

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 have the ability to see multiple terms and institutions, as well as link to Oncourse.

Steps

Accessing the Faculty Center through OneStart

1. Log into OneStart.
2. Click on the *Services* tab.
3. Click on **Faculty Systems** in the left menu.



The screenshot shows the OneStart interface for Indiana University. The top navigation bar includes 'Campus', 'Services', 'Notifications (0)', 'My Groups', and 'My Zone'. The 'Services' tab is selected. The left sidebar menu has 'Faculty Systems' highlighted. The main content area is titled 'Services > Faculty Systems' and contains an 'Instructor Information' box. Inside this box, the 'SIS' logo is prominent, and the link 'Go to Faculty Center' is circled in red. Other links in the box include 'eGrade Change', 'Unavailable Hours' (with a list of times: Monday - Saturday, 5-6 am ET and Sunday, midnight to 8 am ET), 'Faculty Center Guide', and 'MORE INFO: UITS Support Center'. The footer contains 'contact | privacy statement | logout', copyright information for 2001-2008, and the OneStart logo.

4. In the **Instructor Information** box, click the **Go to Faculty Center** link. This will display the *Faculty Center* tab in SIS.

Faculty Center in SIS

INDIANA UNIVERSITY

Print Help Feedback

John Doe

Faculty Center Search for Classes Browse Course Catalog

Spring 2012 | IUPUI [change term or campus](#) [Click here to go to Oncourse](#)

Select display option: Show All Classes Show Enrolled Classes Only

My Teaching Schedule > Spring 2012 > IUPUI

Grade Proxy	Class	Class Title	Enrolled	Days & Times	Building	Room	Class Dates
Grade Proxy	CIT 38800 (8910)	TPCS IN PROGRAMMING LANGUAGES (Lecture)	0	Mo 6:00PM - 7:15PM		ARR	Jan 9, 2012-May 6, 2012
Grade Proxy				We 6:00PM - 7:15PM		ARR	Jan 9, 2012-May 6, 2012

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

Faculty Center Search For Classes Browse Course Catalog

5. If you have information for more than one term, you will see a **change term** 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.

Faculty Center in SIS

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[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 6:00PM - 7:15PM Nursing School (NU) 214		CIT 38800 - 0100 Lecture 6:00PM - 7:15PM Engineering & Technology (ET) ET015				
7:00PM							
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.

Spring 2012 | IUPUI [change term or campus](#) [Click here to go to Oncourse](#)

Select display option: Show All Classes Show Enrolled Classes Only

My Teaching Schedule > Spring 2012 > IUPUI

Grade Proxy	Class	Class Title	Enrolled	Days & Times	Building	Room	Class Dates
Grade Proxy	CIT 38800 (8910)	PCS IN PROGRAMMING LANGUAGES (Lecture)	0	Mo 6:00PM - 7:15PM		ARR	Jan 9, 2012- May 6, 2012
Grade Proxy				We 6:00PM - 7:15PM		ARR	Jan 9, 2012- May 6, 2012

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

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

- 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.

Faculty Center in SIS

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.

INDIANA UNIVERSITY

Print Help Feedback

John Doe

Faculty Center Search for Classes Browse Course Catalog

Spring 2011 | IUPUI [change term or campus](#) [Click here to go to Oncourse](#)

Select display option: Show All Classes Show Enrolled Classes Only

My Teaching Schedule > Spring 2011 > IUPUI

Class Roster	Grade Roster	Roster Status	Grade Proxy	PUL Evaluation	Class	Class Title	Enrolled	Days & Times	Building	Room	Class Dates
Class Roster	Grade Roster	Posted	Grade Proxy	PUL Evaluation	CIT 38800 (21745)	TPCS IN PROGRAMMING LANGUAGES (Lecture)	26	Mo 6:00PM - 7:15PM	Nursing School (NU)	214	Jan 10, 2011- May 8, 2011
			Grade Proxy					We 6:00PM - 7:15PM	Engineering & Technology (ET)	ET015	Jan 10, 2011- May 8, 2011

