


Faculty Center in SIS

Overview

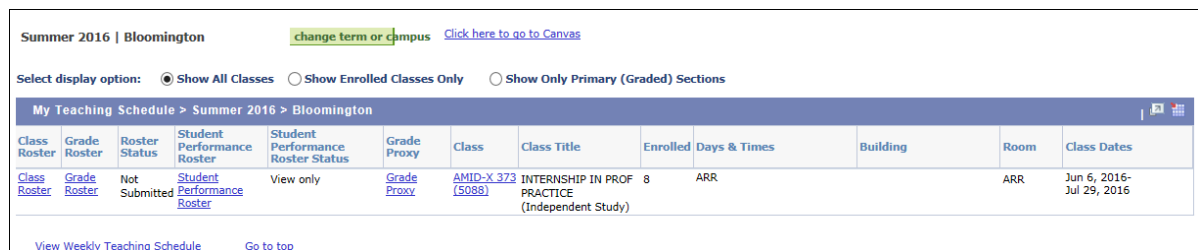
The Faculty Center can be used to manage all of your class, student and advisee related activities such as: viewing your weekly teaching schedule, viewing class details, searching for classes, viewing a class roster, viewing and entering grades in a grade roster and viewing and entering information in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

Steps

Accessing the Faculty Center via One.IU

1. Navigate to: one.iu.edu.
2. Click  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* tab in SIS is displayed.



Summer 2016 | Bloomington [change term or campus](#) [Click here to go to Canvas](#)

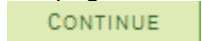
Select display option: Show All Classes Show Enrolled Classes Only Show Only Primary (Graded) Sections

My Teaching Schedule > Summer 2016 > Bloomington

Class Roster	Grade Roster	Roster Status	Student Performance Roster	Student Performance Roster Status	Grade Proxy	Class	Class Title	Enrolled	Days & Times	Building	Room	Class Dates
Class Roster	Grade Roster	Not Submitted	Student Performance Roster	View only	Grade Proxy	AMID-X 373 (S088)	INTERNSHIP IN PROF PRACTICE (Independent Study)	8	ARR		ARR	Jun 6, 2016-Jul 29, 2016

[View Weekly Teaching Schedule](#) [Go to top](#)

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



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.

Faculty Center in SIS

INDIANA UNIVERSITY

Print Help Feedback

[Go to Bottom](#)
Larry Hill

Faculty Center Search for Classes Browse Course Catalog
my schedule class roster

Faculty Center

View My Weekly Schedule

<< previous week Week of 1/10/2011 - 1/16/2011 next week >>

Show Week of 01/10/2011 Start Time 8:00AM End Time 8:00PM refresh calendar

Time	Monday Jan 10	Tuesday Jan 11	Wednesday Jan 12	Thursday Jan 13	Friday Jan 14	Saturday Jan 15	Sunday Jan 16
8:00AM							
9:00AM							
10:00AM							
11:00AM							
12:00PM							
1:00PM							
2:00PM							
3:00PM							
4:00PM							
5:00PM							
6:00PM	CIT 38800 - 0100 Lecture		CIT 38800 - 0100 Lecture				
7:00PM	6:00PM - 7:15PM Nursing School (NU) 214		6:00PM - 7:15PM Engineering & Technology (ET) ET015				
8:00PM							

Display Options

Show AM/PM Monday Thursday
 Show Class Title Tuesday Friday Sunday refresh calendar
 Show Instructor Role Wednesday Saturday

[Return to Faculty Center](#) [Printer Friendly Page](#)

Faculty Center Search For Classes Browse Course Catalog
My Schedule Class Roster

[Go to Top](#)

- To change the week, click [<< previous week](#) or [next week >>](#).
- To change the time frame, enter the **Start Time** and/or **End Time**, and click [refresh calendar](#).
- 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](#).
- To print the schedule, click the [Printer Friendly Page](#) link.
- Click [Return to Faculty Center](#) to return to the previous screen.

Class Details

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

Summer 2016 | Bloomington [change term or campus](#) [Click here to go to Canvas](#)

Select display option: Show All Classes Show Enrolled Classes Only Show Only Primary (Graded) Sections

My Teaching Schedule > Summer 2016 > Bloomington

Class Roster	Grade Roster	Roster Status	Student Performance Roster	Student Performance Roster Status	Grade Proxy	Class	Class Title	Enrolled	Days & Times	Building	Room	Class Dates
Class Roster	Grade Roster	Not Submitted	Student Performance Roster	View only	Grade Proxy	AMID-X 373 (5088)	INTERNSHIP IN PROF PRACTICE (Independent Study)	8	ARR		ARR	Jun 6, 2016-Jul 29, 2016

[View Weekly Teaching Schedule](#) [Go to top](#)

- This will display the *Class Details* page.

