

Faculty Services

Faculty Menu	
Term Selection	This page is used to select a term for options that require selection of a valid term. You can also use this page to change the term.
CRN Selection	This page is used to enter the Course Reference Number (CRN). This CRN will be used as default in any other selection requiring a CRN until changed or session is ended.
Office Hours	This page is used to view or maintain the instructor's office hours for a class.
Syllabus Information	This page is used to maintain syllabus information, learning objectives, required materials, and technical requirements for the course.
Faculty Detail Schedule	This page displays the faculty member's schedule for the selected term.
Week at a Glance	This page displays all the classes for which the instructor is assigned for that week.
Detail Class List	This page displays an alphabetical listing of students in the selected class. Detail information about the student is also displayed. †
Summary Class List	This page displays an alphabetical listing of students in the selected class. Summary information about the student is also displayed. ††
Final Grades	This page is used to enter or update final grades and attendance hours for a class.
Assignment History	This page displays a list of instructor's class assignments, both past and present, regardless of status or term.
Active Assignments	This page lists all of a faculty member's class assignments that are considered active.
Registration	
Look up Classes	This page is used to search for available classes. Searches for looking up classes can be performed by term or date range. The Subject field will include only subjects for which classes exist for the term or selected date range. The Look Up Classes functionality allows classes to be searched if the registration status codes are inactive, but searching by the part-of-term is not allowed.
Registration Overrides	This page allows a faculty member to perform permits/overrides for students.
Class Schedule	On the Class Schedule Search page a user can choose from a variety of selection options to narrow the search for classes. At a minimum, the user must select a subject.
Course Catalog	On this page the student can choose from a variety of course characteristics to narrow the search. At a minimum, at least one selection must be made from the Subject pull-down list.
Electronic Grade Book	
Grade Book by Component	This page permits instructors to enter or update grades for an entire class.
Grade Book by Student	This page permits instructors to enter grades for a particular student.



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Student Information	
Term Selection	This page is used to select a term for options that require selection of a valid term. You can also use this page to change the term.
Advisee Listing	This page displays a list of all students assigned to the user as advisees for a selected term. Advisees must have an active registration record to be displayed.
ID Selection	This page is used to select a student ID for options that require selection of an ID. Once an ID has been selected, it remains the active ID until another one is selected or until the Web session is ended.
Student Information	This page displays the majority of data in the General Student record. It also displays any curriculum information that was entered on the student.
Student Address and Phones	This page displays a selected student's addresses and phone numbers. Faculty members can only view the information, not update it.
Student E-mail Address	This page displays a selected student's e-mail address. Faculty members can only view the information, not update it.
Student Schedule	This page displays a selected student's schedule for the selected term.
Active Registrations	This page displays all of a student's classes that are considered active (that is, that have not been graded and rolled to Academic History). ###
Registration History	This page displays all of a student's registration activity, regardless of status or term. ##
View Test Scores	This page displays a selected student's test scores.
View Holds	This page displays a selected student's holds. Please note that some holds are sensitive and may not display.
Advisors Menu	
Term Selection	This page is used to select a term for options that require selection of a valid term. You can also use this page to change the term.
Advisee Listing	This page displays a list of all students assigned to the user as advisees for a selected term. Advisees must have an active registration record to be displayed.
ID Selection	This page is used to select a student ID for options that require selection of an ID. Once an ID has been selected, it remains the active ID until another one is selected or until the Web session is ended.
Student Information	This page displays the majority of data in the General Student record. It also displays any curriculum information that was entered on the student.

† Student Detail Information-

Student Summary Information-

Since there is no term requirement, registration information displayed may cross various terms. Therefore, the information is presented by course within term.