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

Faculty Center Search For Classes Browse Course Catalog

2. This will display the *Class Roster* page.

Faculty Center in SIS

Class Roster CIT 38800 Class Nbr: 21745

CIT 38800 TPCS IN PROGRAMMING LANGUAGES ()

Lecture (21745)



Spring 2011 | Regular Academic Session | IUPUI | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
Mo 6:00PM - 7:15PM	Nursing School (NU) 214	Larry Hill	01/10/2011 - 05/08/2011
We 6:00PM - 7:15PM	Engineering & Technology (ET) ET015	Larry Hill	01/10/2011 - 05/08/2011

*Enrollment Status Enrolled [change](#)

Enrollment Capacity 30 Enrolled 14

Enrolled Students Customize | Find   First 1-14 of 14 Last

	Notify	ID	Name	Send-Email	Grade Basis	Units	Program and Plan	Level
1	<input type="checkbox"/>	00	2 B	Send-Email	Graded	3.00	Technology Undergraduate - Civic Leadership MIN/Comp Info Tech Pu Fresh BS	Junior
2	<input type="checkbox"/>	00	5 B	Send-Email	Graded	3.00	Technology Undergraduate - Comp Info Tech Pu Fresh BS	Junior
3	<input type="checkbox"/>	00	0 D	Send-Email	Graded	3.00	Technology Undergraduate - Comp Info Tech Pu Fresh BS	Senior
4	<input type="checkbox"/>	00	1 D	Send-Email	Graded	3.00	Technology Undergraduate - Comp & Info Tech AS Stand Opt/Comp & Info Tech BS Stand Opt	Senior
5	<input type="checkbox"/>	00	5 F	Send-Email	Graded	3.00	Technology Undergraduate - Computer Engr Tech BS	Senior
6	<input type="checkbox"/>	00	3 L A	Send-Email	Graded	3.00	Technology Undergraduate - Comp Info Tech Pu Fresh BS	Sophomore
7	<input type="checkbox"/>	00	8 M R	Send-Email	Graded	3.00	Technology Undergraduate - Comp & Info Tech BS Stand Opt	Senior
8	<input type="checkbox"/>	00	6 N	Send-Email	Graded	3.00	Technology Undergraduate - Comp Info Tech Pu Fresh BS	Senior
9	<input type="checkbox"/>	00	9 C M	Send-Email	Graded	3.00	Technology Undergraduate - Comp Info Tech Pu Fresh BS	Sophomore
10	<input type="checkbox"/>	00	4 R	Send-Email	Graded	3.00	Technology Undergraduate - Comp Info Tech Pu Fresh BS	Junior
11	<input type="checkbox"/>	00	8 S	Send-Email	Graded	3.00	Technology Undergraduate - Comp Info Tech Pu Fresh BS	Sophomore
12	<input type="checkbox"/>	00	9 S	Send-Email	Graded	3.00	Technology Undergraduate - Comp & Info Tech AS Stand Opt/Comp & Info Tech BS Web Dv Opt	Junior
13	<input type="checkbox"/>	00	3 T	Send-Email	Graded	3.00	Technology Undergraduate - Comp Info Tech Pu Fresh BS	Senior
14	<input type="checkbox"/>	00	2 W A	Send-Email	Graded	3.00	Technology Undergraduate - Comp Info Tech Pu Fresh BS	Junior

[NOTIFY SELECTED STUDENTS](#) [NOTIFY LISTED STUDENTS](#) [PRINTER FRIENDLY VERSION](#)

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

3. 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.

Faculty Center in SIS

- 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.

4. The class roster can be sorted by any of the columns. Click on the column header (for example, **ID**) to sort by that column.
5. To print a class roster, click **PRINTER FRIENDLY VERSION** and print. Click Return to return to the previous screen.
6. To zoom in on the roster, click . Click **Return** to return to the roster.
7. 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.
8. 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 viewable only 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. The Student Performance Roster will display all students in the class including those who have added or withdrawn from the course since the roster 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 updated and the person responsible for the last update.

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 and saved multiple times, whenever there is new student performance data.