Class Detail

CIT 38800 TPCS IN PROGRAMMING LANGUAGES
Academic Institution: IUPUI | Term: Spring 2012 | Component: Lecture

[Return to Faculty Center](#) [view/order textbooks](#)

Class Details

Status	● Open	Career	Undergraduate
Class Number	8910	Dates	1/9/2012 - 5/6/2012
Session	Regular Academic Session	Grading	Graded
Units	3 units	Location	Indianapolis Campus
Class Type	★ Enrollment Section	Campus	Indianapolis Campus
Class Components	Lecture Required	Topic	JAVA PROGRAMMING II
		Course ID	078268
		Assoc Class	1
		Offer Nbr	1

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
Mo 6:00PM - 7:15PM	ARR	Larry Hill	01/09/2012 - 05/06/2012
We 6:00PM - 7:15PM	ARR	Larry Hill	01/09/2012 - 05/06/2012

Class Availability

Class Capacity	30	Wait List Capacity	9999
Enrollment Total	0	Wait List Total	0
Available Seats	30		

Notes

Class Notes PREREQUISITE: CIT 27000.

Bulletin Description

Class 3; or Class 2, Lab 2. P: one CIT 200-level programming language course. Varies with course content (prerequisites will be included in the semester class schedule). Since various languages may be offered under this title, this course may be repeated for a maximum of 9 hours of credit.

- Click [Return to Faculty Center](#) to return to the previous screen.

Faculty Center in SIS

Class Rosters

- 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.

Spring 2013 | IUPUI [change term or campus](#) [Click here to go to Canvas](#)

Select display option: Show All Classes Show Enrolled Classes Only Show Only Primary (Graded) Sections

My Teaching Schedule > Spring 2013 > IUPUI

Class Roster	Student Performance Roster	Student Performance Roster Status	Grade Proxy	Class	Class Title	Enrolled	Days & Times	Building	Room	Class Dates
Class Roster	Student Performance Roster	Last updated on February 15, 2013	Grade Proxy	CIT 38800 (7723)	TPCS IN PROGRAMMING LANGUAGES (Lecture)	14	MoWe 7:30PM - 8:45PM	Engineering & Technology (ET)	ET329	Jan 7, 2013 - May 5, 2013

[View Weekly Teaching Schedule](#) [Go to top](#)

[Faculty Center](#) [Search For Classes](#) [Browse Course Catalog](#)

The *Class Roster* page is displayed.

Class Roster CIT 38800 Class Nbr: 7723

CIT 38800 TPCS IN PROGRAMMING LANGUAGES ()

Lecture (7723)

Spring 2013 | Regular Academic Session | IUPUI | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWe 7:30PM - 8:45PM	Engineering & Technology (ET) ET329	Joe Smith	01/07/2013 - 05/05/2013

*Enrollment Status: Enrolled [change](#)

Enrollment Capacity: 26 Enrolled: 7

Enrolled Students [Personalize](#) [Find](#) [First](#) 1-14 of 14 [Last](#)

	Notify	ID	Name	Send-Email	Grade Basis	Units	Program and Plan	Level	Status Note
1	<input type="checkbox"/>	OC	A L	Send-Email	Withdrawn	0.00	Technology Undergraduate - Comp & Info Tech BS Netwrk Opt	Senior	Withdrawn
2	<input type="checkbox"/>	OC	E R	Send-Email	Graded	3.00	Technology Undergraduate - E-Commerce Development CERT/Computer & Info Technology BS	Senior	
3	<input type="checkbox"/>	OC	E R	Send-Email	Graded	3.00	Technology Undergraduate - Computer & Info Technology BS	Junior	

Faculty Center in SIS

4	<input type="checkbox"/>	00	K K	Send-Email	Graded	3.00	Technology Undergraduate - Comp & Info Tech BS Stand Opt	Senior
5	<input type="checkbox"/>	00	H T	Send-Email	Graded	3.00	Technology Undergraduate - Comp & Info Tech BS Netwrk Opt	Senior
6	<input type="checkbox"/>	00	E L	Send-Email	Graded	3.00	Technology Undergraduate - Comp Info Tech Pu Fresh BS	Junior
7	<input type="checkbox"/>	00	V	Send-Email	Graded	3.00	Technology Undergraduate - Computer & Info Technology BS	Senior

[Return](#)
[View Grade Roster](#)

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 shot. This column will not appear for online classes where all of the students are from the campus offering the class.

