

Training Group

Faculty Center Training

Welcome to the **Faculty Center Training** module! This module contains the information and tools needed to learn the common task a Faculty performs while working with students.

Goal To have the skills and knowledge to Advise Students

Participate at the end of this module, you will be able to.....

Objectives

- 1. View Weekly Teaching Schedule
- 2. View FERPA Statement
- 3. View/Print Class Roster
- 4. Enter Final Grades
- 5. Search Classes

If you have any questions about this document please contact the Training group at 504-280-5645 or visit us at UCC-101Q.

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Input Class Attendance	. 16

Navigation to Web-STAR

Step 1.	Navigate to the UNO Home Page: <u>http://www.uno.edu/</u>
Step 2.	Select the Faculty & Staff link.



About		
Academics	Faculty & Staff	
Admissions	Web-STXR	
Athletics	Sign Up for Emergency Text Message Alerts	
Campus A-Z	Faculty Resources:	Check Your E-Mail: Outlook Web Access (OWA)
Student Life		

Step 4.

Select the Faculty/Staff link.

The UNIVERSITY of NEW ORLEANS	WebST★R
<u>Students</u> <u>Facul</u>	ty <u>Staff</u>
Forgot your pas	sword
Password Guid	elines

Step 5.	Enter your UNO username and password. Note : Your user name is the same password
	used to login to your email, computer or blackboard course.



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	Select a Language:	
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Sign In	Nederlands Norsk	
	Polski Português	
	Suomi Svenska	
	<u>Čeština</u> <u>日本語</u>	
	한국머 Русский	
Set Trace Flags	UK English	

View Weekly Teaching Schedule

	Welcome to the Faculty Center Home Page. The Faculty Center is your starting point. Within the Faculty Center you will see tabs for My Schedule, Class Roster,
	Search and Grade Roster. Your teaching schedule for the current term will be displayed in the My Teaching Schedule section.
Step 1.	To view the Weekly Teaching Schedule select the "View Weekly Teaching Schedule" link.

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3	ENGL 100-001	Intensive English Int Students (Seminar)	16	MoWe 9:30AM - 12:		Liberal Arts Building 210	Jan 10, 2009- May 8, 2009
3	ENGL 2238- 006 (20893)	Introduction to Fiction (Lecture)	29	MoWe 1:30PM - 2:4		Bicentennial Educ Bldg 104	Jan 10, 2009- May 8, 2009
	ENGL 2238- 007	Introduction to Fiction (Lecture)	29	MoWe 3:00PM - 4:1		Bicentennial Educ Bldg 104	Jan 10, 2009- May 8, 2009
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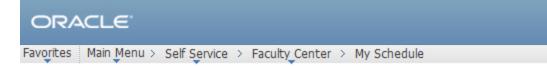
My Schedule Class Roster Grade Roster

View FERPA Statement

Step 2.	The view my weekly schedule page allows you to view your schedule by the
	week. Us the previous and next week buttons to view schedules. Use the
	"Refresh Calendar" button if you need to refresh your screen.
Step 3	To view the FERPA statement click on the "View FERPA Statement" link.
Step 4.	Select the Faculty "Faculty Center" tab to return to the Faculty Center Home
	page. Note: Do <u>not</u> use the Back browsers.

orites Ma	in Menu > Self Service > Faculty Ce	enter > M	y Schedule				
	Faculty Center		Search				
	my schedule	class rost	er grade rost	er			
Faculty	Center						
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8:00AM							
9:00AM	ENGL 100 - 001		ENGL 100 - 001				
10:00AM	Seminar 9:30AM - 12:15PM		Seminar 9:30AM - 12:15PM				
11:00AM	Bicentennial Education Bldg 104		Bicentennial Education Bldg 104				
12:00PM	ENGL 100 - 001 Seminar 9:30AM - 12:15PM Bicentennial Education Bldg 104		ENGL 100 - 001 Seminar 9:30AM - 12:15PM Bicentennial Education Bldg 104				
	ENGL 2238 - 004 Lecture 12:30PM - 1:45PM Bicentennial Education Bldg 104		ENGL 2238 - 004 Lecture 12:30PM - 1:45PM Bicentennial Education Bldg 104				
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2:00PM							
3:00PM	ENGL 2238 - 007 Lecture		ENGL 2238 - 007 Lecture				
	3:30PM - 4:45PM		3:30PM - 4:45PM Liberal Arts Building 320				
4:00PM	Liberal Arts Building 320		Liberal Arts building 520				

Step 5.	The FERPA Message for Instructors/Advisors is displayed. Click the return button to return to the previous screen. To review the Federal laws in its entirety click the "U.S. Department of Education Family Educational Rights and Privacy Act (FERPA)" link.
Step 6.	Select the "Return" button to return to the previous screen.



📮 FERPA Message for Instructor/Advisor

FERPA Restrictions

Educational records are kept by University offices to facilitate the educational development of students. Faculty and staff members may also keep informal records relating to their functional responsibilities with individual students.

A federal law, the Family Educational Rights And Privacy Act of 1974 (also known as FERPA, and the Buckley Amendment) as amended, affords students certain rights concerning their student educational records. Students have the right to have some control over the disclosure of information from the records. Educational institutions have the responsibility to prevent improper disclosure of personally identifiable information from the records.

WHEN IN DOUBT, err on the side of caution and do not release student educational information. Contact the Office of the Registrar for guidance.

U.S. Department of Education Family Educational Rights and Privacy Act (FERPA)

Return

View/Print Class Roster

Step 1.	To view your class roster select the class roster icon	ñ	next to the class you
	desire to view.		

