

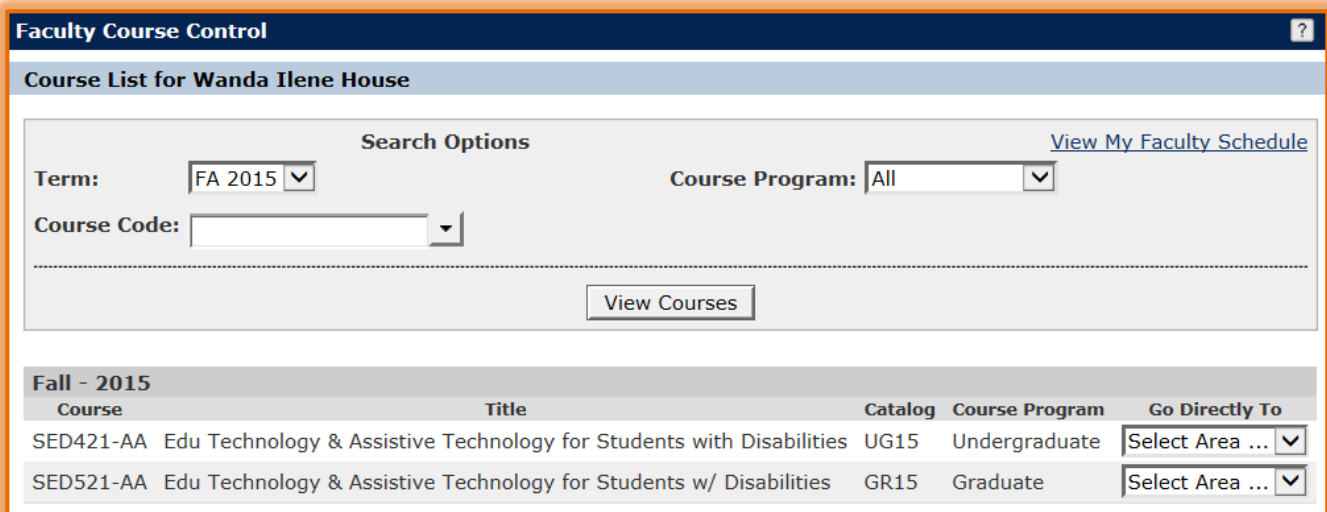
Faculty Tools-My Courses

In the My Courses area faculty can view a list of courses they are teaching, view the details of the courses, submit their grades, and view a list of the students in the course.

✦ Click **My Courses** in the **Faculty Tools** category under **My Tools** (see illustration below).



✦ The **Course Lists** window will display (see illustration below).

A screenshot of the "Faculty Course Control" window. The title bar says "Faculty Course Control" with a help icon. Below the title bar is a sub-header "Course List for Wanda Ilene House". The main area contains "Search Options" with a "View My Faculty Schedule" link. There are dropdown menus for "Term:" (set to "FA 2015"), "Course Program:" (set to "All"), and "Course Code:". A "View Courses" button is at the bottom. Below the search area is a table of courses for "Fall - 2015".

Course	Title	Catalog	Course Program	Go Directly To
SED421-AA	Edu Technology & Assistive Technology for Students with Disabilities	UG15	Undergraduate	Select Area ...
SED521-AA	Edu Technology & Assistive Technology for Students w/ Disabilities	GR15	Graduate	Select Area ...

✦ To change the semester for which the courses are listed, click the **Term** list arrow.

✦ Select the program from the **Program** list. The options are **All**, **Graduate**, or **Undergraduate**.

✦ Click the **View Courses** button.

✦ The courses for the specified semester will display.

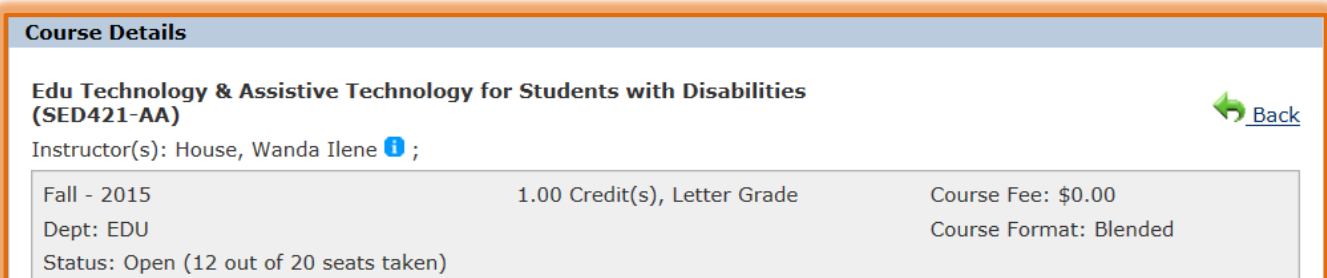
Course Details

This area displays all the information about the course, such as meeting date and time, credit hours, and course format.

✦ Click the list arrow under **Go Directly To** for the course for which the information is to be displayed.

✦ Select **Course Details** from the list.

✦ The **Course Details** window will display (see illustration below).

A screenshot of the "Course Details" window. The title bar says "Course Details". The main content area shows the course title "Edu Technology & Assistive Technology for Students with Disabilities (SED421-AA)" and a "Back" button. Below this is the instructor information: "Instructor(s): House, Wanda Ilene". A table displays course details:

Fall - 2015	1.00 Credit(s), Letter Grade	Course Fee: \$0.00
Dept: EDU		Course Format: Blended
Status: Open (12 out of 20 seats taken)		

✦ Click the **Faculty Course Control** link to return to the previous window.