Class Roster ANTH-E 300 Class Nbr: 29044

ANTH-E 300 CULTURE AREAS & ETHNIC GROUPS

Lecture (29044)

Spring 2014 | Regular Academic Session | East | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
ARR	Web-based Class (WB) WEB	Lesley Retherford,	01/13/2014 - 05/05/2014



*Enrollment Status: Enrolled

Enrollment Capacity: 10 Enrolled: 6

Notify	ID	Name	Send-Email	Grade Basis	Units	Program and Plan	Level	Student Campus
<input type="checkbox"/>	000	B M	Send-Email	Graded	3.00	Hum & Soc Sci Undergraduate - Communication Arts BA	Sophomore	Kokomo
<input type="checkbox"/>	000	B Ni	Send-Email	Graded	3.00	University Div Undergraduate - Undecided Baccalaureate	Freshman	Kokomo
<input type="checkbox"/>	000	B Si	Send-Email	Graded	3.00	Nursing Undergraduate - Nursing -B.S. (Pre) BSN	Freshman	Kokomo
<input type="checkbox"/>	000	H El	Send-Email	Graded	3.00	Lib Arts & Sci Undergraduate - Exploratory Baccalaureate (LAS/Exploratory Baccalaureate (LAS)	Freshman	South Bend
<input type="checkbox"/>	000	H St	Send-Email	Graded	3.00	Lib Arts & Sci Undergraduate - Informatics BS	Sophomore	South Bend
<input type="checkbox"/>	000	J Ri	Send-Email	Graded	3.00	Nursing Undergraduate - Nursing BSN	Senior	East

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 E-mail](#) 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 buttons. If there is not a Preferred email address, you will receive an error message.
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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 
 - If the roster will not download to Excel, use the following steps to change your defaults in Internet Explorer.
 1. From the Internet Explorer menu bar, select **Tools** and click **Internet Options**.
 2. Click the *Security* tab. In the **Security level for this zone** box, click the **Custom level** button.
 3. In the Settings box, scroll down to Downloads.
 - Under **Automatic prompting for file downloads**, select **Enable**.
 - Under **File download**, select **Enable**.
 4. Click Ok to save the settings.
7. When you are finished viewing the roster, click [Return to Faculty Center](#) to return to the previous screen.

Student Performance Rosters

Student Performance Rosters are available to update for classes in the current semester from the day after the end of the first week of classes through the beginning of final grade roster production. From that date until the end of the corrected grades period, the Student Performance Rosters are available as view only. The Student Performance Roster will display all students in the class including those who have added or withdrawn from the course since the roster

Faculty Center in SIS

was created. It will also display the student's most recent status (enrolled, dropped, withdrawn). At the top of the page, this roster will show when it was last submitted.

Student performance rosters are dynamic and available to update from the day after the end of the first week of classes for the session until final grade rosters are generated.

Faculty can assign grade proxies (only at Bloomington, IUPUI, and Kokomo campuses) and enrollment assistants to grade the student performance rosters for them.

Updates to the student performance rosters can and should be made, saved and submitted multiple times, whenever there is new student performance data. Submitting a roster (with changes) sends the data to the Student Center so students can view it on their *View My Grades* page. Submitting a roster by using the "Submit without changes" button does not update the Student Center.

Certain faculty and staff will have access to this information. Depending on the student's campus and/or program, they may follow up with the student about any concerns that are raised.

There is additional information available on the FLAGS website: <http://flags.iu.edu>.

Viewing and Updating Student Performance Rosters

1. Please see this [document](#) for more information pertaining to Student Performance Rosters.

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.


Summer 2016 Bloomington												
change term or campus Click here to go to Canvas												
Select display option: <input checked="" type="radio"/> Show All Classes <input type="radio"/> Show Enrolled Classes Only <input type="radio"/> Show Only Primary (Graded) Sections												
My Teaching Schedule > Summer 2016 > Bloomington												
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View Weekly Teaching Schedule Go to top												

Faculty Center in SIS

The *Grade Roster* page is displayed.

Faculty Center

Grade Roster [View FERPA Statement](#)

 REMINDER: "Save" this page frequently as you enter your grades. The "save" button is at the top and bottom of the page.

