Using Faculty Center

Understanding the Self-Service Faculty Center

The Faculty Center is a self-service component that provides instructors with the ability to:

- View their teaching schedule.
- View their exam schedule.
- View their textbook summary.
- View their grade rosters, enter grades, and post grades.
- View their class rosters.
- Access your Learning Management System.
- Access the Gradebook and class assignments, if your institution has licensed PeopleSoft Gradebook.
- Link to personal data summary.

Depending on security, instructors can also:

- Search for classes and browse the course catalog.
- Locate a faculty member.
- Access your Learning Management System.
- Access the Advisor Center.

Related Links

"Setting Up the Student Services Center Component (PeopleSoft Campus Community 9.0 Fundamentals PeopleBook)"

Searching for Classes Using Self-Service Pages

Prerequisites for Using Academic Advisement Self Service

"Understanding Gradebook (PeopleSoft Gradebook 9.0 PeopleBook)"

Using the Self-Service Faculty Center

Instructors can use the self-service Faculty Center. Access is available through standard menu navigation as well as through icons and subtabs within the Faculty Center.

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Pages Used for the Self-Service Faculty Center

Page Name	*Definition Name*	*Navigation*	*Usage*
My Schedule	INSTR_CLASS3	Self Service, Faculty Center, My Schedule	Instructors use this page to access instructor-related transactions and to view their teaching and exam schedules. Instructors see only those terms for which they are assigned as the instructor.
Class Detail	SSR_CLSRCH_DTL	Click a class link within My Teaching Schedule on the My Schedule page.	Instructors can view the details of the classes in their schedules.
Textbook Summary	SSR_SSCLSTXB_SUM	Click the View Textbook Summary link of the Faculty Center, My Schedule page.	Instructors can view textbook assignments for each of their classes. The link is available if you select the Display Textbook Summary link – Instructor Self Service check box on the Other page in the Student Records setup component (SSR_SS_ENRL_OPT).
View My Weekly Schedule	SSR_SSINSTR_WEEK	Click the View Weekly Teaching Schedule link on the My Schedule page. Click the View Weekly Exam Schedule link on the My Schedule page.	Instructors can view their weekly teaching and exam schedules in a grid format.
Personal Data Summary	SSS_PRSNLDATA_SUMM	Click the View Personal Data Summary link on the My Schedule page.	Instructors can view a summary of links to their personal data.
Class Roster	SS_FAC_CLASS_ROST	• Self Service, Faculty Center, Class Roster • Self Service, Faculty Center, My Schedule Click the Class Roster icon on the My Schedule page or click the Class Roster subtab.	Instructors view the students who are enrolled in a class, have dropped a class, or are on the waitlist for a class. Instructors can send email notifications to selected students or all students in the class. Instructors have the option to display student photos on the class roster.

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Page Name	*Definition Name*	*Navigation*	*Usage*
Grade Roster	SS_GRADE_ROSTER	• Self Service, Faculty Center, Grade Roster • Self Service, Faculty Center, My Schedule Click the Grade Roster icon on the My Schedule page or click the Grade Roster subtab.	Instructors view or enter grades, update the roster's approval status, and post grades.
Gradebook	LAM_CLASS_GRADES	• Self Service, Faculty Center, Gradebook • Self Service, Faculty Center, My Schedule Click the Gradebook icon on the My Schedule page or click the Gradebook subtab.	Enter or review grades and comments, export grades to Microsoft Excel, or update grades to the grade roster for posting.
Class Assignments	LAM_CLASS_ACTIVITY	• Self Service, Faculty Center, Assignments • Self Service, Faculty Center, My Schedule Click the Assignments icon on the My Schedule page or click the Assignments subtab.	Create, review or edit Gradebook class assignments.
My Advisees	SSS_ADVISEE_LIST	Self Service, Advisor Center, My Advisees	Advisors can view their advisees, display advisee photos, and link advisee student details. Details include a variety of data such as a view of the advisee's student center, shopping cart, planner, academic requirements, general information, and academic history. Prerequisites for Using Academic Advisement Self ServiceViewing Advisee Information Through Self-Service Pages.