Class Lists

This option will display a list of the students in the course.

- ✦ Click the list arrow under **Go Directly To** for the course for which the information is to be displayed.
- ✦ Select **Class Lists** from the list.
- ✦ The **Class Lists** window will display (see illustration below).

Faculty Course Control - Class List

Set Options

Faculty Course Control > Class List

Course: SED421-AA

Course Details Fall - 2015 | | SED421-AA | Edu Technology & Assistive Technology for Students with Disabilities

Catalog	Faculty	Meets	Dates	Rooms
UG15	House, Wanda Ilene	00:00-00:00AM	08/31/2015 -12/18/2015	AD/ DH/ Windows Lab(In Comp Ctr)

Class List Fall - 2015 | | SED421-AA | Edu Technology & Assistive Technology for Students with Disabilities (12 students)

E-mail Selected Students E-mail All Students

FERPA Restrict Student Student ID Status Cross-listed Course Credits Major Class Program Phone SSS Advisors

- ✦ To send a list of the students to **Microsoft Excel**, click the **Export to Excel** button.
- ✦ To email students in the course select one of the options.
 - ★ **E-Mail Selected Students** - Use this option to email only specified students in the course. Click the check box next to the student's name before clicking the option.
 - ★ **E-mail All Students** - This option can be used to send an email message to all the students in the course. The message can be private or public.
- ✦ Click the **Faculty Course Control** link to return to the **Faculty Course Control** window. **DO NOT** use the **Back** button on the **Browser** toolbar.

Set Options for Class Lists

- ✦ Click the **Set Options** button in the upper left corner of the window (see illustration below left).
- ✦ The **Portal User Options** window will display (see illustration below right).

Faculty Course Control - Class List

Set Options

Faculty Course Control > Class List

Course: SED421-AA

Faculty Course Control - Class List Options

Faculty Course Control > Class List > Class List Options

Portal User Options

Changing these user options will affect this portlet on all pages in the portal.

Search Options **Display Options**

Include Registered Show If Graduating

Include Withdrawn Show Grading Type

Include Waitlisted Show Grade (If Permission)

Show Credit Hours

Show Only Graduating Students

Show Photos

Save Cancel

- ✦ Click the check boxes for any of the desired options.
- ✦ Click the **Save** button.

NOTE: Setting these options will affect the Class Lists portlet on all pages of the portal.

Grade Entry - My Courses

This area is used to enter the Midterm and Final grades for the selected course.

- ✦ Click the list arrow under **Go Directly To** for the course for which the information is to be displayed.
- ✦ Select **Grade Entry** from the list.
- ✦ The **Update Student Grades** window will display (see illustration below).

- ✦ Click the **Default Grade** list arrow to view a list of grades that will appear in all the grade boxes for the students.
- ✦ Click the **Set Default Grade** button to insert the grades for the students.
- ✦ To set the **Default Last Date of Attendance:**
 - ★ Input a date into the appropriate text box.
 - ★ Click the **Calendar Icon** and select the appropriate date.
- ✦ Click **Set Default LDoA** (Last Date of Attendance) button.
 - ★ This date is required if a student receives an "E" or an Incomplete (I) in the course.
 - ★ It is also required if a student quits attending before the end of the semester.
- ✦ Scroll down the page and select the grades for each individual student.
- ✦ If the student has an **Incomplete** grade, click the **Student's Name** to fill out the **Faculty Authorization of Incomplete Grade** form.
- ✦ If the student grade is an "E", input the **Date of Last Attendance**.
- ✦ Click the **Save** button.

View Faculty Schedule

This option will allow faculty members to view information about a course they are teaching such as the time, day, dates, room assignment, and the number of students registered for the course.

- ✦ Click **My Courses** in the **Faculty Tools** category under **My Tools**.
- ✦ The **Course List** window will display (see illustration below). This window lists all the courses you are teaching for the semester.

The screenshot shows the 'Faculty Course Control' window. At the top, it says 'Course List for Wanda Ilene House'. Below this is a 'Search Options' section with a 'Term' dropdown set to 'FA 2015', a 'Course Program' dropdown set to 'All', and a 'Course Code' input field. A 'View My Faculty Schedule' link is in the top right. A 'View Courses' button is centered below the search options. Below a horizontal line, there is a table for 'Fall - 2015' with columns: Course, Title, Catalog, Course Program, and Go Directly To. Two rows of course data are visible.

Course	Title	Catalog	Course Program	Go Directly To
SED421-AA	Edu Technology & Assistive Technology for Students with Disabilities	UG15	Undergraduate	Select Area ...
SED521-AA	Edu Technology & Assistive Technology for Students w/ Disabilities	GR15	Graduate	Select Area ...

- ✦ To change the semester for which the courses are listed, click the **Term** list arrow.
- ✦ Select the program from the **Program** list. The options are **All**, **Graduate**, or **Undergraduate**.
- ✦ Click the **View My Faculty Schedule** button
- ✦ The **Course Schedule** window will display (see illustration below).

The screenshot shows the 'Faculty Course Control - Faculty Schedule' window. It has a breadcrumb trail: 'Faculty Course Control > Faculty Schedule'. Below this is 'Course Schedule for Wanda Ilene House'. The 'View Options' section has a 'Term' dropdown set to 'FA 2015', a 'Course Program' dropdown set to 'All', and a 'View Faculty Schedule' button. A 'View My Course List' link is in the bottom right.

- ✦ All the courses for the specified semester will display along with the days and times of the courses.
- ✦ Click the **View My Course List** link to return to the **Course List** window.