AMID-X 373 **INTERNSHIP IN PROF PRACTICE**

Independent Study (5088)

Summer 2016 | Eight Week - Second | Bloomington | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
ARR	ARR		06/06/2016 - 07/29/2016




Roster Type Final Grade Display Unassigned Roster Grade Only

Approve and Submit to Registrar

[RETURN](#) [SAVE](#) [Assign Grading Proxy](#)

Load Grades from Canvas [Help](#)

Load Grades from File to Roster [Help](#)

Find |   


Student Grade							
ID	Name	Grade Input	Valid Grades	Grade In	Official Grade	Level	Program and Plan
1		<input type="text"/>	Valid Grades			Junior	Arts & Sciences Undergraduate - Apparel Merchandising BS/Business for Apparel Merch MIN
2		<input type="text"/>	Valid Grades			Sophomore	Arts & Sciences Undergraduate - Apparel Merchandising BS
3		<input type="text"/>	Valid Grades			Junior	Arts & Sciences Undergraduate - Apparel Merchandising BS
4		<input type="text"/>	Valid Grades			Junior	Arts & Sciences Undergraduate - Apparel Merchandising BS/Business for Apparel Merch MIN
5		<input type="text"/>	Valid Grades			Senior	Arts & Sciences Undergraduate - Fashion Design BA
6		<input type="text"/>	Valid Grades			Junior	Arts & Sciences Undergraduate - Apparel Merchandising BS/Business for Apparel Merch MIN/Media & Cr
7		<input type="text"/>	Valid Grades			Senior	Arts & Sciences Undergraduate - Fashion Design BA/Entr & Sm Bus Mgt Ugrd MIN/Marketing (Non-Busine
8		<input type="text"/>	Valid Grades			Junior	Arts & Sciences Undergraduate - Apparel Merchandising BS/Fashion Design MIN

PRINTER FRIENDLY VERSION

 REMINDER: "Save" this page frequently as you enter your grades. The "save" button is at the top and bottom of the page.

Approve and Submit to Registrar

[Return](#) [SAVE](#)

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 .

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 in order to not be timed out of SIS**. 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:

- **Selecting a course grading scheme** -- Canvas courses do not have a default grading scale (referred to as a grading scheme in Canvas). If you haven't already selected a grading scheme in your course settings, you'll need to do so before submitting final grades. For instructions on working with grading schemes, see the following two articles in the Canvas Help Center:

<http://guides.instructure.com/m/4152/l/57090-how-do-i-create-a-grading-scheme-for-my-course>

Faculty Center in SIS

<http://guides.instructure.com/m/4152/l/57089-how-do-i-enable-a-grading-scheme-for-my-course>



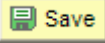
- **Manual Grade Adjustments** -- It is not possible to make manual adjustments to final grades in Canvas. All grade adjustments (including changing calculated grades to I, FN, FNN, S, etc.) must be made directly in the SIS Grade Roster before final submission. This also applies to Requirement Designation (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, leave the grade blank. Before submitting your final grades, review all empty grades in your gradebook and zero out missing grades if necessary.

Detailed instructions on submitting final grades from Canvas are provided in the IU Knowledge Base (see: <https://kb.iu.edu/d/bfdg>). For assistance with submitting final grades, contact your campus teaching and learning center (<https://kb.iu.edu/d/aitz>) or the UITS Support Center (<https://kb.iu.edu/d/abxl>).

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 <u>Grade Proxy</u> 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.
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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  and/or  for those individuals.
5. Click . 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. Select the *Search for Classes* tab to search for classes.

Search for Classes

Class Search

[Check this out](#) — NEW Course and Class Search!

Search for Classes

Institution

Term

Find a class by using the drop down menus and then click "Search".

▼ **Class Search**

Course Career

Course Subject

Course Number

Show Open Only

▼ **Additional Search Criteria**

Meeting Start Time

Meeting End Time

Include

Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name

Class Nbr ?

Course Keyword ?

