Faculty Center Overview

Concept

The Faculty Center is the self-service hub for faculty and advisors. From a single site, faculty members can see class schedules and locations, view a dynamically updated Class Roster. They can instantly connect to one or all of their students by e-mail, link to the Gradebook, learning management systems (BlackBoard) and other applications.
Navigation

1. From the MaineStreet portal, click the **Enterprise Applications** link.
2. From the **Enterprise Applications** menu list, click the **Campus Solutions** link.
3. From the **Campus Solutions** menu, click the **Self-Service** link.
4. From the **Self-Service** menu list, click the **Faculty Center** link.
Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>The <strong>Faculty Center</strong> enables you to view your class schedule, check class rosters, record grades and much more. Access to all your personal information stored in the Campus Solutions system is also available from the <em>My Info</em> drop-down menu. To see your schedule in a week-by-week format, select <em>View My Weekly Schedule</em> radio button. Select the <strong>View My Weekly Schedule</strong> option.</td>
</tr>
</tbody>
</table>
Step 6. You can use the Show Week of field to specify the week and the Start Time and End Time fields to specify class times. You can also toggle between the Next Week and Previous Week classes.

7. Click the < Previous Week button to return to the previous week’s schedule.
8. In the **Display Options** section of the page, you can apply settings that determine what information is displayed.

   For this example, click the **Show Class Title** checkbox.

9. Click the **REFRESH CALENDAR** button to display your changes.

10. Click the **Return** button to go back to the **Faculty Center**.
11. Wherever you see information displayed in a grid format, you can click on the field headings to sort the information.

Information in a grid can also be downloaded to Excel by clicking on the grid icon located on the far-right side of the blue bar.

**Note:** you must disable pop-up blockers before downloading to Excel. If using Internet Explorer, hold the Ctrl key down while clicking the Excel icon.

Click the Excel icon in the Teaching Schedule grid to download the grid to Excel.
Step 12. The spreadsheet opens in a new browser window. From here you can save the spreadsheet to your computer or print it.

When finished, click the Close button (X) to close the spreadsheet window.
Step 13. To view details about a class, click the class link located in the *Class* column.
### Step 14

After reviewing the class details, click the **Close** button to return to the **Faculty Center**.
Step 15. Click the **Class Roster** icon to view roster for this class.
### Class Roster

**Class Name:** Intro to New Media

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Institution</th>
<th>Terms</th>
<th>Session</th>
<th>Career</th>
</tr>
</thead>
<tbody>
<tr>
<td>6960</td>
<td>NMD 100</td>
<td>University of Maine</td>
<td>2008 Spring</td>
<td>Regular Academic</td>
<td>Undergraduate</td>
</tr>
</tbody>
</table>

**Day:** Mon, Wed, Fri  
**Time:** 10:00AM - 10:50AM

**Enrollment Status:** Enrolled  
**Total Students:** 7  
**Enrollment Capacity:** 40

<table>
<thead>
<tr>
<th>Notify ID</th>
<th>Name</th>
<th>Grade Basis</th>
<th>Units</th>
<th>Program and Plan</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Student Name</td>
<td>Conversion</td>
<td>3.00</td>
<td>Liberal Arts &amp; Sciences - New Media</td>
<td>Junior</td>
</tr>
<tr>
<td>2</td>
<td>Student Name</td>
<td>Conversion</td>
<td>3.00</td>
<td>Liberal Arts &amp; Sciences - New Media</td>
<td>Senior</td>
</tr>
<tr>
<td>3</td>
<td>Student Name</td>
<td>Conversion</td>
<td>3.00</td>
<td>Liberal Arts &amp; Sciences - New Media</td>
<td>Junior</td>
</tr>
<tr>
<td>4</td>
<td>Student Name</td>
<td>Conversion</td>
<td>3.00</td>
<td>Liberal Arts &amp; Sciences - New Media</td>
<td>Junior</td>
</tr>
<tr>
<td>5</td>
<td>Student Name</td>
<td>Conversion</td>
<td>3.00</td>
<td>Liberal Arts &amp; Sciences - New Media</td>
<td>Senior</td>
</tr>
<tr>
<td>6</td>
<td>Student Name</td>
<td>Conversion</td>
<td>3.00</td>
<td>Liberal Arts &amp; Sciences - New Media</td>
<td>Senior</td>
</tr>
<tr>
<td>7</td>
<td>Student Name</td>
<td>Conversion</td>
<td>3.00</td>
<td>Liberal Arts &amp; Sciences - New Media</td>
<td>Junior</td>
</tr>
</tbody>
</table>

**NOTIFY SELECTED STUDENTS**  
**NOTIFY LISTED STUDENTS**  
**PRINT FRIENDLY VERSION**
16. Class Rosters are dynamic, meaning that, during registration, they will change based on who adds or drops your classes.

To see all the students enrolled in your class, make sure the Enrollment Status is set to Enrolled. To see the students who dropped your class, from the Enrollment Status drop-down list, select Dropped, then click the change button. Your Class Roster will refresh, listing the students who dropped your class in the Dropped Students table.

To see the students waiting to add your class (if this option is enabled), from the Enrollment Status drop-down list, select Waiting, then click change. Your Class Roster will refresh, listing any waitlisted students.

In the Enrolled Students section of the page, your students are listed alphabetically by last name. Details for each student include:

**ID:** The student's MaineStreet ID.

**Name:** The student's first and last name. (Note: Your roster will list a student's preferred first name (e.g., Mike instead of Michael) if the student added a Preferred Name.

**Grade:** The grading basis the student chose for your class (e.g., UG Letter - undergraduate letter; GR Letter - graduate letter; *W Drop, etc.)

**Units:** The number of credits that your class carries. For variable-credit classes (e.g., independent studies), the number of credits the students chose for your class will appear in the Units column.

**Program and Plan:** The student’s current degree and major path. Additional details include secondary majors, minors, honors information, etc.

**Level:** The student’s academic level (e.g., Sophomore, Junior, Doctorate, Masters, etc.).
17. To communicate with students, faculty can send an email message to selected students or to all listed students by using the Notify feature.

The Notify feature enables faculty to send emails to:
- All enrolled students (click the Notify Listed Students button)
- Selected students (click the checkboxes for the selected students and then click the Notify Selected Students button)
- A single student by clicking on the student’s name in the list and clicking the Notify Select Students button.

For this example, click the Notify Listed Students button.
Step 18. The email message you create will be sent to you for your records and will "blind copy" (bcc) each student. This prevents students from seeing other student names in the email they receive.

Click the Cancel button.
Step 19. Click the **Printer Friendly Version** button to view the class roster in a format best suited for printing.
20. When finished printing, click the **CANCEL** button to return to the **Class Roster** page.
Step 21. On the Class Roster page, click the *Return* button to return to the *Faculty Center*.  

Return
Step | Action
--- | ---
22. | Click on the Gradebook icon to open the class Gradebook (see the *Gradebook Overview* topic for information about using Gradebook).
23. | **End of Procedure.**