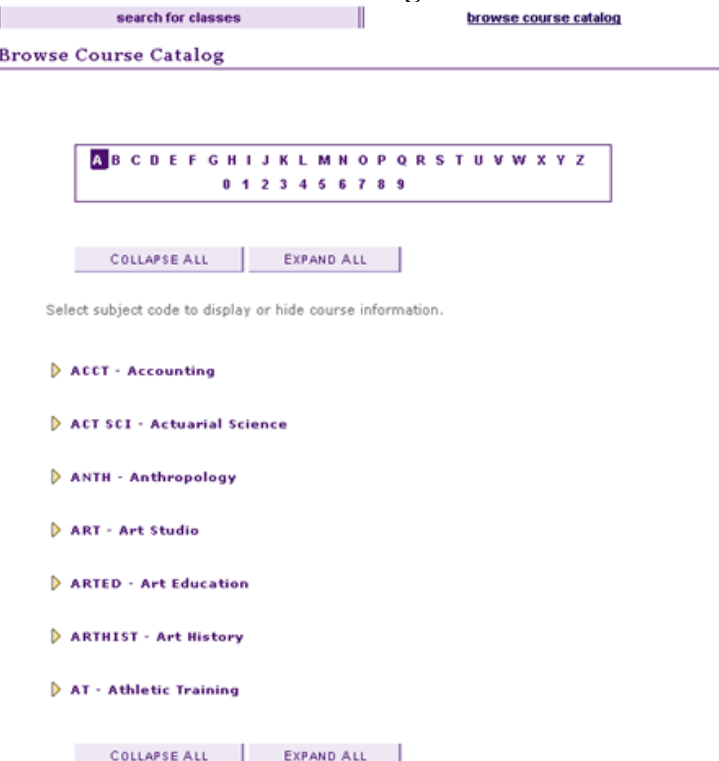


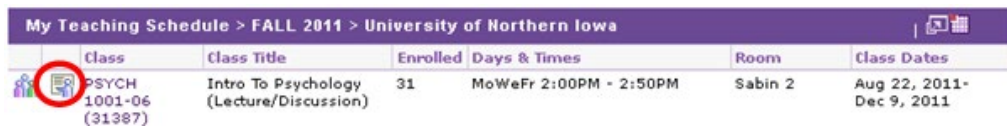
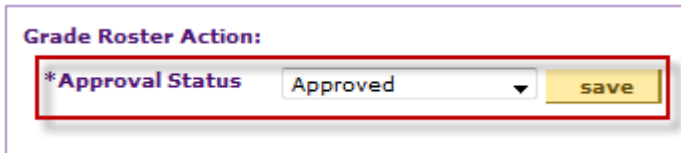
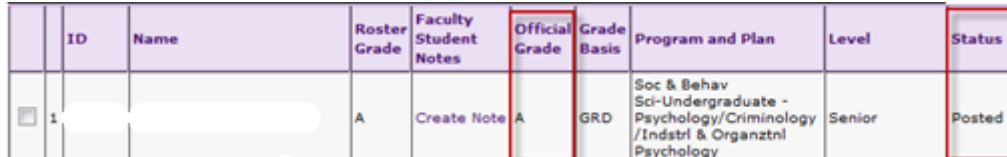
Faculty Center Quick Reference

Purpose: Faculty may access Faculty Center via the **Faculty Center** tile in **My Universe** to view their teaching schedule, textbook summary, exam schedule, class rosters, grade rosters, and schedule of classes search.