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Page Name	Definition Name	Navigation	Usage
Advisee Student Center	SSS_STUDENT_CENTER	• Self Service, Advisor Center, Advisee Student Center • Self Service, Advisor Center, My Advisees Click View Student Details on the My Advisees page for an advisee or click the Student Center subtab.	Advisors can access an advisee's related transactions and view information such as class schedule, dates, and account information.
Advisee General Info	SCC_SUM_PERSONAL	• Self Service, Advisor Center, Advisee General Info • Self Service, Advisor Center, My Advisees Click View Student Details for an advisee on the My Advisees page. Click the General Info subtab.	Advisors can view information such as an advisee's service indicators, initiated checklists, personal data, and student groups.
Advisee Transfer Credit	SCC_SUM_TRNSFRCRDT	• Self Service, Advisor Center, Advisee Transfer Credit • Self Service, Advisor Center, My Advisees Click View Student Details on the My Advisees page for an advisee. Click the Transfer Credit subtab.	Advisors can view information such an advisees's course and test credits.
Advisee Academics	SCC_SUM_ACADEMICS	• Self Service, Advisor Center, Advisee Transfer Credit • Self Service, Advisor Center, My Advisees Click View Student Details on the My Advisees page for an advisee, Click the Academics subtab.	Advisors can view information such as an advisee's career, program, and term summary.
Search for Classes	SSR_CLSRCH_ENTRY	Self Service, Search, Class Search	Instructors can search for classes.

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Page Name	Definition Name	Navigation	Usage
Browse Course Catalog	SSS_BROWSE_CATLG	Self Service, Search, Browse Course Catalog	Instructors can browse the course catalog to see a list of courses offered at the institution.
Faculty Search	SSR_FIND_INSTR	Search, Faculty Search	Instructors can locate the teaching schedule for another instructor. If available, after the instructor's teaching schedule is displayed, click on the instructor's name to send an email.
Learning Management System	LMS_TARGET_SELECT	Self Service, Learning Management Systems	Instructors can access your institution's Learning Management Systems.

Entering Grades Through Self-Service

This section lists prerequisites and discusses how instructors enter grades through self service.

Prerequisites

For instructors to access their midterm and final grade rosters, you must:

- Generate the rosters.
- Assign the instructors to classes.
- Give the assigned instructors appropriate grade roster access of Grade, Approve, or Post.

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Student name on self-service Grade Roster pages (Grade Roster, Grade Change Request, Transcript Note, Student Milestone Grade, and Printer Friendly Version) : Preferred name now appears by default. If no preferred name exists, primary name appears.

Pages Used to Enter Grades Through Self Service

Page Name	Definition Name	Navigation	Usage
Grade Roster	SS_GRADE_ROSTER	Self Service, Faculty Center, Grade Roster Self Service, Faculty Center, My Schedule Click the Grade Roster icon on the My Schedule page or the Grade Roster subtab.	Instructors view or enter grades, update the roster's approval status, and post grades.

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Page Name	*Definition Name*	*Navigation*	*Usage*
Grade Change Request	SS_GRADE_CHANGE	Click the Grade Change Request link on the self-service Grade Roster page.	Instructors submit grade change requests. This link appears after grades are posted.
Send Notification	SSS_NOTIFY	Click the Notify Selected Students or Notify All Students link on the Self-Service Grade Roster page.	Instructors send email notifications to selected students or all students in a class. If a notification failure occurs, the sender receives a returned email indicating the type of failure, for example, host unknown.
Students Without Email Address	SSR_NO_EMAIL	This page appears when you click the Notify All Students link and students are on the grade roster who do not have email addresses in the system.	Instructors view the students on the grade roster who do not have email addresses.
Transcript Note	GRADE_ROSTER_NOTE	Click the Note link on the Transcript Notes tab of the self-service Grade Roster page.	Instructors can add a transcript note to a student's transcript.
Printer Friendly Version	SS_GRADE_RSTR_PRT	Click the Printer Friendly Version link from the Self Service Grade Roster page.	Displays a printer friendly version of the grade roster.

Entering Grades Through Self Service

Access the Grade Roster page (Self Service, Faculty Center Click the Grade Roster icon on the Faculty Center page).

The Grade Roster icon appears on the Faculty Center - My Teaching Schedule page after grade rosters are generated for a class and after the instructor has been assigned grade, approve, or post access within the schedule of classes. Instructors with grade, approve, or post access for the class can assign grades to students. Instructors with approve or post access can use the Approval Status field to update the status of the final grade roster before saving it. Values are *Approved, Not Reviewed,* and *Ready for Review.* A status of *Approved* is required to post the roster. When the status is set to *Approved,* the post button becomes available for instructors with post access. The instructor can then post grades from the self-service grade roster. When a class is posted, the Request Grade Change button becomes available for instructors to change a student's grade.

The select check box accommodates both the Notify feature as well as in conjunction with add this grade to selected students and add this requirement designation to selected students.

