

Faculty Services Menu Reference Guide

Faculty & Advisors

Student Information Menu See reverse for details on this submenu

Term Selection This page is used to select a term for options that require selection of a valid term. You can also use this page to change to a different term. It is best to start your session by choosing the appropriate term here.

CRN Selection This page is used to choose a Course Reference Number (CRN) from a list of courses you are teaching. This course will then be used by default in any other selection requiring a CRN until changed or the end of your session.

Faculty Detail Schedule This page displays the faculty member's schedule for the selected term with full details about each course. Note: the word "override" here means the faculty member has a time conflict that has been overridden.

Week at a Glance This page displays all courses an instructor is assigned in a given week in a calendar format.

Detail Class List This page displays an alphabetical listing of students in the selected course. Detail information about each student is displayed. Follow links from here for more information about the course or individual students, to email students in the class, etc.

Summary Class List This page displays an alphabetical listing of students in the selected class. Summary information about the student is also displayed.

Midterm Grades This page is used to enter or update midterm grades and attendance hours for a class.

Final Grades This page is used to enter or update final grades and attendance hours for a class. Students receiving a grade of F must have a last date of attendance entered.

Registration Overrides This page allows a faculty member to perform permits/overrides for students. Permission for granting overrides is given to the instructor of record as long as this is the policy of the relevant department.

Active Assignments This page lists all of a faculty member's class assignments that are considered active. Once a class has been graded, it no longer appears on this list.

Assignment History This page displays a list of instructor's class assignments, both past and present, regardless of status or term.

Class Schedule On the Class Schedule Search page a user can choose from a variety of selection options to narrow the search for classes. At a minimum, the user must select a subject.

Course Catalog This is a way to view the catalog information about a specific class. The user can choose from a variety of course characteristics to narrow the search. At a minimum, the user must select a subject.

Syllabus Information This page is used to maintain syllabus information, learning objectives, required materials, and technical requirements for the course. (Use is optional)

Office Hours This page is used to view or maintain the instructor's office hours for a class. Students can then see your office hours. A copy function allows you to copy the same hours to multiple courses. (Use is optional)

Student Information Sub-menu

Term Selection This page is used to select a term for options that require selection of a valid term. You can also use this page to change the term.

ID Selection This page is used to select a student ID for options that require selection of an ID. Once an ID has been selected, it remains the active ID until another one is selected or until the Web session is ended.

Student Information This page displays the majority of data in the General Student record.

Student Address and Phones This page displays a selected student's addresses and phone numbers. Faculty members can only view the information, not update it.

Student E-mail Address This page displays a selected student's e-mail address. Faculty members can only view the information, not update it.

Student Schedule This page displays a selected student's schedule for the selected term.

Registration Overrides This page allows a faculty member to perform permits/overrides for students. Permission for granting overrides is given to the instructor of record as long as this is the policy of the relevant department.

Academic Transcript This page displays the selected student's academic transcript by institution. The transcript includes transfer work as it was accepted by MSU.

Degree Evaluation This page displays a configuration error. If you've ever wanted to see a configuration error, this is your chance. (This function will not be available until sometime in the fall of 2009.)

Active Registrations This page displays all of a student's classes that are considered active (that is, that have not been graded and moved into Academic History). The information is presented by course within term.

Registration History This page displays all of a student's registration activity, regardless of status or term. The information is presented by course within term.

Advisee Listing This page displays a list of all students assigned to the user as advisees. From this list you can see further information by clicking on *View* under each column heading.

View Test Scores This page displays a selected student's test scores. There is a link to the information guide to help you determine appropriate class placement.

View Holds This page displays a selected student's holds. Please note that some holds are sensitive and may not display. MSU now uses holds – we no longer have encumbrances.

Concise Student Schedule This page displays the selected student's schedule for the selected term with some details about each course.

Student Week at a Glance This page displays all courses for a student in a given week in a calendar format.

Advising Notes & Releases Use this link to view or update a student's advising notes and releases. Select a term and student ID before choosing this link.