Feature	Details																																																																														
Teaching Schedule	• Use the yellow change term button to view a specific term (semester) • Select the display option: <i>Show All Classes</i> or <i>Show Enrolled Classes Only</i> • The Class Roster icon  next to the <i>Class Name</i> indicates there are students on the roster. Click the icon to view the class roster. • Click the View Weekly Teaching Schedule link, at the bottom, to see your schedule in a weekly grid view My Schedule SUMMER 2011 University of Northern Iowa change term View Textbook Summary My Exam Schedule Select display option: ☒ Show All Classes ☐ Show Enrolled Classes Only Icon Legend:  Class Roster  Grade Roster  Learning Management My Teaching Schedule > SUMMER 2011 > University of Northern Iowa <table><thead><tr><th>Class</th><th>Class Title</th><th>Enrolled</th><th>Days & Times</th><th>Room</th><th>Class Dates</th></tr></thead><tbody><tr><td> 130 101-80 (10036)</td><td>Principles Of Marketing (Lecture/Discussion)</td><td>26</td><td>MoTuWeThFr 9:50AM - 12:00PM</td><td>Curtis Business Building 126</td><td>Jun 6, 2011-Jul 1, 2011</td></tr></tbody></table> View Weekly Teaching Schedule Go to top Weekly Schedule View: View My Weekly Schedule << previous week Week of 6/6/2011 - 6/12/2011 next week >> Show Week of 06/06/2011  Start Time 8:00AM End Time 6:00PM refresh calendar <table><thead><tr><th>Time</th><th>Monday Jun 6</th><th>Tuesday Jun 7</th><th>Wednesday Jun 8</th><th>Thursday Jun 9</th><th>Friday Jun 10</th></tr></thead><tbody><tr><td>8:00AM</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>9:00AM</td><td>130 101 - 80 Lecture / Discussion 9:50AM - 12:00PM Curtis Business Building 126</td><td>130 101 - 80 Lecture / Discussion 9:50AM - 12:00PM Curtis Business Building 126</td><td>130 101 - 80 Lecture / Discussion 9:50AM - 12:00PM Curtis Business Building 126</td><td>130 101 - 80 Lecture / Discussion 9:50AM - 12:00PM Curtis Business Building 126</td><td>130 101 - 80 Lecture / Discussion 9:50AM - 12:00PM Curtis Business Building 126</td></tr><tr><td>10:00AM</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>11:00AM</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>12:00PM</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>1:00PM</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>2:00PM</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>3:00PM</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>4:00PM</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>5:00PM</td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>	Class	Class Title	Enrolled	Days & Times	Room	Class Dates	 130 101-80 (10036)	Principles Of Marketing (Lecture/Discussion)	26	MoTuWeThFr 9:50AM - 12:00PM	Curtis Business Building 126	Jun 6, 2011-Jul 1, 2011	Time	Monday Jun 6	Tuesday Jun 7	Wednesday Jun 8	Thursday Jun 9	Friday Jun 10	8:00AM						9:00AM	130 101 - 80 Lecture / Discussion 9:50AM - 12:00PM Curtis Business Building 126	130 101 - 80 Lecture / Discussion 9:50AM - 12:00PM Curtis Business Building 126	130 101 - 80 Lecture / Discussion 9:50AM - 12:00PM Curtis Business Building 126	130 101 - 80 Lecture / Discussion 9:50AM - 12:00PM Curtis Business Building 126	130 101 - 80 Lecture / Discussion 9:50AM - 12:00PM Curtis Business Building 126	10:00AM						11:00AM						12:00PM						1:00PM						2:00PM						3:00PM						4:00PM						5:00PM					
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Textbook Summary	Use the Textbook Summary tab to view textbook details (status, ISBN, description) Textbook Summary FALL 2011 University of Northern Iowa COLLAPSE ALL EXPAND ALL Select class to display or hide textbook information. MKTG 3116-01 Marketing Research (30256) LEC Textbook Assignment Complete Textbook <table><tr><td>Status</td><td>Required</td><td>Marketing Research: In a Digital Information Enviro,</td></tr><tr><td>ISBN</td><td>9780073404707</td><td>Author: Hair, Bush, Ortinau, Publisher: McGraw-Hill, Edition: 4th</td></tr></table>	Status	Required	Marketing Research: In a Digital Information Enviro,	ISBN	9780073404707	Author: Hair, Bush, Ortinau, Publisher: McGraw-Hill, Edition: 4th																																																																					
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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 display the class roster for that class. My Teaching Schedule > SPRING 2012 > U <table><tr><th>Class</th><th>Class Title</th></tr><tr><td> COMM 1000-19 (51903)</td><td>Oral Communication (Lecture/Discussion)</td></tr></table>	Class	Class Title	 COMM 1000-19 (51903)	Oral Communication (Lecture/Discussion)	Use the Class Roster tab to: - View the class roster and/or the wait list, if applicable. - Print the class roster and/or the wait list, if applicable. - Download the class roster to Excel. Ensure that you enable pop-ups. - View the <i>Enrollment Capacity</i> and current number of students enrolled. - Send an email to specific student(s) or the entire roster. Note: To email one student, click the student’s name. Use the <i>Notify</i> checkbox to select multiple students. To email all students, simply click the notify all students button, you do not need to select each student. ▼ COMM 1000 - 19 (51903) change class Oral Communication (Lect/Disc) <table><tr><th>Days and Times</th><th>Room</th><th>Instructor</th><th>Dates</th></tr><tr><td>MoWeFr 12:00PM-12:50PM</td><td>Lang Hall 345</td><td>Lori L Johnson</td><td>01/09/2012 - 04/27/2012</td></tr></table> *Enrollment Status Enrolled Student Name Enrollment Capacity 24 Enrolled 15 Select display option: ☒ Link to Photos ☐ Include photos in list Enrolled Students Find   First 1 1-15 of 15 <table><tr><th></th><th>Notify</th><th>Photo</th><th>ID</th><th>Name</th><th>Grade Basis</th><th>Units</th><th>Program and Plan</th><th>Level</th></tr><tr><td>1</td><td>☐</td><td></td><td>#####</td><td>Student Name</td><td>Graded</td><td>3.00</td><td>Special-Undergraduate - Deciding</td><td>Freshman</td></tr><tr><td>2</td><td>☐</td><td></td><td>#####</td><td>Student Name</td><td>Graded</td><td>3.00</td><td>Soc & Behav Sci-Undergraduate - Psychology</td><td>Freshman</td></tr><tr><td>3</td><td>☐</td><td></td><td>#####</td><td>Student Name</td><td>Graded</td><td>3.00</td><td>Hum & Fine Arts & Nat Sci-Tch - Art</td><td>Freshman</td></tr><tr><td>4</td><td>☐</td><td></td><td>#####</td><td>Student Name</td><td>Graded</td><td>3.00</td><td>Education-Teaching - Early Childhood Education/Elementary Education</td><td>Freshman</td></tr><tr><td>5</td><td>☐</td><td></td><td>#####</td><td>Student Name</td><td>Graded</td><td>3.00</td><td>Hum & Fine Arts & Nat Sci-Tch - Communicatn & Theatre Arts 7-12</td><td>Freshman</td></tr><tr><td>6</td><td>☐</td><td></td><td>#####</td><td>Student Name</td><td>Graded</td><td>3.00</td><td>Soc & Behav Sci-Undergraduate - Criminology</td><td>Freshman</td></tr></table> Select All Clear All notify selected students notify all students Printer Friendly Version	Days and Times	Room	Instructor	Dates	MoWeFr 12:00PM-12:50PM	Lang Hall 345	Lori L Johnson	01/09/2012 - 04/27/2012		Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level	1	☐		#####	Student Name	Graded	3.00	Special-Undergraduate - Deciding	Freshman	2	☐		#####	Student Name	Graded	3.00	Soc & Behav Sci-Undergraduate - Psychology	Freshman	3	☐		#####	Student Name	Graded	3.00	Hum & Fine Arts & Nat Sci-Tch - Art	Freshman	4	☐		#####	Student Name	Graded	3.00	Education-Teaching - Early Childhood Education/Elementary Education	Freshman	5	☐		#####	Student Name	Graded	3.00	Hum & Fine Arts & Nat Sci-Tch - Communicatn & Theatre Arts 7-12	Freshman	6	☐		#####	Student Name	Graded	3.00	Soc & Behav Sci-Undergraduate - Criminology	Freshman
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Feature	Details
Search Classes – Schedule of Classes Courses – Course Catalog	Use the Search tab to search the schedule of classes or browse the course catalog.  Search for Classes Enter Search Criteria Institution: University of Northern Iowa Term: FALL 2010 Select at least 2 search criteria. Click Search to view your search results. Class Search Criteria Course Subject: [dropdown] Course Number: is exactly [dropdown] [input] Course Career: [dropdown] Course Attribute: [dropdown] ☒ Show Open Classes Only Use Additional Search Criteria to narrow your search results. ▶ Additional Search Criteria CLEAR CRITERIA SEARCH Click browse course catalog to view the current catalog.  Browse Course Catalog COLLAPSE ALL EXPAND ALL Select subject code to display or hide course information. ▶ ACCT - Accounting ▶ ACT SCI - Actuarial Science ▶ ANTH - Anthropology ▶ ART - Art Studio ▶ ARTED - Art Education ▶ ARTHIST - Art History ▶ AT - Athletic Training COLLAPSE ALL EXPAND ALL

