

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, and viewing and entering grades in a grade 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.



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

The screenshot shows the Faculty Center interface for John Doe. At the top, there is the Indiana University logo and the text "INDIANA UNIVERSITY". To the right are links for "Print", "Help", and "Feedback". Below this, the user's name "John Doe" is displayed. There are three buttons: "faculty center", "class search", and "browse catalog". The main heading is "Faculty Center". Below that, it shows "Spring 2009 | IUPUI" with a "change term" button and a link "Click here to go to Oncourse". There are radio buttons for "Show All Classes" (selected) and "Show Enrolled Classes Only". A table titled "My Teaching Schedule > Spring 2009 > IUPUI" is shown with the following data:

Class Roster	Grade Proxy	Class	Class Title	Enrolled	Days & Times	Building	Room	Class Dates
Class Roster	Grade Proxy	CIT 388 (20148)	TPCS IN PROGRAMMING LANGUAGES (Lecture)	8	Tu 6:00PM - 7:15PM	Engineering & Technology (ET)	ET016	Jan 12, 2009- May 8, 2009

Below the table are links for "View Weekly Teaching Schedule" and "Go to top". At the bottom, there are links for "Faculty Center", "Class Search", and "Browse Catalog".


5. If you have information for more than one term, you will see a **change term** button on this page. Click **change term** 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** 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](#)

John Doe

[faculty center](#) [class search](#) [browse catalog](#)

Faculty Center

View My Weekly Schedule

<< previous week **Week of 1/12/2009 - 1/18/2009** next week >>

Show Week of Start Time End Time [refresh calendar](#)

Time	Monday Jan 12	Tuesday Jan 13	Wednesday Jan 14	Thursday Jan 15	Friday Jan 16	Saturday Jan 17	Sunday Jan 18
8:00AM							
9:00AM							
10:00AM							
11:00AM							
12:00PM							
1:00PM							
2:00PM							
3:00PM							
4:00PM							
5:00PM							
6:00PM		CIT 388 - 0100 Lecture					
7:00PM		6:00PM - 7:15PM Engineering & Technology (ET) ET016					
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 [Class Search](#) [Browse Catalog](#)

- 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 2009 | IUPUI [change term](#) [Click here to go to Oncourse](#)

Select display option: Show All Classes Show Enrolled Classes Only

My Teaching Schedule > Spring 2009 > IUPUI

Class Roster	Grade Proxy	Class	Class Title	Enrolled	Days & Times	Building	Room	Class Dates
Class Roster	Grade Proxy	CIT 388 (20148)	TPCS IN PROGRAMMING LANGUAGES (Lecture)	8	Tu 6:00PM - 7:15PM	Engineering & Technology (ET)	ET016	Jan 12, 2009 - May 8, 2009

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

Faculty Center [Class Search](#) [Browse Catalog](#)

- This will display the *Class Details* page.

Class Details

CIT 388 TPCS IN PROGRAMMING LANGUAGES
Academic Institution: IUPUI | Term: Spring 2009 | Component: Lecture

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

Class Details			
Status	● Open	Career	Undergraduate
Class Number	20148	Dates	1/12/2009 - 5/8/2009
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
Tu 6:00PM - 7:15PM	Engineering & Technology (ET) ET016	Larry Hill	01/12/2009 - 05/08/2009
Th 6:00PM - 7:15PM	Eng Science & Technology (SL) SL214	Staff	01/12/2009 - 05/08/2009

Class Availability			
Class Capacity	30	Wait List Capacity	9999
Enrollment Total	8	Wait List Total	0
Available Seats	22		

Notes

Class Notes PREREQUISITE: CIT 270

[Return to Faculty Center](#)

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.

The screenshot shows the Indiana University Faculty Center interface. At the top, there is the IU logo and the text "INDIANA UNIVERSITY". To the right are links for "Print", "Help", and "Feedback". Below this, the user's name "John Doe" is displayed, followed by three buttons: "faculty center", "class search", and "browse catalog". The main heading is "Faculty Center". Below that, it shows "Spring 2009 | IUPUI" with a "change term" button and a link "Click here to go to Oncourse". There are radio buttons for "Show All Classes" (selected) and "Show Enrolled Classes Only". A breadcrumb trail reads "My Teaching Schedule > Spring 2009 > IUPUI". A table lists classes with columns: Class Roster, Grade Proxy, Class, Class Title, Enrolled, Days & Times, Building, Room, and Class Dates. The first row is for "CIT 388 (20148)" with the "Class Roster" link circled in red. Below the table are links for "View Weekly Teaching Schedule" and "Go to top". At the bottom, there are links for "Faculty Center", "Class Search", and "Browse Catalog".

