

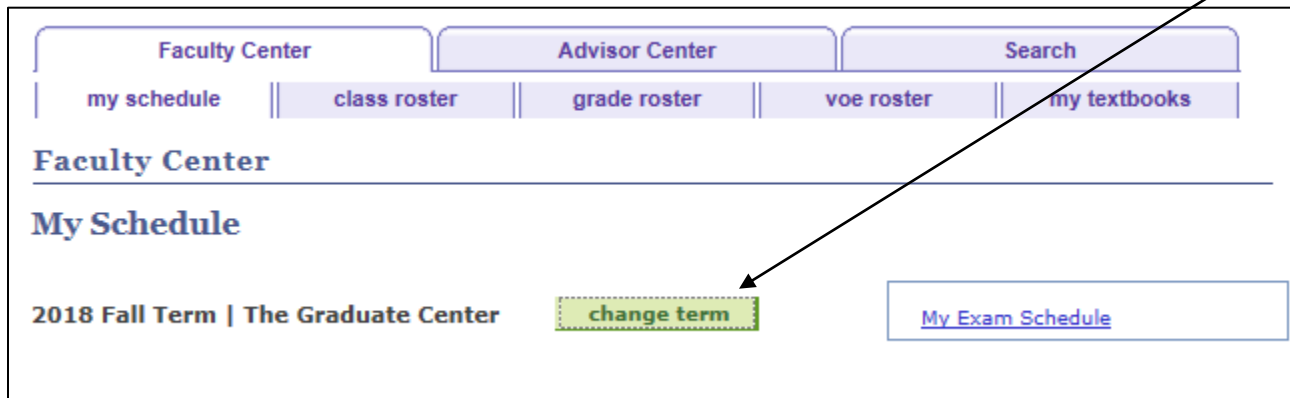
CUNYfirst for The Graduate Center

Topics for FACULTY

Faculty Center – multiple campuses

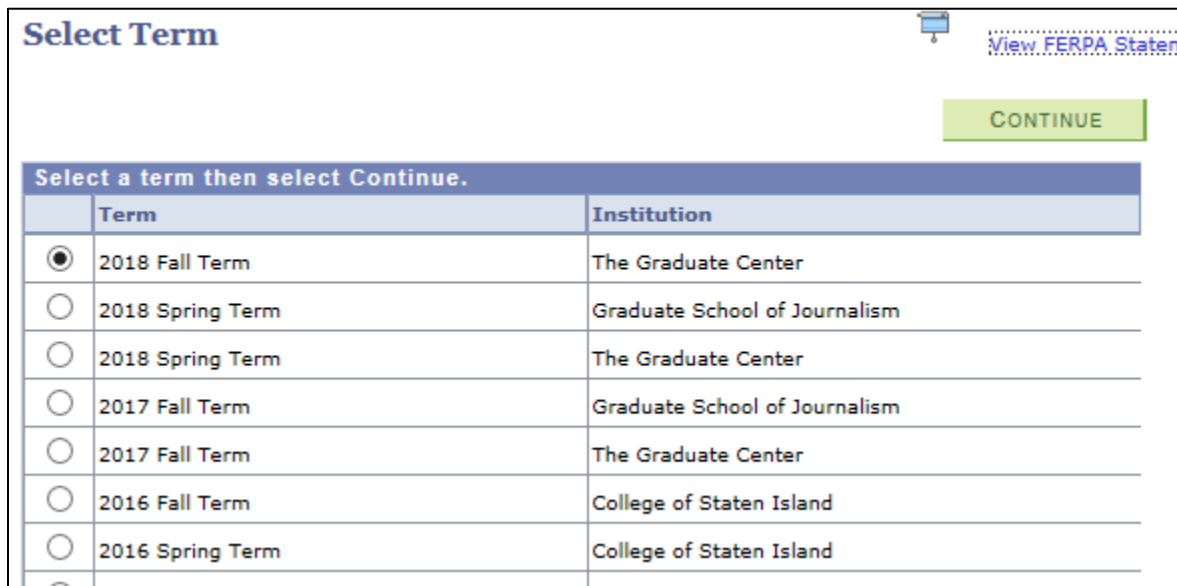
All classes to which a faculty member is assigned will appear on the Self-Service Faculty Center.