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.  Grades may be entered individually or imported from Blackboard. See separate documentation for more information. 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 <i>Approved</i> 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 <i>Status</i> 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 <i>Approval Status</i> 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.

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Advisor Center (Only if you are assigned as an advisor to students)	Use the Advisor Center tab to view your advisees and student details (student center, transfer credit, and academics). - Click the <i>student name</i> to send an email to the student - Click the View Student Details link to go to the student’s student center <u>My Advisees</u> Select display option: ☒ Link to Photos ☐ Include photos in list ##### Student Name <table><tr><th></th><th>Notify</th><th>Name</th><th>ID</th><th>View Student Details</th></tr><tr><td>1</td><td>☐</td><td>Student Name</td><td>#####</td><td>View Student Details</td></tr><tr><td>2</td><td>☐</td><td>Student Name</td><td>#####</td><td>View Student Details</td></tr><tr><td>3</td><td>☐</td><td>Student Name</td><td>#####</td><td>View Student Details</td></tr><tr><td>4</td><td>☐</td><td>Student Name</td><td>#####</td><td>View Student Details</td></tr><tr><td>5</td><td>☐</td><td>Student Name</td><td>#####</td><td>View Student Details</td></tr></table>		Notify	Name	ID	View Student Details	1	☐	Student Name	#####	View Student Details	2	☐	Student Name	#####	View Student Details	3	☐	Student Name	#####	View Student Details	4	☐	Student Name	#####	View Student Details	5	☐	Student Name	#####	View Student Details
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Exam Schedule	Use the Exam Schedule tab to view exam schedule details. NOTE: This functionality will be available once final exams are scheduled.																														