Class Roster	Grade Proxy	Class	Class Title	Enrolled	Days & Times	Building	Room	Class Dates
Class Roster	Grade Proxy	CIT 388 (20148)	TPCS IN PROGRAMMING LANGUAGES (Lecture)	8	Tu 6:00PM - 7:15PM	Engineering & Technology (ET)	ET016	Jan 12, 2009- May 8, 2009

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

Faculty Center in SIS

 INDIANA UNIVERSITY

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

Faculty Center

Class Roster CIT 388 Class Nbr: 20148

CIT 388 TPCS IN PROGRAMMING LANGUAGES ()

Lecture (20148)

Spring 2009 | Regular Academic Session | IUPUI | Undergraduate

Meeting Information


Days & Times	Room	Instructor	Meeting Dates
Tu 6:00PM - 7:15PM	Engineering & Technology (ET) ET016	John Doe	01/12/2009 - 05/08/2009
Th 6:00PM - 7:15PM	Eng Science & Technology (SL) SL214	Staff	01/12/2009 - 05/08/2009

*Enrollment Status Enrolled

Enrollment Capacity 30 Enrolled 8

[View FERPA Statement](#)

Enrolled Students								
	Notify	ID	Name	Send E-mail	Grade Basis	Units	Program and Plan	Level
1	<input type="checkbox"/>	0000011111	Doe,Jane Ann	Send E-mail	Graded	3.00	Technology Undergraduate - Cert in Network Security/Comp & Info Tech BS Netwrk Opt	Junior
2	<input type="checkbox"/>	0000022222	Doe,Matthew J	Send E-mail	Graded	3.00	Technology Undergraduate - Computer Engr Tech BS	Junior
3	<input type="checkbox"/>	0000033333	Doe,Matthew Christopher	Send E-mail	Graded	3.00	Technology Undergraduate - Comp & Info Tech AS Netwrk Opt/Comp & Info Tech BS Netwrk Opt	Senior
4	<input type="checkbox"/>	0000044444	Doe,Thomas J	Send E-mail	Graded	3.00	Technology Undergraduate - Comp & Info Tech BS Stand Opt	Senior
5	<input type="checkbox"/>	0000055555	Rowe,Nicholas Jonathan	Send E-mail	Graded	3.00	Technology Undergraduate - Comp Graph Tech AS-Anim Spt Gr/Comp & Info Tech BS Stand Opt	Senior
6	<input type="checkbox"/>	0000077777	Rower,Hannah Lee	Send E-mail	Graded	3.00	Technology Undergraduate - Comp & Info Tech BS Netwrk Opt	Senior
7	<input type="checkbox"/>	0000088888	Togh,Luke James	Send E-mail	Graded	3.00	Technology Undergraduate - Elec Engr Tech BS	Senior
8	<input type="checkbox"/>	0000099999	Towerson,Kyle David	Send E-mail	Graded	3.00	Technology Undergraduate - Cert in Network Security/Comp & Info Tech BS Sec Opt	Senior


[Customize](#) | [Find](#)  First Last

[Return to Faculty Center](#) [View Grade Roster](#)

Faculty Center in SIS

- 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.

- The class roster can be sorted by any of the columns. Click on the column header (for example, **ID**) to sort by that column.
- To print a class roster, click [PRINTER FRIENDLY VERSION](#) and print. Click [Return](#) to return to the previous screen.
- 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.
 - From the Internet Explorer menu bar, select **Tools** and click **Internet Options**.
 - Click the *Security* tab. In the **Security level for this zone** box, click the **Custom level** button.
 - In the Settings box, scroll down to Downloads.
 - Under **Automatic prompting for file downloads**, select **Enable**.
 - Under **File download**, select **Enable**.
 - Click Ok to save the settings.
- When you are finished viewing the roster, click [Return to Faculty Center](#) to return to the previous screen.

Grade Rosters

Viewing Grade Rosters

- 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.