To switch to view classes assigned at a different institution (campus), In the Faculty Center, click [change term]



The screenshot shows the Faculty Center interface. At the top, there are three main tabs: "Faculty Center", "Advisor Center", and "Search". Below these are several sub-tabs: "my schedule", "class roster", "grade roster", "voe roster", and "my textbooks". The "Faculty Center" tab is active. Below the tabs, the text "Faculty Center" is displayed. Underneath, "My Schedule" is shown. The current selection is "2018 Fall Term | The Graduate Center". A green dashed box highlights a "change term" button, with an arrow pointing to it from the text above. To the right of the "change term" button is a "My Exam Schedule" button.

From the list, select the Term-Institution combination you wish to view:



The screenshot shows the "Select Term" dialog box. At the top left, it says "Select Term". At the top right, there is a "View FERPA Status" link and a "CONTINUE" button. Below this is a table with the following data:

Select a term then select Continue.	
Term	Institution
<input checked="" type="radio"/> 2018 Fall Term	The Graduate Center
<input type="radio"/> 2018 Spring Term	Graduate School of Journalism
<input type="radio"/> 2018 Spring Term	The Graduate Center
<input type="radio"/> 2017 Fall Term	Graduate School of Journalism
<input type="radio"/> 2017 Fall Term	The Graduate Center
<input type="radio"/> 2016 Fall Term	College of Staten Island
<input type="radio"/> 2016 Spring Term	College of Staten Island

Click [Continue]

Faculty Center – Class Rosters

From the “My Schedule” tab, click on the Class Roster icon next to the class number / title

Faculty Center

my schedule | **class roster** | grade roster | voe roster | my textbooks

Faculty Center

My Schedule

2018 Spring Term | The Graduate Center change term My Exam Schedule

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Class Permissions Grade Roster Posted Grade Roster

My Teaching Schedule > 2018 Spring Term > The Graduate Center

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
HIST 71001-01 (43016)	Renaissance (Seminar)	3	Th 7:00PM - 8:00PM	TBA	Jan 27, 2018- May 24, 2018
HIST 72800-01 (43015)	Topics: Intlct/Cultrl History (Seminar)	3	We 4:00PM - 5:00PM	TBA	Jan 27, 2018- May 24, 2018
THEA 90000-01 (42451)	Dissertation Supervision (Dissertation)	1	TBA	TBA	Jan 27, 2018- May 24, 2018

Download roster using this grid icon

Enrolled Students Find | First 1-3 of 3 Last

Notify	ID	Name	Grade Basis	Units	Program and Plan	Level
<input type="checkbox"/>	15256682	Currier, Penelope Caitlin	CNV	0.00	Master of Arts - Liberal Studies MA	Graduate
<input type="checkbox"/>	15088744	Harris Kirkpatrick, Laura	CNV	0.00	Master of Arts - Liberal Studies MA	Graduate
<input type="checkbox"/>	13145169	Ramracha, Nisha Nalini	CNV	0.00	Master of Arts - Liberal Studies MA	Graduate

Select All Clear All [Printer Friendly Version](#)

Select students to “notify” with an email

All student email addresses are in the BCC box

Type your subject line and email message

Click [Send notification]

Notification from Vincent Deluca

From: vincent.deluca@gradcenter.cuny.edu

To: vincent.deluca@gradcenter.cuny.edu

CC:

BCC: pencurrier@gmail.com, lharriskirkpatrick@gradcenter.cuny.edu, ringdragon13@hotmail.com




Subject: Class assignment due

Message Text: reminder - etc

Faculty Center – VOE (Verification of Enrollment)

Select the “voe roster” tab to see status of submitted / not submitted rosters (usually due after last day to add classes)

