Overview

The Faculty Center can be used to manage all of your class, student and advisee related activities such as: viewing your weekly teaching schedule, viewing class details, searching for classes, viewing a class roster, and viewing and entering grades in a grade roster. You will also have the ability to see multiple terms and campuses.

Steps

Accessing the Faculty Center via One.IU

1. Navigate to: one.iu.edu.
2. Click Sign In and enter your Username and Passphrase.
3. In the Search box, type “Faculty Center.”
4. Click on the Faculty Center (SIS) task.

The Faculty Center in SIS is displayed.

5. If you have information for more than one term, you will see a change term or campus button on this page. Click Change Term or Campus to select a different term. Select the term and click Continue.

If you do not have information for more than one term, you will not see a Change Term or Campus button on this page.
Your Weekly Teaching Schedule

1. To view your weekly teaching schedule, click on the View Weekly Teaching Schedule link. Your schedule will be displayed.

2. To change the week, click <<Previous Week or Next Week>>.

3. To change the time frame, enter the Start Time and/or End Time, and click Refresh Calendar.

4. To display other options such as the Class Title or Instructor Role, select the appropriate checkboxes in the Display Options box and click Refresh Calendar.

5. To print the schedule, click the Printer Friendly Page link.

6. Click Return to Faculty Center to return to the previous screen.
Class Details

1. To view details for a particular class, click the course detail link in the Class column.

2. This will display the Class Detail page.

3. Click Return to Faculty Center to return to the previous screen.
Class Rosters

1. To view a roster for a particular class, locate the correct class and click the Class Roster link in the Class Roster column. Note: You can also access class rosters from One.IU.edu.

If your campus uses Student Performance Rosters or has an administrative withdrawal policy, those links will be shown.

The Class Roster page is displayed.
NOTE: If the roster is for an online class through IU Online and has students from different campuses in the class, a new Student Campus column will appear. See the next screen capture. This column will not appear for online classes where all of the students are from the campus offering the class.

2. You can email students directly from the class rosters.
   - To send email to an individual student from the class roster, click on the Send Email link next to their name. This will open an email message and put that student’s email address in the TO line of the email message.
   - To email several students on the roster, select the checkbox next to each student’s name and click Notify Selected Students. This will open an email message and put all the students’ email addresses (who have a selected checkbox next to their name) in the TO line of the email message.
   - To email all the students on the roster, click Notify Listed Students. This will open an email message and put all the students’ email addresses in the TO line of the email message.

NOTE: The instructor must have a Preferred email address in SIS in order to use the Notify links. If there is not a Preferred email address, you will receive an error message.

3. The class roster can be sorted by any of the columns. Click on the column header (for example, ID) to sort by that column.

4. To print a class roster, click Printer Friendly Version and print. Click Return to return to the previous screen.

5. To zoom in on the roster, click . Click Return to return to the roster.
6. The roster can also be downloaded to Excel. To download the roster to Excel, click.

7. When you are finished viewing the roster, click Return to Faculty Center to return to the previous screen.

Student Performance Rosters

Currently, there are two tools that faculty can use to provide feedback, the Student Performance Roster (SPR) and the Student Engagement Roster (SER). There is additional information available on the FLAGS website.

The Student Performance Roster (SPR) has been in use since 2011 and allows faculty to identify issues students may be experiencing in a course and to make recommendations about how to improve performance. Advisors and others working in Advising Records can see this feedback on student records there and use filters to reach out to students as needed. Campus administrators can run reports in the Decision Support environment to use to support student success. For Fall of 2018, the SPR is retired at IU East, IU Kokomo, and IU Southeast. At IUPUI, IUPUC, IU Fort Wayne, IU Northwest, and IU South Bend, the SPR has been repurposed to support the campus administrative withdrawal process only.

For Fall 2018, all campuses (except IU Bloomington) will be using the Student Engagement Roster (SER). The SER allows for a much broader range of feedback to students, including recognition of excellent performance and suggestions about ways to deepen one’s educational experience to achieve success. In addition, faculty can send a specific note to a student or groups of students as needed and can also email a student’s advisor if they have concerns. The new tool was designed to make providing feedback easier for faculty. SER feedback is available in Advising Records and through Decision Support environment reporting.

Grade Rosters

Viewing Grade Rosters

1. To view a grade roster for a particular class, locate the correct class and click the Grade Roster link in the Grade Roster column. Note: you can also access grade rosters from One.IU.edu.

NOTE: The Grade Roster column and links will only be displayed when the grade rosters are available.
The **Grade Roster** page is displayed.

2. The grade roster can be sorted by any of the columns. Click on the column header (for example, **Name**) to sort by that column.