Class Description Keyword (example: romantic)

Minimum Units

Maximum Units

Course Component

Session

Mode of Instruction

Campus

Location

Course Attribute 1

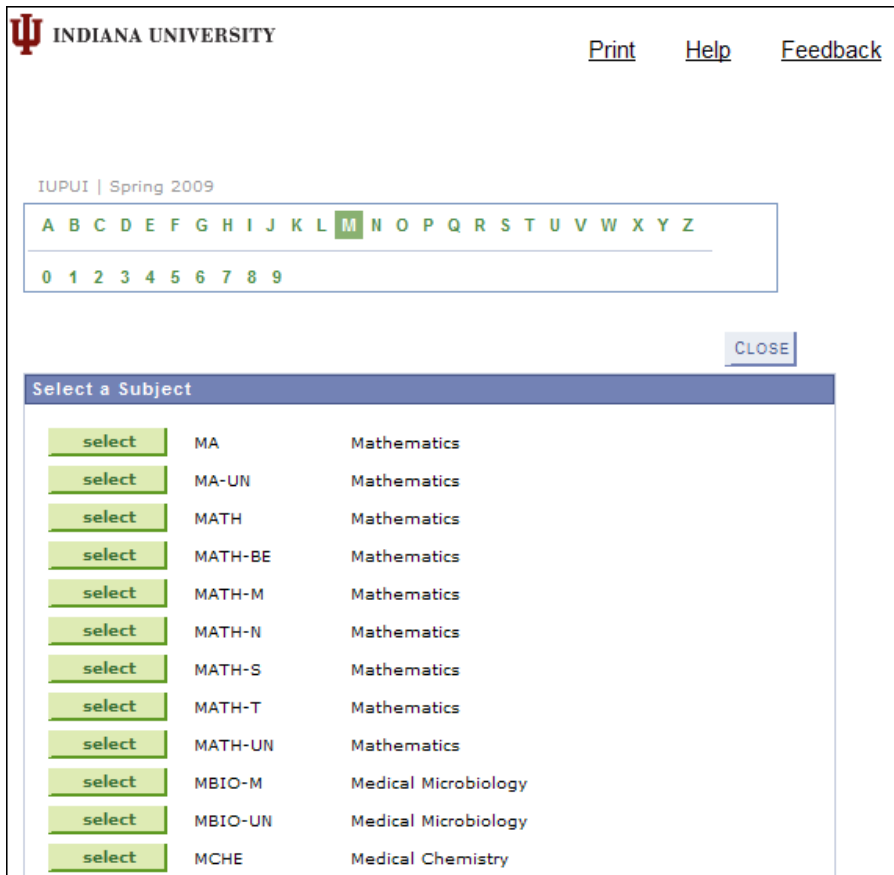
(Ex: eText, Honors, HYBRID, Distance Ed)

Course Attribute 2

[Faculty Center](#) [Search For Classes](#) [Browse Course Catalog](#)

[Go to Top](#)

2. Select **Institution** from the drop down list.
3. Select a **Term** from the drop down list.
4. Select the **Course Career**.
5. Click to access a list of course subjects.



INDIANA UNIVERSITY

[Print](#) [Help](#) [Feedback](#)

IUPUI | Spring 2009

A B C D E F G H I J K L **M** N O P Q R S T U V W X Y Z

0 1 2 3 4 5 6 7 8 9

[CLOSE](#)

Select a Subject

select	MA	Mathematics
select	MA-UN	Mathematics
select	MATH	Mathematics
select	MATH-BE	Mathematics
select	MATH-M	Mathematics
select	MATH-N	Mathematics
select	MATH-S	Mathematics
select	MATH-T	Mathematics
select	MATH-UN	Mathematics
select	MBIO-M	Medical Microbiology
select	MBIO-UN	Medical Microbiology
select	MCHE	Medical Chemistry

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 Classes 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 again.

16. To clear the search criteria and start over, click [CLEAR](#).

Browse Course Catalog

1. Select the *Browse Course Catalog* tab to search the Course Catalog.

The screenshot shows the 'Browse Course Catalog' search page. At the top, there is a yellow banner with the text 'Check this out — NEW Course and Class Search!'. Below this, the search form includes the following fields and options:

- *Institution:** A dropdown menu.
- Subject:** A text input field with a green 'search for a subject' button next to it. Below the field is the text 'e.g. ENG (for more results) or ENG-W (for fewer results)'.
- Catalog Nbr:** A text input field with a dropdown menu set to 'Exact Match'. Below the field is the text 'e.g. 131'.
- Course Title Keyword:** A text input field with the example '(example: statistics)'.
- Course Description Keyword:** A text input field with the example '(example: romantic)'.

A green 'search' button is located below the input fields. At the bottom of the page, there are navigation links: 'Faculty Center', 'Search For Classes', and 'Browse Course Catalog', along with a 'Go to Top' link.

2. Select **Institution** from the drop down list.
3. Enter a **Subject** or click [search for a subject](#) to 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](#).