Select the icon next to the class to verify

2018 Spring Term > The Graduate Center - VOE Roster							
Class Data	Enrolled	Career	Submitted	Roster Due Dates	Remaining Days		
 HIST 71001 (43016.01) Renaissance (Seminar)	3	GGRD	No	02/17/2018 - 05/01/2018	6		
 HIST 72800 (43015.01) Topics: Intlct/Cultrl History (Seminar)	3	GGRD	Yes	02/17/2018 - 05/01/2018	6		
 THEA 90000 (42451.01) Dissertation Supervision (Dissertation)	1	GGRD	No	02/17/2018 - 05/01/2018	6		

Select the icon on the grid to navigate to the VOE roster.

Select radio button “NO” for any student who has not yet participated in the class (not yet appeared)

Click [submit]

Career: Graduate School Graduate

Term: 2018 Spring Term

Class Data: HIST 71001-01 (43016) Renaissance

Session: Regular Academic Session

Instructor: Deluca, Vincent J

[Click here to read instructions.](#)

Verification of Enrollment Roster Find First 1-3 of 3 Last

15256682	Currier, Penelope Caitlin	Has this student participated in an academically-related activity?	<input checked="" type="radio"/> Yes <input type="radio"/> No
15088744	Harris Kirkpatrick, Laura	Has this student participated in an academically-related activity?	<input checked="" type="radio"/> Yes <input type="radio"/> No
13145169	Ramracha, Nisha Nalini	Has this student participated in an academically-related activity?	<input checked="" type="radio"/> Yes <input type="radio"/> No

save Save roster data and submit at a later time

submit Submit completed roster to Registrar's Office

return

Faculty Center – Class Permissions (Overrides)

Verify that you are looking at the correct List of classes. Click [Change term] button to change term OR institution
 For the desired class, click on the “Class Permission” icon

In the Class Permission Data section,
 Enter the student ID number

Click on the “Permission” tab

Select which sort of override you are allowing:

Click [Save]

Click [+] to add another student

Faculty Center – Grades

Once grade rosters are generated (usually a week before final exam week) you will see the grade roster icon in the faculty center list of classes. Click on the grade roster icon:

Icon Legend: Class Roster Class Permissions Grade Roster Posted Grade Roster

My Teaching Schedule > 2018 Spring Term > The Graduate Center

View All | | First 1-3 of 3 Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	HIST 71001-01 (43016)	Renaissance (Seminar)	3	Th 7:00PM - 8:00PM	TBA	Jan 27, 2018 - May 24, 2018
	HIST 72800-01 (43015)	Topics: Intclt/Cultrl History (Seminar)	3	We 4:00PM - 5:00PM	TBA	Jan 27, 2018 - May 24, 2018
	THEA 90000-01 (42451)	Dissertation Supervision (Dissertation)	1	TBA	TBA	Jan 27, 2018 - May 24, 2018

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

Enter a grade in the Roster Grade column for each student - be aware that different “Grading Basis” allow different range of grades, available in the drop down box.

Click [Save] in the Grade Roster Action box

Then change the approval status to “Submit Grades”

A new button will appear on the bottom

click the [Post] button

HIST 71001 - 01 (43016) change class

Renaissance (Seminar)

Days and Times	Room	Instructor	Dates
Th 7:00PM-8:00PM	TBA	Staff	01/27/2018 - 05/24/2018

Display Options:

*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status: Submit Grades to F save

Grade Roster Submission Deadline: 06/01/2018

Student Grade

	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1 15256682	Currier, Penelope Caitlin	A		GRD	Master of Arts - Liberal Studies MA	Graduate
<input type="checkbox"/>	2 15088744	Harris Kirkpatrick, Laura	A		GRD	Master of Arts - Liberal Studies MA	Graduate
<input type="checkbox"/>	3 13145169	Ramracha, Nisha Nalini	AUD		AUD	Master of Arts - Liberal Studies MA	Graduate

View All | | [Download](#) | Rows 1 - 3 of 3

Select All Clear All
[Printer Friendly Version](#)

notify selected students
notify all students

SAVE
POST