Faculty Center in SIS

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

John Doe

faculty center class search browse catalog

Faculty Center

Spring 2009 | IUPUI [change term](#) [Click here to go to Oncourse](#)

Select display option: Show All Classes Show Enrolled Classes Only

My Teaching Schedule > Spring 2009 > IUPUI

Class Roster	Grade Roster	Grade Proxy	Roster Status	Class	Class Title	Enrolled	Days & Times	Building	Room	Class Dates
Class Roster	Grade Roster	Grade Proxy	Not Submitted	CIT 388 (20148)	TPCS IN PROGRAMMING LANGUAGES (Lecture)	8	Tu 6:00PM - 7:15PM	Engineering	ET016	Jan 12, 2009 - May 8, 2009

Technology (ET)

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

Faculty Center [Class Search](#) [Browse 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

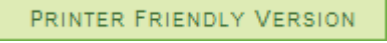

ID	Name	Grade Input	Valid Grades	Grade In	Official Grade	Level	Program and Plan
1 0000001111	Doe, Jane Ann	<input type="checkbox"/>	Valid Grades			Sophomore	Arts & Sciences Undergraduate - Psychology BA
2 0000022222	Doe, Matthew J	<input type="checkbox"/>	Valid Grades			Nondegree Undergraduate	Continuing 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](#)

[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 .


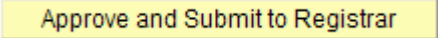
Entering Grades into the Grade Roster


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.)


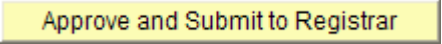
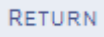
If the student never attended the class, enter a grade of **FNN**. It is not necessary to enter a **Last Date of Attendance**.

- 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.

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.

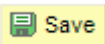
NOTE:

To view more information on entering grades in a Grade Roster through OneStart, see the *Entering Grades through OneStart* job aid.

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 *class search* tab to search for classes.

The screenshot shows the 'Class Search' page of the Indiana University Faculty Center in SIS. At the top, there is the IU logo and the text 'INDIANA UNIVERSITY'. To the right are links for 'Print', 'Help', and 'Feedback'. Below this is a 'Go to Bottom' link. A navigation bar contains three tabs: 'faculty center', 'class search' (which is highlighted), and 'browse catalog'. The main heading is 'Search for Classes'. Below this, there are three dropdown menus: 'Institution' set to 'IUPUI', 'Term' set to 'Spring 2009', and 'Course Career' set to 'Undergradui'. There are also links for 'More Information on Class Offerings' and 'Search Tips'. A note states: 'Select at least two criteria below (Subject is required). Click Search to see the results.' The 'Class Search Criteria' section includes a 'Course Subject' field with a green 'select subject' button, a 'Course Number' field with a dropdown set to 'is exactly' and an empty input box, and a checked checkbox for 'Show Open Classes Only'. Below this is a section for 'Additional Search Criteria' with a green expandable button. At the bottom of the criteria section are 'CLEAR CRITERIA' and 'SEARCH' buttons. A footer at the very bottom contains links for 'Faculty Center', 'Class Search', and 'Browse Catalog'.

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.

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. 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.

15. (Optional) To use additional search criteria to narrow your search results, click

[▶ Additional Search Criteria](#)

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

Browse Catalog

1. Select the *browse catalog* tab to search the Course Catalog.

The screenshot shows the Indiana University Course Catalog search page. At the top left is the Indiana University logo and name. On the top right are links for [Print](#), [Help](#), and [Feedback](#). Below these is a [Go to Bottom](#) link. A navigation bar contains three tabs: [faculty center](#), [class search](#), and [browse catalog](#). The [browse catalog](#) tab is selected. Below the navigation bar is the heading **Browse Course Catalog**. The search form includes the following fields and options:

- *Institution:** A dropdown menu.
- Subject:** A text input field with a [search for a subject](#) button next to it.
- Catalog Nbr:** A text input field with an **Exact Match** dropdown menu.

Examples are provided: "e.g. ENG (for more results) or ENG-W (for fewer results)" for the Subject field, and "e.g. 131" for the Catalog Nbr field. A [search](#) button is located below the input fields. At the bottom of the page, there are links for [Faculty Center](#), [Class Search](#), and [Browse 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](#).