Faculty Center in SIS

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 IU FLAGS EAS website <https://sp.ses.indiana.edu/sites/IUEarlyAlertSystem/SitePages/Home.aspx>

Login using your ADS\username. On the home page there is a link to send comments and suggestions for improvement.

Viewing and Updating Student Performance Rosters

1. Go to the Faculty Center.

The screenshot shows the Faculty Center interface. At the top, there are buttons for 'Faculty Center', 'Search for Classes', and 'Browse Course Catalog'. Below these, the current term is 'Summer 2011 | IUPUI', with a 'change term or campus' button and a link to 'Click here to go to Oncourse'. There are radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. The main content is a table titled 'My Teaching Schedule > Summer 2011 > IUPUI'. The table has columns: Class Roster, Student Performance Roster, Student Performance Roster Status, Grade Proxy, Class, Class Title, Enrolled, Days & Times, Building, Room, and Class Dates. Two columns, 'Student Performance Roster' and 'Student Performance Roster Status', are circled in red. The first row shows a class 'CIT 49900 (4475) COMPUTER TECHNOLOGY (Lecture)' with 1 enrolled student. The second row shows a class 'TECH 58100 (2830) WORKSHOP IN TECHNOLOGY (Lecture)' with 0 enrolled students. At the bottom, there are links for 'View Weekly Teaching Schedule' and 'Go to top'.

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	Please Update!	Grade Proxy	CIT 49900 (4475)	COMPUTER TECHNOLOGY (Lecture)	1	MoTuWeTh 8:00AM - 5:00PM	Building Not Yet Assigned (AP)	TBA	Jun 27, 2011-Aug 8, 2011
			Grade Proxy	TECH 58100 (2830)	WORKSHOP IN TECHNOLOGY (Lecture)	0	MoTuWeTh 8:00AM - 5:00PM	Building Not Yet Assigned (AP)	TBA	Jun 27, 2011-Aug 8, 2011

2. Two Student Performance columns display on the Teaching Schedule.
3. Student Performance Rosters are created for all students. For graduate students, this roster will only be used to track and display attendance values.
4. Click Student Performance Roster for the desired class.

Student performance rosters have two different tabs: Student Summary and Assessments. Student Summary displays a list of all the students in a class. Assessments shows one student at a time. Use left /right arrows on the blue bar to navigate from one student to the next.

Faculty Center in SIS

Student Summary Assessments

Student Performance Roster

REMINDER: Click the "Save" button to indicate that you have completed your review. You can review and update your roster multiple times throughout the term.

[View FERPA Statement](#)

ENG-W 131 ELEMENTARY COMPOSITION 1
Lecture (3565)
Summer 2011 | Regular Academic Session | IUUPI | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
ARR	Web-based Class (WB) WEB	Izzy A. Teacher	05/11/2011 - 08/08/2011

[Assign Grading Proxy](#)

Enrolled

ID	Name	Academic Program/Plan	Academic Level	Enrollment Status	Attendance	Trends	Student Progress	Recommended Student Actions	Last Updated By	Last Updated On
1 0000123456	Feet, Harry	University Coll Undergraduate - Pre-Profsnl Biology	Freshman	Enrolled	Attending	Trends	Does not participate in class(+1)	Meet with instructor	PSHAW	08/02/11 10:06AM
2 0000234567	Fence, Noah	University Coll Undergraduate - Pre-Dentistry	Sophomore	Enrolled	Attending	Trends	Satisfactory	Student Action(0)	PSHAW	08/02/11 10:06AM
3 0000345678	Gurll, Hugo	Tourism Conv Event Mgt Ugrd - Tourism/Conv/Event Mgt BS	Senior	Enrolled	Attending	Trends	Satisfactory	Student Action(0)	PSHAW	08/02/11 10:06AM

5. Four types of assessments are available on this roster for undergraduate students in undergraduate classes: Attendance, Trends, Student Progress and Recommended Student Actions. Attendance is collected for all students, regardless of career.