ORACLE [®] vojites Main Menu > Self Service > Faculty Center > My Schedule	
orites Main Menu > Self Service > Faculty Center > My Schedule	
Faculty Center Search	
my schedule class roster grade roster	
Faculty Center	
My Schedule	
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 Faculty Center
 Search

 My Schedule
 Class Roster
 Grade Roster

Step 2.	To filter the enrollment status, select the drop down menu item list.
Step 3.	Use the change class button to change the roster to another class. Steps 1-2.
Step 4.	To print a suitable class roster select the the page. Note: You may need to scroll to the bottom on the page using the right scroll bar. If you prefer to download the class the class roster the a spreadsheet click the download
Step 5.	Select the Faculty "Faculty Center" tab to return to the Faculty Center Home
	page. Note: Do not use the back browsers.

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15		<u>8</u> 9				PUF	6.00	Business Adm Finance	n Undergraduate -	Freshman	
16		<u> </u>				PUF	6.00	Liberal Arts Un		Sophomore	

Enter Final Grades

Step 1.	Select the Grade Roster icon next to the class you desire to grade.
Step 2.	Select "Final Grade" under Grade roster Type, if it is not currently selected.

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Step 3.	Click the Final Grade list item.
Step 4.	Once you have entered your grades, you will need to mark them as Approved and Save
	them.
Step 5.	Click the Approval Status list to select Approved.
Step 6.	Click the Approved list item.
Step 7.	Click the Save button.
Step 8.	You can use the Download link on the bottom of your screen to download the roster to
	Excel.

Search Classes

ep 1.	Select t	he "Search" tab	•				
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vorites	Main Menu > 9	Self Service > Faculty C	Center > N	4y Schedule			
	-						
<u> </u>	Fac	ulty Center			Search		
	my schedul	e	class rost	ter	grade r	oster	
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Select d	lisplay option:	Show All Class		Show Enrolled Cla		R Learning	Management
МуТе	eaching Sched	lule > 2007 Spring > U	Iniversity	of New Orleans			, 2 1
	Class	Class Title		Days & Times		Room	Class Dates
n 5	ENGL 100-001 (28116)	Intensive English Int Students (Seminar)	16	MoWe 9:30AM - 12		Engineering Building 320	Jan 13, 2007- May 1, 2007
rin 🖣	ENGL 2238- 006 (20456)	Introduction to Fiction (Lecture)	22	MoWe 12:30PM - 1		Bicentennial Educ Bldg 102	
n s	ENGL 2238- 007 (20457)	Introduction to Fiction (Lecture)	26	MoWe 2:00PM - 3::		Bicentennial Educ Bldg 102	Jan 13, 2007- May 1, 2007
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		> 2007 Spring > Unive		ew Orleans			
You h	ave no final exa	ams scheduled at this ti	me.				
						<u>Go to to</u>	P
Faculty	Center Searc	<u>h</u>					

Step 2.	Select the correct Term .
Step 3.	Select the Subject.
Step 4.	Enter the desired course number if known. If you do not know the course number, leave it
	blank. Note: Use the additional search feature to narrow down your search results.

ORACLE			
Favorites Main Me	nu > Self Service > Faculty_Center >	My Schedule	
•	* *		
	Faculty Center	Search	
	search for classes	browse course cata	log
Search for	Classes		
Enter Sear	ch Criteria		
Institution	University of New Orleans	*	
Term	2010 Fall	*	
Select at least 2	2 search criteria. Click Search to view	your search results.	
Class Search (Criteria		
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Course Number			
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Additional	Search Criteria		
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 Faculty Center
 Search

 Search For Classes
 Browse Course Catalog

Step 5.	All classes that meet the search c		
Step 6.	To start a new search select the	START A NEW SEARCH	button.

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Input Class Attendance

Step 1. From the Faculty Center Select the **Input Class Attendance** link.

orites Main Menu >	Self Service > Facult	y Center	> My Schedule			
	ulty Center			Search		
my schedule	e	class ros	ter	grade	roster	
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010 Spring Univer	sity of New Orleans	chang	e term	My Exam S Input Class	Schedule is Attendance	ļ
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My Teaching Sched Class 응 문자 ENGL 100-001	Icon Legend: ule > 2010 Spring > U Class Title Intensive Engl Intl	Iniversity Enrolled 15	Class Roster	Grade Roster	Room Engineering	Class Dates Jan 9, 2010-
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Go to top

Step 2. Select the **Term** you desire to record attendance for.

ORACLE [.]			
Favorites Main Menu	> Self Service	> Faculty Center >	My Schedule

Class Term Selection

Choose Class Term 2010 Fall 2010 Spring

Step 3. Select the appropriate **Course Title** you desire to record attendance for.



Class Selection

2010 Fall

<u>Course Title</u>	Subject and Catalog Nbr	Class Section	<u>Class</u> <u>Nbr</u>	Institution
Intensive Engl Intl	ENGL 100	001	10668	University of New Orleans
Major American Writers	ENGL 2041	001	10821	University of New Orleans
Major American Writers	ENGL 2041	002	10822	University of New Orleans

Return to Term Selection

LAST REVISED: 10/19/2010 18

Step 4.	Record class attendance for each enrolled student.	
Step 5.	Click Bave button.	

ORACLE Favorites Main Menu > Self Servion Class Attendance R	> Faculty Center > My Schedule	
2010 Fall Intensive Engl Intl Add Another Student to Ros	Please Note: For instructors with large classes, you may logged out of PeopleSoft after 20 minutes, causing you to lose your work in this roster. You may use the tool below to prevent this. If you receive a timeout warning, <u>Click here to reset the timer</u> Time Last Reset: 2:34PM	0
*EmplID Name	*Attendance Status	Last Date of Attendance
1	Currently Attending -	31
Return to Class Selection		