

e-Campus





Faculty and Instructor Tools in e-Campus

Accessing your Rosters and Submitting Grades

Faculty Center

Faculty Center offers portal-like access to the most commonly needed links for faculty. You will receive your Faculty Center (view similar to below) when you log into **e-Campus** and have faculty access.



The screenshot shows the PeopleSoft Faculty Center interface. At the top, the user is identified as John Doe. The main content area displays the 'My Teaching Schedule > Summer 2007 > University of Rhode Island'. Below this, there is a table of classes with columns for Class, Class Name, Days and Time, Location, Class Dates, and Enrolled. Two classes are listed: CCM 405-2000 LEC 2001 and MBA 576-3000 SEM 1924. Each class row includes icons for 'Class Roster' and 'Grade Roster'. The interface also includes a search bar, a menu on the left, and a 'My Favorite Websites' section at the bottom.


Class	Class Name	Days and Time	Location	Class Dates	Enrolled	Find
CCM 405-2000 LEC 2001	Humor In Communicatn (Lecture)	MW 6:00PM - 9:45PM	Providence CCE	Jun 25, 2007-Jul 27, 2007	16	 
MBA 576-3000 SEM 1924	(MGT639) Advanced Top In Mgt. (Seminar)	TBA	On Line Web CT	May 21, 2007-Jul 27, 2007	27	 

The center of the page shows your classes. You can change the view by clicking the selections along the top “Show all classes” (default value), show “Only classes with enrollment”, or display your weekly schedule by clicking “View My Weekly Schedule”.

Accessing your rosters (Class and Grade)

You can access BOTH your Class Rosters and Grade Rosters from your Class Schedule chart in Faculty Center.

- Click on the  icon to access your Class Roster for the class listed.
- Click on the  icon to access your Grade Roster for the class listed.

Once inside a roster, you have the choice to download the roster to an **Excel** Spreadsheet by clicking on the  icon.


e-Campus

Faculty and Instructor Tools in e-Campus

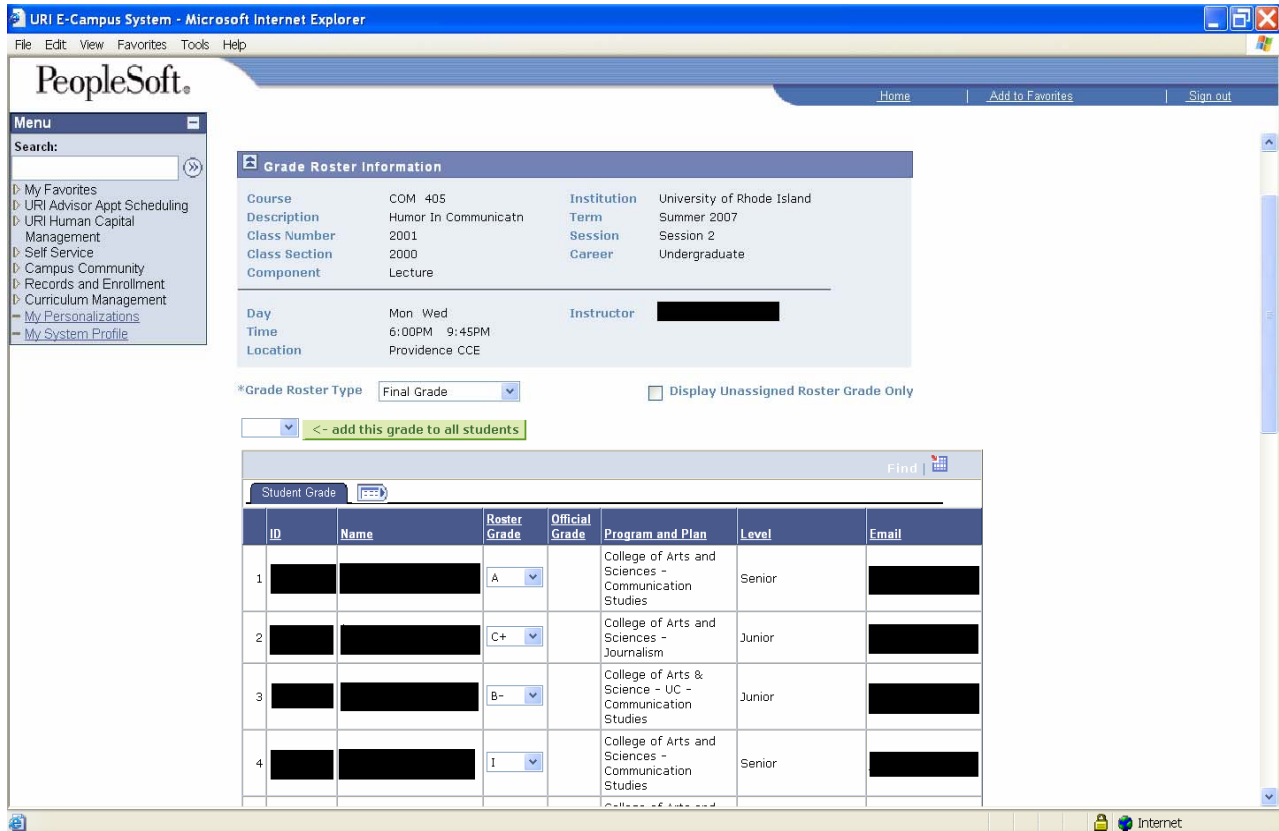
Accessing your Rosters and Submitting Grades

Submitting Grades

Confirm Faculty Center is viewing the correct term. If not, click to select your term and click Continue.

From Faculty Center, click the  icon next to the class for which you want to submit grades.

- The Grade Roster is displayed for the class you selected. See example below.



- Select the roster type, if necessary.
- Record the grade for each student by selecting it from the dropdown listbox or by typing it in. Note – only the values which exist in the dropdown listbox can be typed into this space.

At the bottom of the page, you should select Not Reviewed until you have completely entered and verified your grades. Hit SAVE at the bottom of the page.

After you have entered and verified the grades and are ready to **submit and post** the grades, you must change the approval status to Approved at the bottom of the page and hit Post at the bottom of the page.

NOTE - If you are entering grades over a period of time, leave the status as "Not Reviewed" AND hit save each time. Keeping the status as "Not Reviewed" and saving the roster each time will allow you to save the grades but NOT submit them.

Your grades will NOT be posted until you select "Approved" and hit "Post".