Click the Printer Friendly Version button to print a copy of the grade roster.

On the Grade Roster page, the values that are available in the add this grade to all students field and the Roster Grade field are those for which the Include in Self Service check box on the Grading Scheme Table page is selected.

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The add this requirement designation to all students field appears only for classes that meet all of the following conditions:

- The class has a requirement designation that has a separate grade.
- The Grade Roster Type value is *Final Grade.*
- The Approval Status value is *Not Reviewed.*

The Converted Roster Grade field appears on the Grade Roster page when at least one roster grade has a value defined in the Convert to Grade field on the Grading Scheme Table page.

On the Grade Change Request page, the values that are available in the Official Grade field are those for which the Include in Self Service check box on the Grading Scheme Table page is selected.

Viewing Self-Service Class Rosters

This section lists the pages that instructors use to view class rosters through self-service.

Bundle 34

Student name on self-service Class Roster pages (Class Roster, Class Roster Photo, Printer Friendly Version) : Preferred name now appears by default. If no preferred name exists, primary name appears.

Pages Used to View Self-Service Class Rosters

Page Name	***Definition Name***	***Navigation***	***Usage***
Class Roster	SS_FAC_CLASS_ROST	• Self Service, Faculty Center, Class Roster • Self Service, Faculty Center, My Schedule Click the Class Roster icon for a class or the Class Roster subtab.	Instructors view the students who are enrolled in a class, have dropped a class, or are on the wait list for a class. Instructors can display student photos on the class roster.
Send Notification	SSS_NOTIFY	Click the Notify Selected Students or Notify All Students link on the Self-Service Class Roster page.	Instructors send email notifications to selected students or all students in a class. If a notification failure occurs, the sender receives a returned email indicating the type of failure, for example, host unknown.

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Page Name	Definition Name	Navigation	Usage
Students Without Email Address	SSR_NO_EMAIL	This page appears when you click the Notify All Students link and there are students on the class roster who do not have email addresses in the system.	Displays the students on the class roster who do not have email addresses.
Printer Friendly Version	SS_FAC_CLSRSTR_PRT	Click the Printer Friendly Version link on the Self Service Class Roster page.	Displays a printer-friendly version of the class roster.

Using LMS Authentication

When you use PeopleSoft authentication, instructors can use self-service pages to link to their Learning Management System (LMS).

An LMS icon appears next to LMS classes on the Faculty Center - My Teaching Schedule page when a provider for authentication is identified or when an LMS URL is provided on the Schedule of Classes - LMS Data page.

Instructors can also access a list of LMS providers and select the appropriate provider link to directly access their home page in that LMS provider's website. See “Configuring Your Learning Management System Third-Party Vendors for PeopleSoft Campus Solutions” in PeopleSoft Student Records, My Oracle Support.

Related Links

"Understanding Integration with LMS Self-Service User Authentication (PeopleSoft Student Records 9.0 PeopleBook)"

"Understanding LMS Setup (PeopleSoft Student Records 9.0 PeopleBook)"

Pages Used for Instructor Self-Service Pages and LMS Authentication

Page Name	Definition Name	Navigation	Usage
My Schedule	INSTR_CLASS3	Self Service, Faculty Center, My Schedule Click the Learning Management button.	Instructors transfer directly to the academic content for the specified class within the external LMS.
Learning Management Systems	LMS_TARGET_SELECT	Self Service, Learning Management Systems	Review a list of Learning Management System providers used by the institution. Click one of the links to be taken directly to the external LMS.

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Using the LMS Icon to Access the LMS Website

Instructors can access the My Schedule self-service page and click the LMS icon to access the appropriate external LMS site.

When an LMS provider is identified for authentication and the instructor clicks the LMS icon, the system authenticates the user and directly accesses the academic content for the specified class within the external LMS. With authentication, the instructor does not have to log in to the external site.

If instead of a provider an LMS URL is specified, no authentication takes place. The system accesses the specified URL, such as an instructor's website, where a log may be required.

If neither an LMS provider nor an LMS URL are assigned to the class, the LMS icon does not appear.

Using the Provider Link to Access the LMS Site

Instructors can use the Learning Management System self-service page and click the LMS provider link to access the appropriate external LMS site. The system performs the authentication and transfers them directly to their home page in that provider's website. Because instructors are not tied to an institution, all providers are displayed when the Display as Provider Link is selected on the LMS Provider setup page.

Related Links

"Defining LMS Providers (PeopleSoft Student Records 9.0 PeopleBook)"

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