change Term** button.

c. When grading opens for a term, follow the process above to access the grade roster. See [Faculty Web Grading](#) for more information.

4. <u>**To Search for Classes and Browse the Course Catalog**</u>**:**

   a. Click the **Search** tab.

   b. Choose from:

      i. **Search for Classes**.

      ii. **Browse Course Catalog**.

      iii. **Faculty Search**.