3. To print a roster, click **PRINTER FRIENDLY VERSION**.

4. The roster can also be downloaded to Excel. To download the roster to Excel, click **Excel**.
Entering Grades into the Grade Roster

1. Verify the Term and Roster Type (should be Final Grade).

2. Enter all grades into the Grade Input fields or click Valid Grades to display a list of valid grade values and select an appropriate grade.
   a. If you enter a grade of FN, the column to enter the Last Attendance Date will not appear until the roster is saved. A date is still required if an FN grade is entered, but the place to enter the date will not show up until the instructor deliberately refreshes the roster. The system will not let you enter a date in this field that is not within the Term begin and Term end dates. This should be the last date that you can document that the student attended class (last class attendance, last quiz or exam taken, etc.). If the student never attended the class, enter a grade of FNN. It is not necessary to enter a Last Date of Attendance.
   b. Students who dropped during 100% refund period will not appear on the roster.
   c. There will be a “placeholder” grade of ZZ for students who are taking Indiana University classes through another university. No grade is necessary for these students.

   NOTE: It is important to SAVE OFTEN so SIS does not time out. The grade roster is only refreshed when the Save button is pressed (and/or when the Approve and Submit to Registrar button is pressed.) The Save button is at the top and bottom of the page.

3. Click Save. Verify that all grades have been entered and are correct.

4. Once you have verified and saved the grades, click Approve and Submit to Registrar.
   • All students must be assigned a grade before clicking this button.

5. When you are finished with the grade roster, click Return to return to the previous screen.

NOTE: To view more information on entering grades in a Grade Roster through One.IU, see the Entering Final Grades via One.IU job aid.

Transferring Final Grades from Canvas to SIS

In December 2014, integration between the Canvas gradebook and the SIS Grade Roster was released. This integration facilitates navigating to the SIS grade roster and transferring final grades from Canvas to SIS where you may then make manual adjustments before submitting. It’s important to note the following:

• Manual Grade Adjustments -- It is not possible to make manual adjustments to final grades in Canvas. All grade adjustments (including changing calculated grades to I, FN, FNN, S, etc.) must be made directly in the SIS Grade Roster before final submission. This also applies to Requirement Designation (RD) grades (e.g., intensive writing, RISE course designations, etc.) in Canvas. If your course has a Requirement Designation grade, the RD grade must be set directly in the SIS Grade Roster.

• Null/Blank Grades -- Please also note that in Canvas, missing or empty grades do not count toward the calculated final grade. If you want to penalize a student for not completing a graded activity, you must enter a grade of 0 for that activity. To excuse a student from a graded activity, enter a grade of “EX”. Before submitting your final grades, review all empty grades in your gradebook and zero out missing grades if necessary.
Assigning a Grade Proxy

1. To assign a grade proxy for a particular class, locate the correct class and click the Grade Proxy link in the Grade Proxy column.

**NOTE:** If you do not see the Grade Proxy link, either your campus does not wish to use this feature, or you are not listed as the primary instructor of this class. Only instructors listed as primary have access to assign grade proxies on their own.

2. Enter the 10 digit University ID for the proxy to be added. Validate that the correct person has been added by confirming the person’s name and Network ID on that page. If you use the Search feature (magnifying glass) to find the 10-digit ID, you should fill in as many fields as possible to narrow the list of results to the correct person.

3. Select either Grade or Approve access in the Grade Roster Access column. Grade access allows a proxy to enter grades, while Approve access allows a proxy to enter grades and to submit the grades to the registrar.

4. To add additional proxies or delete existing proxies, click +Add Row and/or -Delete Row for those individuals.

5. Click Save. When changes are saved, an automatic email confirmation is sent to the university email address of the primary instructor who made the change. Click Return to go back to the Faculty Center home page.

Class Search

1. To search for classes, select the Search for Classes tab.
2. Select **Institution** from the drop down list.
3. Select a **Term** from the drop down list.
4. Select the **Course Career**.
5. Click **select subject** to access a list of course subjects.
6. Select the letter of the first letter of the course (for example select M for Math courses).

7. Select the **Course Subject** you would like to view.

8. Enter the **Course Number**.
   Specify whether you want the search to be an exact match (is exactly) or a wildcard search (select contains).

9. Be sure the **Show Open Only** checkbox is selected. The system narrows the search to classes still available for enrollment.

10. (Optional) To use additional search criteria to narrow your search results, select information under the **Additional Search Criteria** area.

11. Click **Search** to see the results.

12. Click **Details** next to the class you are searching for to access the **Class Search Detail** page where you can view additional information about the class.

13. Review the class details.

14. (Optional) Click **View Search Results** to return to the **Class Search Results** page.

15. (Optional) Click **New Search** to start another search.
Browse Course Catalog

1. To search the Course Catalog, select the *Browse Course Catalog* tab.

2. Select **Institution** from the drop down list.

3. Enter a **Subject** or click **search for a subject**.

4. Enter the **Catalog Nbr** (Number). You can also enter just the first number of the **Catalog Number** and select **Begins With** from the drop down list.

5. Click **search**.