Enrolled

Student ID	Name	Subject Class	e-mail
0000222222	Student, Ima B		ibstuden@iupui.edu

Attendance

- Attending
- Not Attending
- Never Attended
- Irregular Attendance
- Has started attending

Trends

-
- Increased level of risk
- Major improvement
- No longer at risk
- Some Improvement

Student Progress

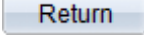
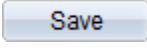
- Satisfactory
- Disruptive behavior
- Does not participate in class
- Low discussion section scores
- Low lab scores
- Not passing course
- Poor homework
- Poor performance quizzes/exams
- Poor performance: writing
- Sudden decline in performance

Recommended student action

- Meet with instructor
- Meet with advisor
- Meet with teaching assistant
- Attend department help session
- Attend campus help--math
- Attend campus help--reading
- Attend campus help study skill
- Attend campus help--writing
- Meet advisor - course options
- Seek tutoring

Non-undergraduate students in undergraduate classes will only have the Attendance column available. Non-undergraduate classes will have a performance roster with only the Attendance column available.

Enrollment verification (Attendance), which is part of the student performance roster, should be reviewed by the campus deadline in order to comply with federal regulations. Faculty can continue to update attendance if you so desire as student performance rosters will continue to be available throughout the term until final grade rosters are generated.

6. If you have not made any changes, click  . If you have made changes, click  . There is no “submit” button for these rosters like there is for final grade rosters.

Multi-Component Classes:

For multi-component classes (lecture, lab, discussion) the instructor of the graded component (where the grade is assigned for the class) will also be able to view student performance rosters for the other components of their class, even if they aren't listed in the schedule of classes.

If your class has multiple components (lecture, lab, discussion) please ensure that the student performance rosters for all components are graded and saved.

Students Not on Roster:

If a student is attending your class, but not listed as enrolled on the roster, add that student at the bottom in the section “Attending but not Enrolled.”

If a student you listed as attending but not enrolled adds the class, he/she will be listed alphabetically within the student roster.

If new students add the class after the roster is generated, they will be listed at the top of the roster until assessments are saved for them. Then, they will be listed alphabetically within the enrolled students.

Student Access:

Students can view their reported performance and attendance through the Student Center in Onestart

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:	The Grade Roster column and links will only be displayed when the grade rosters are available.
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Faculty Center in SIS

INDIANA UNIVERSITY Print Help Feedback

John Doe

Faculty Center Search for Classes Browse Course Catalog

Spring 2011 | IUPUI [change term or campus](#) [Click here to go to Oncourse](#)

Select display option: Show All Classes Show Enrolled Classes Only

My Teaching Schedule > Spring 2011 > IUPUI

Class Roster	Grade Roster	Roster Status	Grade Proxy	PUL Evaluation	Class	Enrolled	Days & Times	Building	Room	Class Dates
Class Roster	Grade Roster	Posted	Grade Proxy	PUL Evaluation	CIT 38800 (21745) TPCS IN PROGRAMMING LANGUAGES (Lecture)	26	Mo 6:00PM - 7:15PM	Nursing School (NU)	214	Jan 10, 2011 - May 8, 2011
	Grade Proxy						We 6:00PM - 7:15PM	Engineering ET015		Jan 10, 2011 - May 8, 2011

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

Faculty Center Search For Classes Browse Course Catalog

2. This will display the *Grade Roster* page.

INDIANA UNIVERSITY Print Help Feedback

Faculty Center

Grade Roster

REMINDER: "Save" this page frequently as you enter your grades. The "save" button is at the top and bottom of the page. [View FERPA Statement](#)

CIT 388 TPCS IN PROGRAMMING LANGUAGES

Lecture (20148)
Spring 2008 | Regular Academic Session | Bloomington | Undergraduate

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
MoWe 3:35PM - 4:25PM	HP 163	Erica Morrill	01/07/2008 - 05/02/2008

Roster Type Final Grade Display Unassigned Roster Grade Only

Approve and Submit to Registrar [Load Grades from Oncourse CL](#) [Help](#)

[RETURN](#) [SAVE](#) [Assign Grading Proxy](#) [Load Grades from File to Roster](#) [Help](#)

