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).

† 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).

† 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).

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).
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.

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).

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.