Student Grade Find

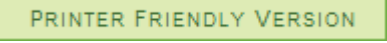

ID	Name	Grade Input	Valid Grades	Grade In	Official Grade	Level	Program and Plan
1 0000001111	Doe,Jane Ann	<input type="checkbox"/>	Valid Grades			Sophomore	Arts & Sciences Undergraduate - Psychology BA
2 0000022222	Doe,Matthew J	<input type="checkbox"/>	Valid Grades			Nondegree Undergraduate	Continuing Stdy Ugrd Nondeg - Non-Degree SCS Ugrd
3 0000033333	Doe,Seth Michael	<input type="checkbox"/>	Valid Grades			Senior	Arts & Sciences Undergraduate - East Asian Studies BA
4 0000044444	Doe,Thomas J	<input type="checkbox"/>	Valid Grades			Senior	Arts & Sciences Undergraduate - Fine Arts: Studio Art BA/East Asian Studies MIN/Fine Arts-History
5 0000055555	Roe,David E	<input type="checkbox"/>	Valid Grades			Senior	Arts & Sciences Undergraduate - Philosophy/Political Sci BA

[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](#)

Faculty Center in SIS


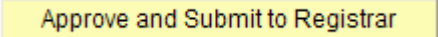

3. The grade roster can be sorted by any of the columns. Click on the column header (for example, **Name**) to sort by that column.
4. To print a roster, click .
5. The roster can also be downloaded to Excel. To download the roster to Excel, click .


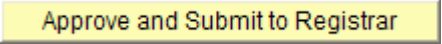
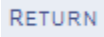
Entering Grades into the Grade Roster

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, last log on to Oncourse, 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  button is pressed (and/or when the  button is pressed.) The  button is at the top and bottom of the page.
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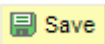
3. Click . **Verify that all grades have been entered and are correct.**
4. Once you have verified and saved the grades, click .
 - **All students must be assigned a grade before clicking this button.**
5. When you are finished with the grade roster, click  to return to the previous screen.

NOTE:	To view more information on entering grades in a Grade Roster through OneStart, see the <i>Entering Grades through OneStart</i> job aid.
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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.
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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 [+ Add Row](#) and/or [- Delete Row](#) for those individuals.
5. Click  to save changes. When changes are saved, an automatic email confirmation is sent to the university email address of the primary instructor who made the change.
6. Click [Return](#) to go back to the Faculty Center home page.

Class Search

1. Select the *Search for Classes* tab to search for classes.

Faculty Center Search for Classes Browse Course Catalog

Search for Classes

Class Search

Institution

Term

Course Career **SEARCH**

[More Information on Class Offerings](#) [Search Tips](#)

Select at least two criteria below (Subject is required). Click Search to see the results.

Class Search Criteria

Course Subject **select subject**

Course Number is exactly

Show Open Classes Only

You may use additional search criteria to narrow your search

Additional Search Options

Meeting Start Time (example: 1:00PM)

Meeting End Time

Day of Week include only these days

Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name is exactly

Class Nbr (example: 1136)

Class Title Keyword (example: statistics)

Class Description Keyword (example: romantic)

Minimum Units

Maximum Units

Course Component

Session

Mode of Instruction

Campus

Location

CLEAR CRITERIA **SEARCH**

[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 **select subject** to access a list of course subjects.

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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. Click [SEARCH](#) to see the results.
11. 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.
12. Review the class details.
13. (Optional) Click [VIEW SEARCH RESULTS](#) to return to the *Class Search Results* page.
14. (Optional) Click [START A NEW SEARCH](#) to start again.

- (Optional) To use additional search criteria to narrow your search results, select information under [Additional Search Criteria](#).
- To clear the search criteria and start over, click [CLEAR CRITERIA](#).

Browse Course Catalog

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

The screenshot shows a web interface with three tabs: "Faculty Center", "Search for Classes", and "Browse Course Catalog". The "Browse Course Catalog" tab is active. Below the tabs, the page title "Browse Course Catalog" is displayed. 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, it says "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, it says "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". A "Go to Top" link is also present.

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